

Homeowners Association Budget Outline for Review

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: HOA Budget Outline for Review

Budget Overview

The following is the proposed budget outline for the upcoming fiscal year:

Income

- Monthly Dues: \$[Insert Amount]
- Late Fees: \$[Insert Amount]
- Interest Income: \$[Insert Amount]
- Other Income: \$[Insert Amount]

Total Income: \$[Insert Total Income]

Expenses

- Landscaping: \$[Insert Amount]
- Maintenance: \$[Insert Amount]
- Utilities: \$[Insert Amount]
- Insurance: \$[Insert Amount]
- Administrative Costs: \$[Insert Amount]
- Reserve Fund Contributions: \$[Insert Amount]

Total Expenses: \$[Insert Total Expenses]

Net Income

Net Income: \$[Insert Net Income]

Next Steps

Please review the proposed budget outline and provide your feedback by [Insert Feedback Due Date].

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Your Title if applicable]

[HOA Name]