



# Budget Administration System

## For Commercial & Residential Property Management

**Budget Administration System**, or "**BAS**", is an operational tool for the property manager designed for creating twelve-month budgets from the bottom up. At the main screen, annualized summary revenue and expense data are presented in an operating statement format; a click of the mouse takes the user to detail screens that provide the building blocks for budgeting. Revenues are budgeted from the lease level for commercial and unit class for residential. Expenses are entered from an added level of detail called 'account category'. Portfolio and consolidation reporting facilitates the management review and approval process.

### Budgeting

- Perform data entry only once into the detail screens and the data is automatically updated on the main screen
- Budget everything from capital expenditures and tenant improvements to leasing commissions
- Allows for different budget versions for each budget year and type
- Performs straight-line calculations
- Processes management fee expense
- Calculates common area expense (recovery) adjustments
- Transfers Budgeted escalated recurring charge log records back to Timberline.
- Word Merge function allows for custom escalation letters and or statements.
- Finalized budgets can be imported directly into Timberline's General Ledger for variance reporting purposes
- Imports data from Excel
- Budget to Gross Potential Rent and Vacancy Loss - **Residential**
- Increase/Decrease market rate by percent per unit class by month - **Residential**
- Budget other charges (parking, storage, etc.) - **Residential**

### Re-forecasting

- Generate re-forecasted budgets based (copied) on previous budget year and type combined with actual expenditures based on a user-defined time period
- Re-forecasted budgets include all Timberline leases
- Leases set up and maintained in the Lease Administration System (LAS) are available to be included in the budget or re-forecast

### Ease of use

- Access to data can be restricted by assigning users to groups of properties
- View or copy expenses from previous budgets or prior year actuals
- Define net cash flow screens and create custom reports
- Memos (narratives) available at various levels
- Allocate expenses from a complex of buildings to individual buildings

### Interface to Argus

- Existing Timberline and budgeted lease up assumptions
- Operating, Capx, Tenant Improvements along with Leases Commissions
- Market rates entered from ASG Publishing's Market Rate application

**BAS** is fully integrated with ASG Publishing's **Lease Administration System**.



At the main screen, annualized summary revenue and expense data are presented in an operating statement format. A click of the mouse takes the user to detail screens that provide the building blocks for budgeting.

The screenshot shows the 'Budget Administration - Global Management Co' window. The main area displays a summary table for the year 2002. The table is organized into 'OPERATING' and 'NON-OPERATING' sections. The 'OPERATING' section includes 'TOTAL INCOME', 'TOTAL REIMB EXPENSES', 'TOTAL NON-REIMB EXPENSES', 'TOTAL EXPENSE', and 'NET OPERATING INCOME'. The 'NON-OPERATING' section includes 'TOTAL TENANT IMPROVEMENTS', 'TOTAL CAPITAL EXPENDITURES', 'TOTAL LEASE COMMISSIONS', and 'TOTAL LEASING COMMISSIONS'. A 'Net Cash Flow' row is also present at the bottom of the table. The table columns are 'Annual Total', 'Jan', and 'Feb'. The 'Last update' is noted as 'DavidD - 3/19/02 5:54:00 PM'.

	Annual Total	Jan	Feb	
<b>OPERATING</b>				
TOTAL INCOME	1,156,790	111,207	111,207	11
TOTAL REIMB EXPENSES	293,075	27,857	27,197	2
TOTAL NON-REIMB EXPENSES	7,808	0	0	
TOTAL EXPENSE	300,883	27,857	27,197	2
NET OPERATING INCOME	855,907	83,350	84,010	8
<b>NON-OPERATING</b>				
TOTAL TENANT IMPROVEMENTS	0	0	0	
TOTAL CAPITAL EXPENDITURES	10,000	833	833	
TOTAL LEASE COMMISSIONS	0	0	0	
TOTAL LEASING COMMISSIONS	0	0	0	
Net Cash Flow	845,907	82,517	83,176	8

And because it reads lease details directly from Sage Timberline Office, forecasting revenue is a breeze.

The screenshot shows the 'Revenue Entry Tenant View' window. It displays a table with columns for Activity, Status, Lease, Rev No., Unit, Tenant Name, Unit Sq Ft, Lease End Date, Include in Budget, and Archived. The table lists various lease activities, including existing, modified, and new leases for different tenants and units.

Activity	Status	Lease	Rev No.	Unit	Tenant Name	Unit Sq Ft	Lease End Date	Include in Budget	Archived
Existing		55-00120	0	00120	Hollywood Video	0.01	12/31/09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-00148	0	00148	Blockbuster, Inc.	3,064	7/31/09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-00435	0	00435	The Von's Companies #169	45,750	11/18/21	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-00445	0	00445	Del Taco, Inc. #308	1,980	8/10/07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-00451	0	00451	The Hair Cut Store	1,200	5/31/07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-00455	0	00455	Style Loft	1,548	3/14/06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-00457	0	00457	Maria's	1,500	9/30/07	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-00459	0	00459	Starbucks Coffee Company	1,500	2/28/08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-0417A-1	0	0417A	Jhansi Koneru	2,065	6/20/09	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Existing		55-0425B-01	0	0425B	Cold Stone Creamery	1,400	11/6/06	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expiring		55-00407	0	00407	Round Table Pizza	3,875	12/15/05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expiring		55-00449	0	00449	Great Earth Vitamins	1,200	8/31/05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expiring		55-00453-02	0	00453	Won Y.Kim & Kyung H.Lee	1,500	5/31/05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expiring		55-0425A-01	0	0425A	B. Patel & S. Patel	1,400	5/14/05	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modified		55-00120	0	00120	Hollywood Video	0.01	12/31/09	<input type="checkbox"/>	<input type="checkbox"/>
Modified		55-00142	0	00142	1 Hour Fotocenter	1,410	3/31/04	<input type="checkbox"/>	<input type="checkbox"/>
Monthly		55-00130	0	00130	Long's Drug #166	0.01	12/31/50	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New		55-00142-2	0	00142	Spec Lease	1,410	8/31/08	<input checked="" type="checkbox"/>	<input type="checkbox"/>
New	Out for	811-0055-142-01	0	00142	New One	1,410	6/30/09	<input type="checkbox"/>	<input type="checkbox"/>
New	Letter of	055-0144-01	0	00144	UPS Store	1,200	4/30/10	<input type="checkbox"/>	<input type="checkbox"/>
New	Negotiated	55-00403	0	00403	Tend SouthWest	1,800	3/30/07	<input type="checkbox"/>	<input type="checkbox"/>

Call ASG Publishing at 888-559-9540 for pricing, demonstrations, and more information.