

Example of Budget for the General Fund

	Budget 2XX2 HK\$	Previous Year's Actual 2XX1 HK\$	Variance	Reason
<u>Incomes</u>				
Contribution to the General Fund	x,xxx,xxx	x,xxx,xxx	-x%	Reduced contribution in 2XX2 due to large amount of surplus brought forward from year 2XX1
Club Income	xxx,xxx	xxx,xxx		
Interest Income	xx,xxx	xx,xxx		
	x,xxx,xxx	x,xxx,xxx		
<u>Expenditures</u>				
Cleaning	(xxx,xxx)	(xxx,xxx)	-y%	Lower fees for new cleaning contract
Club Expenses	(xxx,xxx)	(xxx,xxx)		
New Equipment	(xxx,xxx)	(xxx,xxx)		
Horticulture	(xxx,xxx)	(xxx,xxx)		
Insurance	(xxx,xxx)	(xxx,xxx)		
Miscellaneous	(xx,xxx)	(xx,xxx)		
Professional Fees	(xx,xxx)	(xx,xxx)		
Rates and Government Rent	(xx,xxx)	(xx,xxx)		
Repairs and Maintenance	(xx,xxx)	(xx,xxx)		
Security	(xxx,xxx)	(xxx,xxx)	+z%	Higher fees for new security contract
Staff Cost	(xxx,xxx)	(xxx,xxx)		
Transportation	(x,xxx)	(x,xxx)		
Utility Expenses	(xxx,xxx)	(xxx,xxx)		
Manager's Remuneration	(xxx,xxx)	(xxx,xxx)		
	(x,xxx,xxx)	(x,xxx,xxx)		
Surplus / (Deficit)	xxx,xxx	xxx,xxx		
Accumulated Surplus Brought Forward	xxx,xx1	xxx,xxx		
Accumulated Surplus Carried Forward	xxx,xx2	xxx,xx1		

Approved by the Management Committee on _____

Signed by : _____

(Chairman)