

Camden Prison Site

Applicant:
 Project:
 Date:

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Base Year Operating Expenses

Number of Employees:

Administrative	
Stationery & Supplies	
Communications Services	
Dues and Subscriptions	
Postage and Deliveries	
Inspection, Permits and Related Fees	
Marketing	
Legal Services	
Annual Audit	
Accounting and Bookkeeping	
Computer Expenses/Charges	
Other:	
Other:	
Other:	
Other:	
Total Administrative	

Salaries and Related Charges	
Superintendent/Building Mechanic	
Janitorial	
Grounds and Landscaping	
Security	
Site Office and Administration	
Other Salaries:	
Other Salaries:	
Employee Benefits	
Employee Payroll Taxes	
Worker's Compensation	
Other:	
Other:	
Other:	
Other:	
Total Salaries and Related Charges	

Maintenance and Repairs	
Masonry	
Carpentry	
Fixture Furniture & Equipment Repairs	
Plumbing	
Painting and Decorating	
Electrical	
Elevator Repairs (non-contract)	
Windows and Equipment	
Vehicles	
Landscaping	
Snow Removal	
HVAC Repairs (non-contract)	
Janitorial Supplies	
Maintenance Repair Supplies	
Painting and Decorating Supplies	
Other:	
Other:	
Other:	
Other:	
Total Maintenance and Repairs	

Maintenance Contracts	
Security	
Elevator	
Rubbish Removal	
HVAC Maintenance	
Elevator Maintenance	
Landscaping	
Snow Removal	
Exterminating	
Painting	
Janitorial Contract	
Other:	
Other:	
Other:	
Other:	
Total Maintenance Contracts	

Management Fee

Utilities	
Water	
Sewer	
Gas	
Electric	
Total Utilities	

Real Estate Taxes

Reserves		SF Cost
Fixtures Furnitures and Equipment		
Elevator		
HVAC		
Electrical		
Building Remodeling/Upgrades		
Landscaping		
Core and Shell Maintenance/Upgrades		
Other:		
Total Reserves	\$0	

Annual Financing Payments	Term (yrs)
Total Financing Payments	\$0

Annual Ground Rent

Summary of Operating Expenses		% Ann. Increase
Administrative		
Salaries and Related Charges		
Maintenance and Repairs		
Maintenance Contracts		
Utilities		
Management Fee		
Real Estate Taxes		
Reserves		
Total Expenses		

Note
 Categories may be adjusted or changed to the specific project