

Harbor Business Services, Inc.
aka Diamond Community Management

Balance Sheet
CW Division 12 STEP Association
September 2017

		Balance
Assets		
1082	CW Division 12 STEP Assoc. Op Acct	19,821.95
1083	CW Division 12 STEP Assoc Reserve A	62,798.56
Total Assets		82,620.51
Liabilities & Capital		
2020	Prepaid Assessments	3,962.00
	Total Liabilities	3,962.00
3000	Retained Earnings	84,855.78
3999	Current Year Earnings/Loss	(6,197.27)
	Total Capital	78,658.51
Total Liabilities & Capital		82,620.51

**Harbor Business Services, Inc.
aka Diamond Community Management**

Operating Statement (Budget vs. Actual)

CW Division 12 STEP Association

September 2017

	Actual	Current Month Budget	Variance	Actual	Year To Date Budget	Variance
Revenue						
4000 Dues Assessment	6,480.00	6,210.00	270.00	56,711.00	55,890.00	821.00
4100 Late Charge Fee	105.00	0.00	105.00	836.00	0.00	836.00
4160 Interest Income	5.16	0.00	5.16	42.13	0.00	42.13
Total Revenue	6,590.16	6,210.00	380.16	57,589.13	55,890.00	1,699.13
Operating Expenses						
5005 Annual Corp. Registrator	0.00	0.00	0.00	(10.00)	(10.00)	0.00
5010 Management Fees	(475.00)	(475.00)	0.00	(4,275.00)	(4,275.00)	0.00
5130 Postage	0.00	(4.17)	4.17	(42.97)	(37.49)	(5.48)
5190 Administrative Expenses	0.00	(18.75)	18.75	0.00	(168.75)	168.75
5200 Maintenance & Repair	(18.14)	(186.42)	168.28	(2,900.08)	(1,677.76)	(1,222.32)
5205 Maint. Supplies Expense	(258.79)	0.00	(258.79)	(475.02)	0.00	(475.02)
5220 Grounds Maintenance	0.00	0.00	0.00	0.00	(250.00)	250.00
5300 Electricity	(23.89)	(25.00)	1.11	(247.50)	(225.00)	(22.50)
5315 Sewer Expense	(10,168.59)	(10,488.00)	319.41	(52,592.94)	(52,440.00)	(152.94)
5410 Bank Charges	0.00	(12.50)	12.50	0.00	(112.50)	112.50
5435 Legal	0.00	(41.66)	41.66	0.00	(374.99)	374.99
5441 Taxes Preparation	0.00	0.00	0.00	(175.00)	(170.00)	(5.00)
5520 Insurance	0.00	0.00	0.00	(1,399.00)	(2,000.00)	601.00
5521 Insurance - General	0.00	0.00	0.00	(345.00)	0.00	(345.00)
5570 Website	(169.54)	0.00	(169.54)	(366.81)	0.00	(366.81)
Total Operating Expenses	(11,113.95)	(11,251.50)	137.55	(62,829.32)	(61,741.49)	(1,087.83)
Other Income & Expenses						
9017 Reserve Fund Expenditur	0.00	0.00	0.00	(957.08)	0.00	(957.08)
Total Other Income & Expenses	0.00	0.00	0.00	(957.08)	0.00	(957.08)
Net Income (Loss)	(\$4,523.79)	(\$5,041.50)	\$517.71	(\$6,197.27)	(\$5,851.49)	(\$345.78)

**Harbor Business Services, Inc.
aka Diamond Community Management**

**Operating Statement (12 Months Summary)
CW Division 12 STEP Association
December 2017**

	JAN 17	FEB 17	MAR 17	APR 17	MAY 17	JUN 17	JUL 17	AUG 17	SEP17	OCT 17	NOV17	DEC 17	Total
Revenue													
4000 Dues Assessme	6,829.00	6,322.00	6,390.00	6,030.00	6,120.00	6,480.00	5,850.00	6,210.00	6,480.00	5,047.00	0.00	0.00	61,758.00
4100 Late Charge Fee	210.00	105.00	311.00	0.00	0.00	105.00	0.00	0.00	105.00	0.00	0.00	0.00	836.00
4160 Interest Income	2.68	2.44	5.41	5.23	5.40	5.15	0.00	10.66	5.16	0.00	0.00	0.00	42.13
Total Revenue	7,041.68	6,429.44	6,706.41	6,035.23	6,125.40	6,590.15	5,850.00	6,220.66	6,590.16	5,047.00	0.00	0.00	62,636.13
Operating Expenses													
5005 Annual Corp. Re	0.00	0.00	0.00	(10.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(10.00)
5010 Management Fee	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	0.00	0.00	(4,750.00)
5130 Postage	(15.04)	(13.23)	0.00	0.00	0.00	0.00	(14.70)	0.00	0.00	0.00	0.00	0.00	(42.97)
5200 Maintenance & f	0.00	(1,613.34)	(194.65)	(527.65)	(71.37)	(474.93)	0.00	0.00	(18.14)	0.00	0.00	0.00	(2,900.08)
5205 Maint. Supplies I	0.00	(216.23)	0.00	0.00	0.00	0.00	0.00	0.00	(258.79)	(251.97)	0.00	0.00	(726.99)
5300 Electricity	(24.34)	(37.83)	(31.98)	(28.94)	(52.42)	0.00	(24.21)	(23.89)	(23.89)	(23.89)	0.00	0.00	(271.39)
5315 Sewer Expense	(10,316.48)	0.00	(10,751.17)	0.00	(10,255.98)	0.00	(11,100.72)	0.00	(10,168.59)	0.00	0.00	0.00	(52,592.94)
5441 Taxes Preparati	0.00	0.00	0.00	0.00	(175.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(175.00)
5520 Insurance	0.00	0.00	0.00	0.00	0.00	(1,399.00)	0.00	0.00	0.00	0.00	0.00	0.00	(1,399.00)
5521 Insurance - Gen	0.00	0.00	0.00	0.00	(345.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(345.00)
5570 Website	0.00	(45.32)	0.00	0.00	(151.95)	0.00	0.00	0.00	(169.54)	0.00	0.00	0.00	(366.81)
Total Operating Expenses	(10,830.86)	(2,400.95)	(11,452.80)	(1,041.59)	(11,526.72)	(2,348.93)	(11,614.63)	(498.89)	(11,113.95)	(750.86)	0.00	0.00	(63,580.18)
Other Income & Expenses													
9017 Reserve Fund E	0.00	0.00	0.00	0.00	(957.08)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(957.08)
Total Other Income & Expenses	0.00	0.00	0.00	0.00	(957.08)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(957.08)
Net Income (Loss)	(3,789.18)	4,028.49	(4,746.39)	4,993.64	(6,358.40)	4,241.22	(5,764.63)	5,721.77	(4,523.79)	4,296.14	0.00	0.00	(1,901.13)