

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	JUL17	AUG17	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	5,745.00	6,199.00	6,164.00	74,819.00
4100 Late Charge Fe	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
4155 Transfer Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4160 Interest Income	2.68	2.44	5.41	5.23	5.40	5.15	0.00	10.66	5.16	5.33	5.16	5.33	57.95
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	5,750.33	6,204.16	6,169.33	75,712.95
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 Fe	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(475.00)	(5,700.00)
5130 Postage	(15.04)	(13.23)	0.00	0.00	0.00	0.00	(14.70)	0.00	0.00	(49.70)	0.00	0.00	(92.67)
5190 Administrative E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(170.90)	0.00	(267.16)	(438.06)
5200 Maintenance & f	0.00	(1,613.34)	(194.65)	(527.65)	(71.37)	(474.93)	0.00	0.00	(18.14)	0.00	(522.06)	0.00	(3,422.14)
5205 Maint. Supplies	0.00	(216.23)	0.00	0.00	0.00	0.00	0.00	0.00	(258.79)	(397.96)	0.00	0.00	(872.98)
5300 Electricity	(24.34)	(37.83)	(31.98)	(28.94)	(52.42)	0.00	(24.21)	(23.89)	(23.89)	(23.89)	(24.77)	(27.17)	(323.33)
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	(10,401.62)	0.00	(62,994.56)
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)	(1,117.45)	(11,423.45)	(769.33)	(76,139.55)
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)	4,632.88	(5,219.29)	5,400.00	(1,383.68)

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

Operating Statement (Budget vs. Actual)

CW Division 12 STEP Association

December 2017

		Actual	Current Month Budget	Variance	Actual	Year To Date Budget	Variance
Revenue							
4000	Dues Assessment	6,164.00	6,210.00	(46.00)	74,819.00	74,520.00	299.00
4100	Late Charge Fee	0.00	0.00	0.00	836.00	0.00	836.00
4160	Interest Income	5.33	0.00	5.33	57.95	0.00	57.95
Total Revenue		6,169.33	6,210.00	(40.67)	75,712.95	74,520.00	1,192.95
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	(5,700.00)	(5,700.00)	0.00
5130	Postage	0.00	(4.17)	4.17	(92.67)	(50.00)	(42.67)
5190	Administrative Expenses	(267.16)	(18.75)	(248.41)	(438.06)	(225.00)	(213.06)
5200	Maintenance & Repair	0.00	(186.41)	186.41	(3,422.14)	(2,237.00)	(1,185.14)
5205	Maint. Supplies Expense	0.00	0.00	0.00	(872.98)	0.00	(872.98)
5220	Grounds Maintenance	0.00	0.00	0.00	0.00	(250.00)	250.00
5300	Electricity	(27.17)	(25.00)	(2.17)	(323.33)	(300.00)	(23.33)
5315	Sewer Expense	0.00	0.00	0.00	(62,994.56)	(62,928.00)	(66.56)
5410	Bank Charges	0.00	(12.50)	12.50	0.00	(150.00)	150.00
5435	Legal	0.00	(41.67)	41.67	0.00	(500.00)	500.00
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	0.00	0.00	0.00	(366.81)	0.00	(366.81)
Total Operating Expenses		(769.33)	(763.50)	(5.83)	(76,139.55)	(74,520.00)	(1,619.55)
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)		\$5,400.00	\$5,446.50	(\$46.50)	(\$1,383.68)	\$0.00	(\$1,383.68)

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

Balance Sheet
CW Division 12 STEP Association
December 2017

		Balance
Assets		
1082	CW Division 12 STEP Assoc. Op Acct	25,117.72
1083	CW Division 12 STEP Assoc Reserve A	62,814.38
Total Assets		87,932.10
Liabilities & Capital		
2020	Prepaid Assessments	4,359.00
	Total Liabilities	4,359.00
3000	Retained Earnings	84,956.78
3999	Current Year Earnings/Loss	(1,383.68)
	Total Capital	83,573.10
Total Liabilities & Capital		87,932.10