

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

**Balance Sheet**  
CW Division 12 STEP Association  
May 2019

|  |                                     | <b>Balance</b>   |
|--|-------------------------------------|------------------|
| <b>Assets</b>                          |                                     |                  |
| 1082                                   | CW Division 12 STEP Assoc. Op Acct  | 14,208.51        |
| 1083                                   | CW Division 12 STEP Assoc Reserve A | 73,488.42        |
| <b>Total Assets</b>                    |                                     | <b>87,696.93</b> |
| <b>Liabilities &amp; Capital</b>       |                                     |                  |
| 2020                                   | Prepaid Assessments                 | 7,199.00         |
|  | <b>Total Liabilities</b>            | <b>7,199.00</b>  |
| 3000                                   | Retained Earnings                   | 84,627.03        |
| 3999                                   | Current Year Earnings/Loss          | (4,129.10)       |
|  | <b>Total Capital</b>                | <b>80,497.93</b> |
| <b>Total Liabilities &amp; Capital</b> |                                     | <b>87,696.93</b> |

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

**Operating Statement (Budget vs. Actual)**

CW Division 12 STEP Association

May 2019

|  |                           | Actual              | Current Month<br>Budget | Variance          | Actual              | Year To Date<br>Budget | Variance           |
|--|---------------------------|---------------------|-------------------------|-------------------|---------------------|------------------------|--------------------|
| <b>Revenue</b>                           |                           |                     |                         |                   |                     |                        |                    |
| 4000                                     | Dues Assessment           | 7,676.00            | 7,070.00                | 606.00            | 35,405.00           | 35,350.00              | 55.00              |
| 4100                                     | Late Charge Fee           | 210.00              | 0.00                    | 210.00            | 210.00              | 0.00                   | 210.00             |
| 4160                                     | Interest Income           | 31.20               | 0.00                    | 31.20             | 137.18              | 0.00                   | 137.18             |
| <b>Total Revenue</b>                     |                           | <b>7,917.20</b>     | <b>7,070.00</b>         | <b>847.20</b>     | <b>35,752.18</b>    | <b>35,350.00</b>       | <b>402.18</b>      |
| <b>Operating Expenses</b>                |                           |                     |                         |                   |                     |                        |                    |
| 5005                                     | Annual Corp. Registratior | 0.00                | 0.00                    | 0.00              | (10.00)             | (10.00)                | 0.00               |
| 5010                                     | Management Fees           | (500.00)            | (500.00)                | 0.00              | (2,500.00)          | (2,500.00)             | 0.00               |
| 5130                                     | Postage                   | (4.95)              | (4.16)                  | (0.79)            | (4.95)              | (20.83)                | 15.88              |
| 5200                                     | Maintenance & Repair      | 0.00                | (738.33)                | 738.33            | (1,459.08)          | (3,691.65)             | 2,232.57           |
| 5205                                     | Maint. Supplies Expense   | 0.00                | 0.00                    | 0.00              | (143.82)            | 0.00                   | (143.82)           |
| 5220                                     | Grounds Maintenance       | 0.00                | (20.83)                 | 20.83             | 0.00                | (104.15)               | 104.15             |
| 5225                                     | Septic System Maintenanc  | (1,459.08)          | 0.00                    | (1,459.08)        | (1,459.08)          | 0.00                   | (1,459.08)         |
| 5300                                     | Electricity               | (25.10)             | (29.17)                 | 4.07              | (121.87)            | (145.85)               | 23.98              |
| 5315                                     | Sewer Expense             | (10,609.02)         | (11,083.33)             | 474.31            | (32,721.16)         | (33,249.99)            | 528.83             |
| 5441                                     | Taxes Preparation         | 0.00                | 0.00                    | 0.00              | 0.00                | (195.00)               | 195.00             |
| 5520                                     | Insurance                 | (1,399.00)          | 0.00                    | (1,399.00)        | (1,399.00)          | (2,000.00)             | 601.00             |
| 5570                                     | Website                   | 0.00                | (33.33)                 | 33.33             | (62.32)             | (166.65)               | 104.33             |
| <b>Total Operating Expenses</b>          |                           | <b>(13,997.15)</b>  | <b>(12,409.15)</b>      | <b>(1,588.00)</b> | <b>(39,881.28)</b>  | <b>(42,084.12)</b>     | <b>2,202.84</b>    |
| <b>Non-Operating Expenses</b>            |                           |                     |                         |                   |                     |                        |                    |
| 8010                                     | Transfer to Reserve       | 0.00                | 0.00                    | 0.00              | 10,285.00           | 0.00                   | 10,285.00          |
| <b>Total Non-Operating Expenses</b>      |                           | <b>0.00</b>         | <b>0.00</b>             | <b>0.00</b>       | <b>10,285.00</b>    | <b>0.00</b>            | <b>10,285.00</b>   |
| <b>Other Income &amp; Expenses</b>       |                           |                     |                         |                   |                     |                        |                    |
| 9010                                     | Transfer Op to Reserve    | 0.00                | 0.00                    | 0.00              | (10,285.00)         | 0.00                   | (10,285.00)        |
| <b>Total Other Income &amp; Expenses</b> |                           | <b>0.00</b>         | <b>0.00</b>             | <b>0.00</b>       | <b>(10,285.00)</b>  | <b>0.00</b>            | <b>(10,285.00)</b> |
| <b>Net Income (Loss)</b>                 |                           | <b>(\$6,079.95)</b> | <b>(\$5,339.15)</b>     | <b>(\$740.80)</b> | <b>(\$4,129.10)</b> | <b>(\$6,734.12)</b>    | <b>\$2,605.02</b>  |