

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

Balance Sheet
CW Division 12 STEP Association
December 2021

		Balance
Assets		
1082	CW12 STEP Operating Account	22,394.45
1083	CW12 STEP Reserve Account	11,366.51
1159	STEP CD- HSB-.25%- 11 MO 3/28/22	20,532.48
1160	STEP CD-HSB-0.25%-11 MO 9/28/22	20,641.45
1161	STEP CD-HSB-.40%-11 MO 1/28/22	20,697.26
Total Assets		95,632.15
Liabilities & Capital		
2020	Prepaid Assessments	3,979.00
	Total Liabilities	3,979.00
3000	Retained Earnings	96,422.87
3999	Current Year Earnings/Loss	(4,769.72)
	Total Capital	91,653.15
Total Liabilities & Capital		95,632.15

**Harbor Business Services, Inc.
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Operating Statement (Budget vs. Actual)

CW Division 12 STEP Association

December 2021

		Actual	Current Month Budget	Variance	Actual	Year To Date Budget	Variance
Revenue							
4000	Dues Assessment	6,969.00	7,171.00	(202.00)	85,828.00	86,052.00	(224.00)
4160	Interest Income	0.04	0.00	0.04	172.62	0.00	172.62
Total Revenue		6,969.04	7,171.00	(201.96)	86,000.62	86,052.00	(51.38)
Operating Expenses							
5005	Annual Corp. Registrator	0.00	0.00	0.00	(10.00)	(10.00)	0.00
5010	Management Fees	(500.00)	(500.00)	0.00	(6,000.00)	(6,000.00)	0.00
5106	Coping & Printing	0.00	0.00	0.00	(231.49)	0.00	(231.49)
5130	Postage	(24.53)	(4.17)	(20.36)	(265.56)	(50.00)	(215.56)
5200	Maintenance & Repair	0.00	(841.67)	841.67	(5,379.55)	(10,100.00)	4,720.45
5300	Electricity	(35.52)	(29.17)	(6.35)	(421.61)	(350.00)	(71.61)
5315	Sewer Expense	0.00	0.00	0.00	(73,086.05)	(71,665.00)	(1,421.05)
5410	Bank Charges	5.00	0.00	5.00	5.00	0.00	5.00
5441	Taxes Preparation	0.00	0.00	0.00	(185.00)	(195.00)	10.00
5520	Insurance	0.00	0.00	0.00	(1,241.76)	(1,200.00)	(41.76)
5570	Website	0.00	(20.84)	20.84	(246.80)	(250.00)	3.20
Total Operating Expenses		(555.05)	(1,395.85)	840.80	(87,062.82)	(89,820.00)	2,757.18
Non-Operating Expenses							
8002	Contingency	0.00	142.17	(142.17)	0.00	1,706.00	(1,706.00)
Total Non-Operating Expenses		0.00	142.17	(142.17)	0.00	1,706.00	(1,706.00)
Other Income & Expenses							
9017	Reserve Fund Expenditur	0.00	0.00	0.00	(3,707.52)	0.00	(3,707.52)
Total Other Income & Expenses		0.00	0.00	0.00	(3,707.52)	0.00	(3,707.52)
Net Income (Loss)		\$6,413.99	\$5,917.32	\$496.67	(\$4,769.72)	(\$5,474.00)	\$704.28

**Harbor Business Services, Inc.
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Operating Statement (12 Months Summary)

CW Division 12 STEP Association
December 2021

	JAN 21	FEB 21	MAR 21	APR 21	MAY 21	JUN 21	JUL 21	AUG 21	SEP 21	OCT 21	NOV 21	DEC 21	Total
Revenue													
4000 Dues Assessme	7,179.00	6,868.00	7,351.00	7,373.00	6,868.00	7,575.00	7,171.00	7,171.00	6,969.00	6,759.00	7,575.00	6,969.00	85,828.00
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	0.12	74.85	0.06	29.59	0.06	0.06	0.06	0.06	0.06	67.62	0.04	0.04	172.62
Total Revenue	7,179.12	6,942.85	7,351.06	7,402.59	6,868.06	7,575.06	7,171.06	7,171.06	6,969.06	6,826.62	7,575.04	6,969.04	86,000.62
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	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(500.00)	(6,000.00)
5106 Coping & Printin	0.00	0.00	0.00	0.00	0.00	0.00	(123.90)	0.00	0.00	(107.59)	0.00	0.00	(231.49)
5130 Postage	(11.55)	(63.33)	0.00	0.00	(19.25)	(3.85)	(47.85)	0.00	0.00	(95.20)	0.00	(24.53)	(265.56)
5200 Maintenance & f	0.00	0.00	(1,749.97)	0.00	0.00	(1,471.80)	0.00	(6.50)	(325.75)	(1,825.53)	0.00	0.00	(5,379.55)
5300 Electricity	(67.85)	0.00	(39.22)	(43.09)	(41.85)	(71.70)	(30.27)	0.00	(29.77)	(62.34)	0.00	(35.52)	(421.61)
5315 Sewer Expense	(11,587.36)	0.00	(13,396.57)	0.00	(11,902.35)	0.00	(12,096.20)	0.00	(11,353.14)	0.00	(12,750.43)	0.00	(73,086.05)
5410 Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00
5441 Taxes Preparati	0.00	0.00	0.00	(185.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(185.00)
5520 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	(102.23)	(107.23)	0.00	(1,032.30)	0.00	0.00	(1,241.76)
5570 Website	(62.68)	0.00	0.00	0.00	0.00	(40.24)	0.00	0.00	(143.88)	0.00	0.00	0.00	(246.80)
Total Operating Expenses	(12,229.44)	(563.33)	(15,685.76)	(738.09)	(12,463.45)	(2,087.59)	(12,900.45)	(613.73)	(12,352.54)	(3,622.96)	(13,250.43)	(555.05)	(87,062.82)
Other Income & Expenses													
9017 Reserve Fund E	0.00	0.00	0.00	0.00	0.00	(2,039.45)	(374.08)	(1,039.96)	(254.03)	0.00	0.00	0.00	(3,707.52)
Total Other Income & Expenses	0.00	0.00	0.00	0.00	0.00	(2,039.45)	(374.08)	(1,039.96)	(254.03)	0.00	0.00	0.00	(3,707.52)
Net Income (Loss)	(5,050.32)	6,379.52	(8,334.70)	6,664.50	(5,595.39)	3,448.02	(6,103.47)	5,517.37	(5,637.51)	3,203.66	(5,675.39)	6,413.99	(4,769.72)