

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

**Balance Sheet**  
CW Division 12 STEP Association  
October 2016

		<b>Balance</b>
<b>Assets</b>		
1082	CW Division 12 STEP Assoc. Op Acct	25,211.71
1083	CW Division 12 STEP Assoc Reserve A	62,043.77
<b>Total Assets</b>		<b>87,255.48</b>
<b>Liabilities &amp; Capital</b>		
2020	Prepaid Assessments	4,265.00
Total Liabilities		4,265.00
3000	Retained Earnings	61,980.83
3999	Current Year Earnings/Loss	21,009.65
Total Capital		82,990.48
<b>Total Liabilities &amp; Capital</b>		<b>87,255.48</b>

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

CW Division 12 STEP Association

October 2016

	Actual	Current Month Budget	Variance	Actual	Year To Date Budget	Variance
<b>Revenue</b>						
4000 Dues Assessment	6,997.15	6,927.00	70.15	67,657.98	69,270.00	(1,612.02)
4012 Sewer Hook Up Fee	1,500.00	0.00	1,500.00	6,000.00	4,500.00	1,500.00
4100 Late Charge Fee	0.00	0.00	0.00	280.00	0.00	280.00
4160 Interest Income	1.50	0.00	1.50	12.27	0.00	12.27
4196 Reserve Fund Allocation	0.00	0.00	0.00	5,000.00	0.00	5,000.00
<b>Total Revenue</b>	<b>8,498.65</b>	<b>6,927.00</b>	<b>1,571.65</b>	<b>78,950.25</b>	<b>73,770.00</b>	<b>5,180.25</b>
<b>Operating Expenses</b>						
5005 Annual Corp. Registration	0.00	0.00	0.00	(10.00)	(10.00)	0.00
5010 Management Fees	(475.00)	(475.00)	0.00	(4,750.00)	(4,750.00)	0.00
5110 Office Supplies	(21.57)	0.00	(21.57)	(21.57)	0.00	(21.57)
5130 Postage	(86.82)	(4.17)	(82.65)	(108.68)	(41.66)	(67.02)
5190 Administrative Expenses	0.00	(18.75)	18.75	0.00	(187.50)	187.50
5200 Maintenance & Repair	0.00	(270.42)	270.42	(80.93)	(2,704.16)	2,623.23
5220 Grounds Maintenance	0.00	0.00	0.00	0.00	(250.00)	250.00
5300 Electricity	(21.29)	(37.50)	16.21	(215.61)	(375.00)	159.39
5315 Sewer Expense	0.00	0.00	0.00	(47,507.72)	(50,370.00)	2,862.28
5410 Bank Charges	(12.38)	(8.34)	(4.04)	(99.34)	(83.34)	(16.00)
5435 Legal	0.00	0.00	0.00	(3,168.75)	(500.00)	(2,668.75)
5441 Taxes Preparation	0.00	0.00	0.00	(160.00)	(150.00)	(10.00)
5520 Insurance	0.00	0.00	0.00	(1,378.00)	(2,000.00)	622.00
5521 Insurance - General	0.00	0.00	0.00	(440.00)	0.00	(440.00)
<b>Total Operating Expenses</b>	<b>(617.06)</b>	<b>(814.18)</b>	<b>197.12</b>	<b>(57,940.60)</b>	<b>(61,421.66)</b>	<b>3,481.06</b>
<b>Non-operating Income</b>						
8010 Transfer to Reserve	834.00	833.34	0.66	8,340.00	8,333.33	6.67
8014 Transfer Hook Up Fees to	1,500.00	0.00	1,500.00	6,000.00	4,500.00	1,500.00
<b>Total Non-operating Income</b>	<b>2,334.00</b>	<b>833.34</b>	<b>1,500.66</b>	<b>14,340.00</b>	<b>12,833.33</b>	<b>1,506.67</b>
<b>Non-operating Expenses</b>						
9010 Transfer Op to Reserve	(834.00)	0.00	(834.00)	(8,340.00)	0.00	(8,340.00)
9014 Transfer Op to Hook Up F	(1,500.00)	0.00	(1,500.00)	(6,000.00)	0.00	(6,000.00)
<b>Total Non-operating Expenses</b>	<b>(2,334.00)</b>	<b>0.00</b>	<b>(2,334.00)</b>	<b>(14,340.00)</b>	<b>0.00</b>	<b>(14,340.00)</b>
<b>Net Income (Loss)</b>	<b>\$7,881.59</b>	<b>\$6,946.16</b>	<b>\$935.43</b>	<b>\$21,009.65</b>	<b>(\$484.99)</b>	<b>\$21,494.64</b>

**Harbor Business Services, Inc.**  
**aka Diamond Community Management**  
  
**Operating Statement (12 Months Summary)**  
 CW Division 12 STEP Association  
 December 2016

	JAN 16	FEB 16	MAR 16	APR 16	MAY 16	JUN 16	JUL 16	AUG 16	SEP 16	OCT 16	NOV 16	DEC 16	Total
9010 Transfer Op to F	(834.00)	(834.00)	(834.00)	(834.00)	(834.00)	(834.00)	(834.00)	(834.00)	(834.00)	(834.00)	0.00	0.00	(8,340.00)
9014 Transfer Op to F	0.00	0.00	0.00	0.00	(3,000.00)	(1,500.00)	0.00	0.00	0.00	(1,500.00)	0.00	0.00	(6,000.00)
Total Non-operating Expenses	(834.00)	(834.00)	(834.00)	(834.00)	(3,834.00)	(2,334.00)	(834.00)	(834.00)	(834.00)	(2,334.00)	0.00	0.00	(14,340.00)
<b>Net Income (Loss)</b>	(3,206.72)	5,865.92	(6,615.05)	6,573.72	(1,384.43)	6,962.32	976.48	7,527.18	(3,571.36)	7,881.59	5,267.72	0.00	26,277.37

