

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

Balance Sheet
CW Division 12 STEP Association
December 2016

		Balance
Assets		
1082	CW Division 12 STEP Assoc. Op Acct	24,109.27
1083	CW Division 12 STEP Assoc Reserve A	63,713.51
Total Assets		87,822.78
Liabilities & Capital		
2020	Prepaid Assessments	2,967.00
Total Liabilities		2,967.00
3000	Retained Earnings	61,980.83
3999	Current Year Earnings/Loss	22,874.95
Total Capital		84,855.78
Total Liabilities & Capital		87,822.78

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

CW Division 12 STEP Association

December 2016

		Current Month			Year To Date		
		Actual	Budget	Variance	Actual	Budget	Variance
Revenue							
4000	Dues Assessment	6,972.00	6,927.00	45.00	80,922.98	83,124.00	(2,201.02)
4012	Sewer Hook Up Fee	0.00	1,500.00	(1,500.00)	6,000.00	6,000.00	0.00
4100	Late Charge Fee	144.00	0.00	144.00	459.00	0.00	459.00
4160	Interest Income	0.25	0.00	0.25	14.01	0.00	14.01
4196	Reserve Fund Allocation	0.00	0.00	0.00	5,000.00	0.00	5,000.00
Total Revenue		7,116.25	8,427.00	(1,310.75)	92,395.99	89,124.00	3,271.99
Operating Expenses							
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	(5,700.00)	(5,700.00)	0.00
5110	Office Supplies	0.00	0.00	0.00	(21.57)	0.00	(21.57)
5130	Postage	(61.91)	(4.17)	(57.74)	(203.49)	(50.00)	(153.49)
5190	Administrative Expenses	0.00	(18.75)	18.75	(300.45)	(225.00)	(75.45)
5200	Maintenance & Repair	(286.05)	(270.42)	(15.63)	(366.98)	(3,245.00)	2,878.02
5220	Grounds Maintenance	0.00	0.00	0.00	0.00	(250.00)	250.00
5300	Electricity	(21.29)	(37.50)	16.21	(258.19)	(450.00)	191.81
5315	Sewer Expense	0.00	0.00	0.00	(57,380.51)	(60,444.00)	3,063.49
5410	Bank Charges	(12.38)	(8.33)	(4.05)	(133.10)	(100.00)	(33.10)
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)
Total Operating Expenses		(856.63)	(814.17)	(42.46)	(69,521.04)	(73,124.00)	3,602.96
Non-operating Income							
8010	Transfer to Reserve	834.00	833.34	0.66	10,008.00	10,000.00	8.00
8014	Transfer Hook Up Fees to	0.00	0.00	0.00	6,000.00	6,000.00	0.00
Total Non-operating Income		834.00	833.34	0.66	16,008.00	16,000.00	8.00
Non-operating Expenses							
9010	Transfer Op to Reserve	(834.00)	0.00	(834.00)	(10,008.00)	0.00	(10,008.00)
9014	Transfer Op to Hook Up F	0.00	0.00	0.00	(6,000.00)	0.00	(6,000.00)
Total Non-operating Expenses		(834.00)	0.00	(834.00)	(16,008.00)	0.00	(16,008.00)
Net Income (Loss)		\$6,259.62	\$8,446.17	(\$2,186.55)	\$22,874.95	\$0.00	\$22,874.95

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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	SEP16	OCT 16	NOV16	DEC 16	Total
Revenue													
4000 Dues Assessme	5,993.00	6,364.00	6,533.00	7,105.00	6,853.20	6,429.63	6,671.00	7,847.00	6,865.00	6,997.15	6,293.00	6,972.00	80,922.98
4012 Sewer Hook Up	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
4100 Late Charge Fet	0.00	0.00	35.00	70.00	0.00	0.00	0.00	175.00	0.00	0.00	35.00	144.00	459.00
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	0.92	1.02	1.11	1.10	1.16	1.16	1.39	1.47	1.44	1.50	1.49	0.25	14.01
4196 Reserve Fund A	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
Total Revenue	5,993.92	6,365.02	6,569.11	7,176.10	9,854.36	7,930.79	11,672.39	8,023.47	6,866.44	8,498.65	6,329.49	7,116.25	92,395.99
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)
5110 Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(21.57)	0.00	0.00	(21.57)
5130 Postage	0.00	0.00	0.00	(2.45)	0.00	(19.41)	0.00	0.00	0.00	(86.82)	(32.90)	(61.91)	(203.49)
5190 Administrative E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(300.45)	0.00	(300.45)
5200 Maintenance & f	0.00	0.00	0.00	(80.93)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(286.05)	(366.98)
5300 Electricity	(19.47)	(24.10)	(43.88)	(21.62)	0.00	(21.38)	(21.29)	(21.29)	(21.29)	(21.29)	(21.29)	(21.29)	(258.19)
5315 Sewer Expense	(8,706.17)	0.00	(9,739.27)	0.00	(9,020.91)	0.00	(10,112.24)	0.00	(9,929.13)	0.00	(9,872.79)	0.00	(57,380.51)
5410 Bank Charges	0.00	0.00	(24.76)	(12.38)	(12.38)	(12.68)	(12.38)	0.00	(12.38)	(12.38)	(21.38)	(12.38)	(133.10)
5435 Legal	0.00	0.00	(2,901.25)	0.00	(192.50)	0.00	(75.00)	0.00	0.00	0.00	0.00	0.00	(3,168.75)
5441 Taxes Preparati	0.00	0.00	0.00	0.00	(160.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(160.00)
5520 Insurance	0.00	0.00	0.00	0.00	(1,378.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,378.00)
5521 Insurance - Gen	0.00	0.00	0.00	0.00	0.00	(440.00)	0.00	0.00	0.00	0.00	0.00	0.00	(440.00)
Total Operating Expenses	(9,200.64)	(499.10)	(13,184.16)	(602.38)	(11,238.79)	(968.47)	(10,695.91)	(496.29)	(10,437.80)	(617.06)	(10,723.81)	(856.63)	(69,521.04)
Non-operating Income													
8010 Transfer to Rese	834.00	834.00	834.00	834.00	834.00	834.00	834.00	834.00	834.00	834.00	834.00	834.00	10,008.00
8014 Transfer Hook U	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	834.00	834.00	834.00	834.00	3,834.00	2,334.00	834.00	834.00	834.00	2,334.00	834.00	834.00	16,008.00

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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
Income													
Non-operating Expenses													
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)	(834.00)	(834.00)	(10,008.00)
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)	(834.00)	(834.00)	(16,008.00)
Net Income (Loss)	(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	(4,394.32)	6,259.62	22,874.95