

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

**Operating Statement (12 Months Summary)
CW Division 12 STEP Association
December 2025**

	JAN 25	FEB 25	MAR 25	APR 25	MAY 25	JUN 25	JUL25	AUG25	SEP25	OCT 25	NOV25	DEC 25	Total
Revenue													
4000 Dues Assessme	6,595.00	6,376.00	7,328.00	7,550.00	6,555.00	6,650.00	7,030.00	6,745.00	6,545.00	7,030.00	6,555.00	6,545.00	81,504.00
4100 Late Charge Fee	0.00	0.00	0.00	105.00	0.00	35.00	210.00	35.00	0.00	0.00	0.00	0.00	385.00
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
4162 Interest - Reser	2.69	3.31	708.34	3.55	3.67	723.86	3.67	3.67	739.84	35.92	4.46	600.86	2,833.84
Total Revenue	6,597.69	6,379.31	8,036.34	7,658.55	6,558.67	7,408.86	7,243.67	6,783.67	7,284.84	7,065.92	6,559.46	7,145.86	84,722.84
Operating Expenses													
5005 Annual Corp. Re	0.00	0.00	0.00	(20.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(20.00)
5010 Management Fee	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(510.00)	(6,120.00)
5130 Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(110.76)	0.00	(110.76)
5190 Administrative E	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(222.03)	0.00	(222.03)
5200 Maintenance & R	(328.13)	0.00	0.00	0.00	(372.43)	0.00	0.00	(343.42)	(353.23)	0.00	0.00	(378.74)	(1,775.95)
5300 Electricity	(31.98)	(83.96)	(31.98)	(39.28)	(39.37)	0.00	(78.65)	(39.37)	0.00	(39.28)	(79.52)	0.00	(443.39)
5310 Water	(10.00)	0.00	0.00	0.00	(30.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(40.00)
5315 Sewer Expense	(8,578.95)	0.00	(9,454.08)	0.00	(9,795.75)	0.00	(9,337.20)	0.00	(9,220.32)	0.00	(9,040.50)	0.00	(55,426.80)
5441 Taxes Preparati	0.00	0.00	0.00	(195.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(195.00)
5500 Taxes - Income	0.00	0.00	0.00	(401.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(401.00)
5520 Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(1,997.00)	0.00	0.00	0.00	0.00	(1,997.00)
5570 Website	0.00	0.00	(397.95)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(397.95)
Total Operating Expenses	(9,459.06)	(573.96)	(10,394.01)	(1,165.28)	(10,747.55)	(510.00)	(9,925.85)	(2,889.79)	(10,083.55)	(549.28)	(9,962.81)	(888.74)	(67,149.88)
Non-Operating Expenses													
8010 Transfer to Rese	6,756.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,959.00	0.00	13,715.00
Total Non-Operating Expenses	6,756.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,959.00	0.00	13,715.00
Other Income & Expenses													
9010 Transfer Op to F	(6,756.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(6,959.00)	0.00	(13,715.00)

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	JAN 25	FEB 25	MAR 25	APR 25	MAY 25	JUN 25	JUL25	AUG25	SEP25	OCT 25	NOV25	DEC 25	Total
Total Other Income & Expenses	(6,756.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(6,959.00)	0.00	(13,715.00)
Net Income (Loss)	(2,861.37)	5,805.35	(2,357.67)	6,493.27	(4,188.88)	6,898.86	(2,682.18)	3,893.88	(2,798.71)	6,516.64	(3,403.35)	6,257.12	17,572.96

2025 End Of Year Financial Synopsis
CW Division 12 STEP Association
16 January 2026 (Data Date)

	Budget	Actual	Variance
Revenue			
4000 Dues Assessment	80,940.00	81,504.00	564.00
4100 Late Fees	0.00	385.00	385.00
Total Revenue	80,940.00	81,889.00	949.00
Operating Expenses			
5005 Annual Corp. Registration	(20.00)	(20.00)	0.00
5010 Management Fees	(6,120.00)	(6,120.00)	0.00
5106 Coping & Printing	(250.00)	(222.03)	27.97
5130 Postage	(225.00)	(110.76)	114.24
5200 Repair & Maintenance	(12,584.00)	(1,775.95) ²	10,808.05
5300 Electricity	(405.00)	(443.39)	(38.39)
5310 Water	0.00	(40.00)	(40.00)
5315 Sewer Expense	(54,836.00)	(55,426.80)	(590.80)
5441 Taxes Preparation	(200.00)	(195.00)	5.00
5500 Taxes Due	(245.00)	(401.00)	(156.00)
5520 Insurance	(2,000.00)	(1,997.00)	3.00
5525 Reserve Study	-	-	-
5570 Website	(500.00)	(397.95)	102.05
8000 Reserve Fund Contribution	(6,959.00)	(13,715.00) ⁴	(6,756.00)
Total Operating Expenses	(84,344.00)	(80,864.88)	3,479.12
Net Operating Income	(3,404.00)	1,024.12³	4,428.12
**** Prior Year Income Carryover	21,460.00	27,883.55	6,423.55
2025 Operating Income Carryover	18,056.00	28,907.67¹	10,851.67
Reserve Income & Expenses			
9017 Reserve Fund Expenditures	0.00	0.00	0.00
4162 Reserve Fund Interest Income ⁶	0.00	2,932.60	2,932.60
8000 Reserve Fund Contribution	6,959.00	13,715.00	6,756.00
Total Reserve Income & Expenses	6,959.00	16,647.60	9,688.60
Net Income (Loss)	\$3,555.00	\$17,671.72	\$14,116.72
Asset & Liability Accounts	Balance as of		
	1/1/2025	31-Dec-25	Variance
Operating Account (Asset)	52,140.97	53,862.09 ⁵	1,721.12
Accounts Receivables (Asset)	0.00	123.00 ⁵	123.00
Prepaid Assessments (Liability)	4,199.00	5,019.00	820.00
Current (Assets - Liabilities)	\$47,941.97	\$48,966.09	1,024.12³
Reserve Accounts (Asset)	75,090.57	91,738.17	16,647.60
Total (Assets - Liabilities)	\$123,032.54	\$140,704.26	\$17,671.72

- Notes: ¹ 2025 operating income carryover utilized to stabilize assessment rate (thru 2028)
- ² Board member volunteer efforts reducing expected R&M expenses - See Annual Report
- ³ Net Operating Income due to lower than anticipated Sewer/Maintenance Expenses
- ⁴ Includes 2024 Reserve Fund Contribution made in FY 2025
- ⁵ Balance includes resident pre-pays and funds to cover bi-monthly sewer charges.
- ⁶ Contributions based on Full Funding Recommendations of 2024 Reserve Study