



Community Management, Inc.

Our Ref: BOD/20/TLC #205

**TO: BOARD OF DIRECTORS
MILLRIDGE TOWNHOMES**

**FROM: STEVE MEYER, COMMUNITY MANAGER
COMMUNITY MANAGEMENT, INC., AAMC**

SUBJECT: FINANCIAL STATEMENT

DATE: January 23, 2018

You will find enclosed the financial statement for the period ending:

1/31/17	<input type="checkbox"/>	7/31/17	<input type="checkbox"/>
2/28/17	<input type="checkbox"/>	8/31/17	<input type="checkbox"/>
3/31/17	<input type="checkbox"/>	9/30/17	<input type="checkbox"/>
4/30/17	<input type="checkbox"/>	10/31/17	<input type="checkbox"/>
5/31/17	<input type="checkbox"/>	11/30/17	<input type="checkbox"/>
6/30/17	<input type="checkbox"/>	12/31/17	<input checked="" type="checkbox"/>

Mailed Hand delivered on Emailed to Board

Community Manager's Remarks:

1. Year to date, the association has assessed \$255k in operating income which is as anticipated. The association has contributed \$45k to reserves. Accounts receivable is \$6.6k (up \$1k from last month) of which \$715 is considered doubtful accounts receivable. The association has \$223k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$54k from the replacement reserve account.
2. Electric is over budget year to date. All other utility expenses are below budget year to date.
3. General maintenance is over budget. Roof repair is over budget due to roof repairs being performed on the property. All other facility expenses are below budget year to date.





Community Management, Inc.

4. Consultants is over budget. Insurance is slightly over budget. All other general and administrative expenses are below budget year to date.
5. Landscape maintenance and miscellaneous is slightly over budget. All other landscape expenses are below budget year to date.
6. All staffing and recreations expenses are below budget year to date.
7. Overall, year to date operating expenses are running 9.1% below budget. Year to date, total operating income exceeds total operating expense by \$23,104.

SM/p





Financial Report Table of Contents

Graphs

- **Monthly Expenses**
- **Year-to-Date Expenses**
- **Year-to-Date Income vs Expenses**
- **Accounts Receivable**
- **1130 Due from Operating**

Definitions

Assets

Liabilities & Equity

Operating Income & Expense

Reserve Income & Expense

Comparative Income Statement

General Ledger

Accounts Receivable-Positive (30-60-90 Day Aged Delinquency by Owner)

Accounts Receivable-Negative (30-60-90 Day Aged Delinquency by Owner)

Accounts Payable

Bank Statements

Investment Statements

Check Register

Bank Reconciliation

Investment Recap

APPROVED

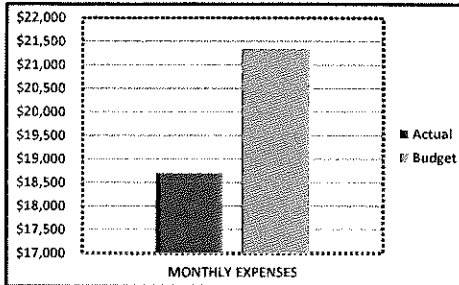
JAN 22 2018

S.M.



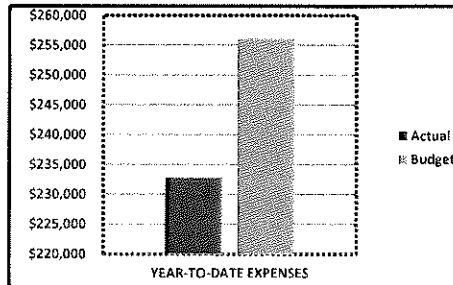
Millridge HOA

Operating Analysis
Period Ending: December 31, 2017



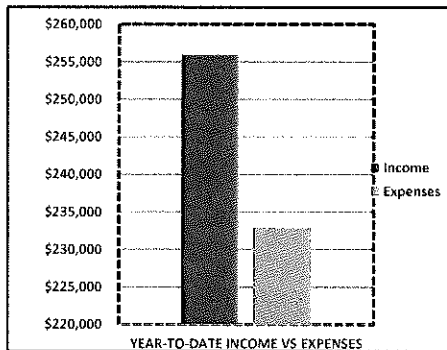
MONTHLY EXPENSES

Actual: \$ 18,698.13
 Budgeted: 21,337.06
 Variance: \$ (2,638.93)
 % Above/(Below): 12% ↓



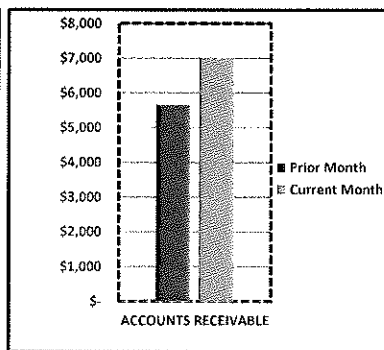
YEAR-TO-DATE EXPENSES

Actual: \$ 232,816.16
 Budgeted: 256,044.72
 Variance: \$ (23,228.56)
 % Above/(Below): 9% ↓



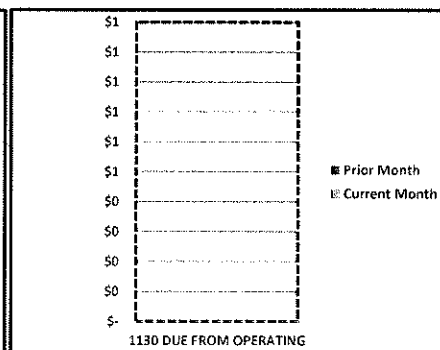
YEAR-TO-DATE INCOME VS EXPENSES

Income: \$ 255,921.06
 Expenses: \$ 232,816.16
 Income (Expense): \$ 23,104.90
 Change 9% ↑



ACCOUNTS RECEIVABLE

Prior Month: \$ 5,662.07
 Current Month \$ 6,962.90
 Increase (Dec): \$ 1,300.83
 Change 23% ↑



1130 DUE FROM OPERATING

Prior Month: \$ -
 Current Month: \$ -
 Increase (Dec) \$ -
 Change 0% ↑



Definitions for Balance Sheet Accounts

1000 Cash In Bank: This account represents the balances in the Association's checking account as of the end of the financial period.

1140 Accounts Receivable: Fees owed to the Association as of the end of the financial period, usually late or delinquent assessments.

1235 Prepaid Expenses: Amounts pre-paid for expenses like fire protection, maintenance/monitoring contract, and elevator maintenance contract.

Prepaid Insurance: Amounts paid ahead of the current month in insurance premiums. Oftentimes, certain premiums are paid yearly.

1790 General Operating: Operating funds set aside for seasonal and unexpected expenses. If this account goes into a negative position, it becomes account 1130 and means you have borrowed from reserves to pay operating expense.

1908 Replacement Reserve: Amounts in your reserve account.

2100 Accounts Payable: Expenses for the month of the financial statement which were unpaid at end of previous month (paid in the following month). For example, a utility invoice received in June, but for utilities used in the month of May.

2140 Prepaid Account Receivables (A/R): Assessments paid in advance of the assessment date during the financial reporting period, even if they are paid only one day in advance.

3100 Designated Replacement: The top amount represents the amount in your Reserve Account as of the prior year end. The bottom number represents change in amounts to the Reserve Account in the current year.

3145 Undesignated Operating Fund: The top figure is the net carry-forward cumulative profit of the association as of the prior year-end. The bottom number is the amount of expenses over revenue for the current year.

Please note; there are two income and expense statements. The first one is for operating expenses and the second is for reserve expenses.

Millridge HOA

Balance Sheet For The Period Ended December 31, 2017

ASSETS

Current Assets

1000	Cash In Bank - Checking	\$	18,213.30
1140	Accounts Receivable		6,962.90
1142	Doubtful Accounts Receivable		(715.30)
1235	Prepaid Expenses		526.00
1265	Prepaid Insurance		5,100.64
TOTAL CURRENT ASSETS			\$ 30,087.54

DESIGNATED CAPITAL AND UNDESIGNATED OPERATING FUNDS

1790	Operating Contingency	\$	89,729.11
1908	Replacement Reserve		133,681.58
TOTAL FUNDS			\$ 223,410.69

FIXED (LONG TERM) ASSETS

TOTAL FIXED (LONG TERM) ASSETS			\$.00
TOTAL ASSETS			<u>\$ 253,498.23</u>

Millridge HOA

Balance Sheet For The Period Ended December 31, 2017

LIABILITIES & EQUITY

CURRENT LIABILITIES

2100	Accounts Payable	\$	5,719.44
2101	Accrued Accounts Payable		15,183.30
2140	Prepaid A/R		7,757.00
2190	Insurance Proceeds Payable		7,725.77

TOTAL CURRENT LIABILITIES \$ 36,385.51

LONG TERM LIABILITIES

TOTAL LONG TERM LIABILITIES \$.00

TOTAL LIABILITIES \$ 36,385.51

MEMBERS' EQUITY

3100	Designated Replacement Fund	\$	143,475.84
	Current Year Addition		<u>(9,794.26)</u>
	TOTAL RESERVES (DESIGNATED)	\$	133,681.58

3145	Undesignated Operating Fund	\$	60,326.24
	Current Year Addition		<u>23,104.90</u>
	TOTAL OPERATING (UNDESIGNATED)	\$	83,431.14

TOTAL MEMBERS' EQUITY \$ 217,112.72

TOTAL LIABILITIES AND EQUITY \$ 253,498.23

Millridge HOA

For the month ended December 31, 2017

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
Millridge HOA - Op									
Income									
\$ 21231.33	\$ 21253.40	\$ 22.07-	5000	Homeowners' Fees	\$ 254775.96	\$ 255040.80	\$ 264.84-	.1-%	\$ 255040.80
.00	41.67	41.67-	5230	Clubhouse	426.74	500.04	73.30-	14.7-	500.00
11.55	3.67	7.88	5830	Interest	112.62	44.04	68.58	155.7	44.04
111.93	38.33	73.60	5845	Late Charges	605.74	459.96	145.78	31.7	459.96
<hr/>									
\$ 21354.81	\$ 21337.07	\$ 17.74			\$ 255921.06	\$ 256044.84	\$ 123.78-	.0 %	\$ 256044.80
Expenses									
Utilities									
\$ 240.36	\$ 425.00	\$ 184.64-	6060	Electric	\$ 5425.30	\$ 5100.00	\$ 325.30	6.4 %	\$ 5100.00
1367.50	1470.50	103.00-	6090	Garbage	17151.79	17646.00	494.21-	2.8-	17646.00
15.56	184.50	168.94-	6105	Gas	1546.49	2214.00	667.51-	30.1-	2214.00
4309.50	4309.50	.00	6150	Sewer	50901.87	51714.00	812.13-	1.6-	51714.00
2938.83	2938.83	.00	6195	Water	33320.40	35265.96	1945.56-	5.5-	35266.00
.00	66.67	66.67-	6225	Plumbing Maintenance	50.95	800.04	749.09-	93.6-	800.00
Facility									
.00	583.33	583.33-	6540	Gutter/Downspout	398.01	6999.96	6601.95-	94.3-	7000.00
89.81	20.83	68.98	6585	General Maint Supplies	353.81	249.96	103.85	41.5	250.00
140.00	280.00	140.00-	6675	Pest Control	1995.00	3360.00	1365.00-	40.6-	3360.00
.00	872.50	872.50-	6690	Property Maintenance	7971.01	10470.00	2498.99-	23.9-	10470.00
.00	208.33	208.33-	6735	Roof Repair	7367.00	2499.96	4867.04	194.7	2500.00
General & Administrative									
193.04	275.67	82.63-	7105	Office/Admin Exp - CMI	2413.08	3308.04	894.96-	27.1-	3308.00
.00	62.50	62.50-	7120	Consultants	1750.00	750.00	1000.00	133.3	750.00
2272.74	2081.47	191.27	7225	Insurance	25319.96	24977.64	342.32	1.4	24977.60
.00	250.00	250.00-	7255	Legal	651.24	3000.00	2348.76-	78.3-	3000.00
312.50	75.42	237.08	7285	Management	462.50	905.04	442.54-	48.9-	905.00
1969.35	2000.85	31.50-	7300	Management Fee	23632.20	24010.20	378.00-	1.6-	24010.20
142.99	45.83	97.16	7330	Office/Admin Exp - HOA	456.94	549.96	93.02-	16.9-	550.00
50.00	50.00	.00	7375	Website Expense	600.00	600.00	.00	.0	600.00
65.00	375.00	310.00-	7465	Tax, License, Fees & Audit	1010.00	4500.00	3490.00-	77.6-	4500.00
.00	416.67	416.67-	7480	Uncollectible Fees	.00	5000.04	5000.04-	100.0-	5000.00
Landscaping									
.00	308.33	308.33-	7630	Sprinkler System Repair	3325.00	3699.96	374.96-	10.1-	3700.00
2827.00	2827.00	.00	7675	Landscape Maintenance	34106.00	33924.00	182.00	.5	33924.00
1243.95	325.00	918.95	7690	Landscape Miscellaneous	4466.31	3900.00	566.31	14.5	3900.00
Staffing									
Recreation									
75.00	50.00	25.00	8455	Clubhouse Expense	450.00	600.00	150.00-	25.0-	600.00
445.00	833.33	388.33-	8530	Swimming Pool Maintenance	7691.30	9999.96	2308.66-	23.1-	10000.00
<hr/>									
\$ 18698.13	\$ 21337.06	\$ 2638.93-			\$ 232816.16	\$ 256044.72	\$ 23228.56-	9.1-%	\$ 256044.80
Current Period Net Activity:					YTD Net Activity:				
\$ 2656.68	\$.01	\$ 2656.67			\$ 23104.90	\$.12	\$ 23104.78	9.1	\$.00

Millridge HOA

For the month ended December 31, 2017

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
Millridge HOA-Assessment Fund									
Income									

Expenses									
				Utilities					
				Facility					
				General & Administrative					
				Landscaping					
				Staffing					
				Recreation					

<u>Current Period Net Activity:</u>					<u>YTD Net Activity:</u>				
\$.00	\$.00	\$.00	\$.00	\$.00

Millridge HOA

For the month ended December 31, 2017

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
Millridge HOA - Reserves									
Income									
\$ 3749.85	\$ 3749.85	\$.00	5000	Homeowners' Fees	\$ 44998.20	\$ 44998.20	\$.00	.0 %	\$ 44998.20
16.90	.00	16.90	5830	Interest	187.66	.00	187.66	.0	.00
<hr/>					<hr/>				
\$ 3766.75	\$ 3749.85	\$ 16.90			\$ 45185.86	\$ 44998.20	\$ 187.66	.4 %	\$ 44998.20
Expenses									
Utilities									
Facility									
\$.00	\$.00	\$.00	6480	Fences	\$ 550.00	\$.00	\$ 550.00	.0 %	.00
.00	.00	.00	6540	Gutter/Downspout	4012.00	.00	4012.00	.0	.00
.00	.00	.00	6735	Roof Repair	30138.00	.00	30138.00	.0	.00
General & Administrative									
Landscaping									
.00	.00	.00	7630	Irrigation	2933.00	.00	2933.00	.0	.00
.00	.00	.00	7690	Landscape Miscellaneous	6937.12	.00	6937.12	.0	.00
Staffing									
Recreation									
3515.00	.00	3515.00	8530	Swimming Pool Maintenance	10410.00	.00	10410.00	.0	.00
<hr/>					<hr/>				
\$ 3515.00	\$.00	\$ 3515.00			\$ 54980.12	\$.00	\$ 54980.12	.0 %	.00
<hr/>					<hr/>				
Current Period Net Activity:					YTD Net Activity:				
\$ 251.75	\$ 3749.85	\$ 3498.10			\$ 9794.26	\$ 44998.20	\$ 54792.46	.4	\$ 44998.20