



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: June 25, 2020

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

1/31/20	[]	7/31/20	[]
2/29/20	[]	8/31/20	[]
3/31/20	[]	9/30/20	[]
4/30/20	[]	10/31/20	[]
5/31/20	[x]	11/30/20	[]
6/30/20	[]	12/31/20	[]

[] Mailed [] Hand delivered on [x] Emailed to Board

Community Manager’s Remarks:

1. Year to date, the association has assessed \$106k in operating income which is 0.6% below anticipated. The association has contributed \$26 to reserves and has collected \$16k in serial assessments. Accounts receivable is at \$8k (up \$3k from last month). The association has \$268k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$35 from the replacement reserve account and \$0 from the serial assessment project account.
2. All utility expenses are below budget year to date.
3. Gutter/Downspout is over budget year to date. Property maintenance is over budget. All other facility expenses are below budget year to date.
4. Insurance, management and website are over budget. All other general and





Community Management, Inc.

administrative expenses are below budget year to date.

5. Landscape maintenance is over budget. All other landscape expenses are below budget year to date.
6. Pool expenses are under budget year to date.
7. Overall, year to date operating expenses are running 13.0% under budget. Year to date, total operating income exceeds total operating expense by \$13,296.

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

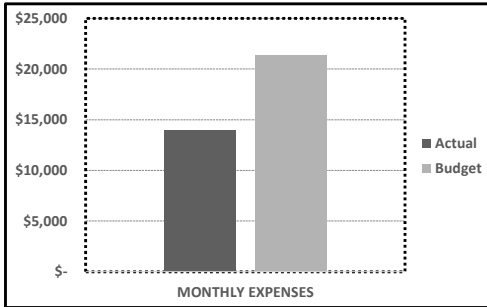
Bank Reconciliation

Investment Recap



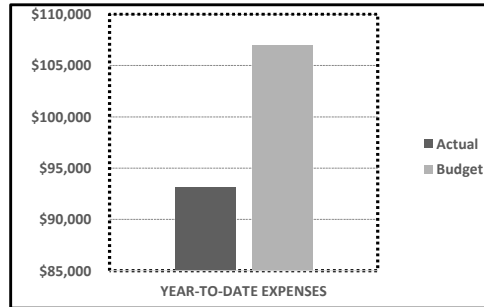
Millridge HOA

Operating Analysis
Period Ending: May 31, 2020



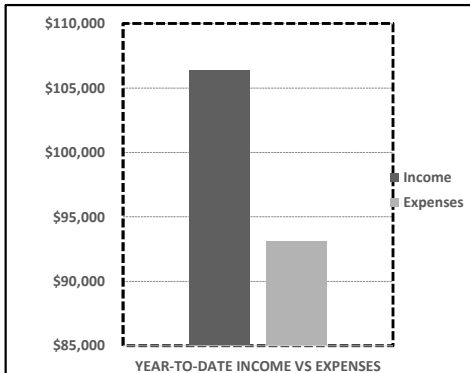
MONTHLY EXPENSES

Actual: \$ 14,006.94
 Budgeted: 21,410.00
 Variance: \$ (7,403.06)
 % Above/(Below): 35% ↓



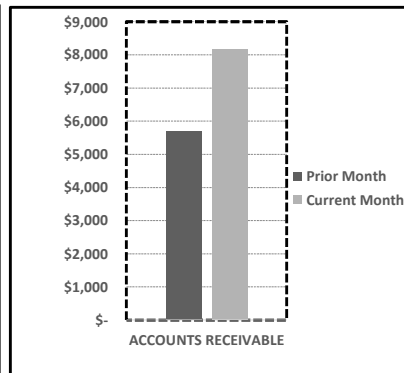
YEAR-TO-DATE EXPENSES

Actual: \$ 93,111.54
 Budgeted: 107,050.00
 Variance: \$ (13,938.46)
 % Above/(Below): 13% ↓



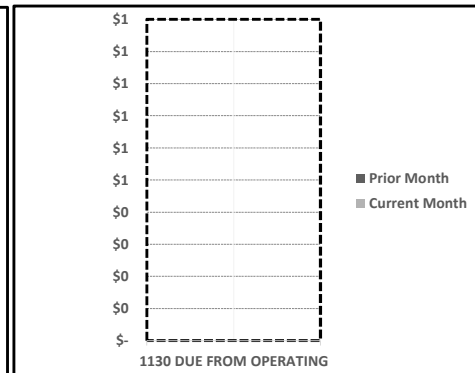
YEAR-TO-DATE INCOME VS EXPENSES

Income: \$ 106,407.73
 Expenses: \$ 93,111.54
 Income (Expense): \$ 13,296.19
 Change 12% ↑



ACCOUNTS RECEIVABLE

Prior Month: \$ 5,701.44
 Current Month \$ 8,153.10
 Increase (Dec): \$ 2,451.66
 Change 43% ↑



1130 DUE FROM OPERATING

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



Millridge HOA

Operating Analysis
Period Ending: May 31, 2020

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.

1265 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.

2799 Contract Liabilities: This account is used to account for reserve assessments, special assessments, and other contract revenue that has not been spent on the obligation for which they were assessed.

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.

5900 Contra Revenue: This account is used to adjust the value of operating assessments revenue. The account will be a negative revenue account and will decrease total assessments by the amount of billed assessments the Association does not expect to collect.

5950 Contract Revenue Transfers: This account is used to report the amount of contract revenue transferred to the contract liability account. Reserve assessments not used to pay current major repairs and replacements will be moved to the contract liability account via an adjusting entry to this account. Using this account allows the reader of monthly financial reports to see the amount of reserve assessments billed and compare that to budgeted reserve assessments.

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 May 31, 2020

ASSETS

Current Assets

1000	Cash In Bank - Checking	\$	1,758.81
1140	Accounts Receivable		8,153.10
1142	Doubtful Accounts Receivable		(1,429.80)
1265	Prepaid Insurance		3,411.41

TOTAL CURRENT ASSETS \$ 11,893.52

DESIGNATED CAPITAL AND UNDESIGNATED OPERATING FUNDS

1790	Operating Contingency	\$	62,533.90
1908	Replacement Reserve		201,494.84
1910	Serial Assessment		4,185.50

TOTAL FUNDS \$ 268,214.24

FIXED (LONG TERM) ASSETS

TOTAL FIXED (LONG TERM) ASSETS \$.00

TOTAL ASSETS \$ **280,107.76**

Millridge HOA

Balance Sheet For The Period Ended May 31, 2020

LIABILITIES & EQUITY

CURRENT LIABILITIES

2100	Accounts Payable	\$	2,083.38
2101	Accrued Accounts Payable		9,762.33
2140	Prepaid A/R		13,034.90

TOTAL CURRENT LIABILITIES \$ 24,880.61

LONG TERM LIABILITIES

2799	Contract Liabilities (Rsv)	\$	202,402.86
------	----------------------------	----	------------

TOTAL LONG TERM LIABILITIES \$ 202,402.86

TOTAL LIABILITIES \$ 227,283.47

MEMBERS' EQUITY

3100	Designated Replacement Fund	\$	38,800.00
	Current Year Addition		<u>(35,522.52)</u>
	TOTAL RESERVES (DESIGNATED)	\$	3,277.48

3145	Undesignated Operating Fund	\$	36,250.62
	Current Year Addition		<u>13,296.19</u>
	TOTAL OPERATING (UNDESIGNATED)	\$	<u>49,546.81</u>

TOTAL MEMBERS' EQUITY \$ 52,824.29

TOTAL LIABILITIES AND EQUITY \$ 280,107.76

Millridge HOA

For the month ended May 31, 2020

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
Millridge HOA - Op									
Revenue									
\$ 21286.71	\$ 21286.55	\$.16	5000	Homeowners' Fees	\$ 106433.55	\$ 106432.75	\$.80	.0 %	\$ 255438.60
.00	25.01	25.01-	5230	Clubhouse	100.00	125.05	25.05-	20.0-	300.06
1.18	25.72	24.54-	5830	Interest	17.26	128.60	111.34-	86.6-	308.58
170.50	72.70	97.80	5845	Late Charges	572.44	363.50	208.94	57.5	872.34
.00	.00	.00	5890	Miscellaneous	.72-	.00	.72-	.0	.00
476.48-	.00	476.48-	5900	Contra Revenue	714.80-	.00	714.80-	.0	.00
<hr/>					<hr/>				
\$ 20981.91	\$ 21409.98	\$ 428.07-			\$ 106407.73	\$ 107049.90	\$ 642.17-	.6 %	\$ 256919.58
Expenses									
Utilities									
\$ 193.69	\$ 475.07	\$ 281.38-	6060	Electric	\$ 1392.13	\$ 2375.35	\$ 983.22-	41.4 %	\$ 5700.80
1441.84	1544.40	102.56-	6090	Garbage	7465.60	7722.00	256.40-	3.3-	18532.80
124.79-	156.17	280.96-	6105	Gas	78.45	780.85	702.40-	90.0-	1874.06
4357.17	4660.98	303.81-	6150	Sewer	22634.89	23304.90	670.01-	2.9-	55931.78
848.54	3505.90	2657.36-	6195	Water	8578.43	17529.50	8951.07-	51.1-	42070.76
.00	75.13	75.13-	6225	Plumbing Maintenance	.00	375.65	375.65-	100.0-	901.51
Facility									
.00	372.14	372.14-	6540	Gutter/Downspout	4440.00	1860.70	2579.30	138.6	4465.66
.00	62.67	62.67-	6585	General Maint Supplies	150.50	313.35	162.85-	52.0-	752.01
.00	63.50	63.50-	6675	Pest Control	.00	317.50	317.50-	100.0-	761.98
.00	168.98	168.98-	6690	Property Maintenance	3011.00	844.90	2166.10	256.4	2027.71
.00	150.00	150.00-	6735	Roof Repair	275.00	750.00	475.00-	63.3-	1800.00
General & Administrative									
82.05	190.33	108.28-	7105	Office/Admin Exp - CMI	689.84	951.65	261.81-	27.5-	2283.90
.00	50.00	50.00-	7120	Consultants	.00	250.00	250.00-	100.0-	600.00
2348.28	2342.33	5.95	7225	Insurance	11741.40	11711.65	29.75	.3	28107.97
.00	357.12	357.12-	7255	Legal	1107.00	1785.60	678.60-	38.0-	4285.44
201.14	97.28	103.86	7285	Management	553.13	486.40	66.73	13.7	1167.36
2104.22	2104.22	.00	7300	Management Fee	10521.10	10521.10	.00	.0	25250.64
.00	14.43	14.43-	7330	Office/Admin Exp - HOA	.00	72.15	72.15-	100.0-	173.10
50.29	50.00	.29	7375	Website Expense	251.45	250.00	1.45	.6	600.00
27.54	213.19	185.65-	7465	Tax, License, Fees & Audit	989.50	1065.95	76.45-	7.2-	2558.27
1573.03-	142.96	1715.99-	7480	Uncollectible Fees	1573.03-	714.80	2287.83-	320.1-	1715.52
Landscaping									
200.00	271.04	71.04-	7630	Sprinkler System Repair	891.00	1355.20	464.20-	34.3-	3252.53
3320.00	3223.42	96.58	7675	Landscape Maintenance	16600.00	16117.10	482.90	3.0	38680.99
100.00	253.59	153.59-	7690	Landscape Miscellaneous	570.00	1267.95	697.95-	55.0-	3043.02
.00	65.00	65.00-	7780	Tree	.00	325.00	325.00-	100.0-	780.00
Staffing									
Recreation									
.00	31.25	31.25-	8455	Clubhouse Expense	.00	156.25	156.25-	100.0-	375.00
430.00	768.90	338.90-	8530	Swimming Pool Maintenance	2744.15	3844.50	1100.35-	28.6-	9226.74
<hr/>					<hr/>				
\$ 14006.94	\$ 21410.00	\$ 7403.06-			\$ 93111.54	\$ 107050.00	\$ 13938.46-	13.0 %	\$ 256919.55
Current Period Net Activity:					YTD Net Activity:				
\$ 6974.97	\$.02-	\$ 6974.99			\$ 13296.19	\$.10-	\$ 13296.29	12.4	\$.03

Millridge HOA

For the month ended May 31, 2020

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
Millridge HOA-SA Roof									
Revenue									
\$ 2900.00	\$.00	\$ 2900.00	5015	Assessment	\$ 16100.00	\$.00	\$ 16100.00	.0 %	\$.00
2900.00-	.00	2900.00-	5950	Contract Revenue Transfers	16100.00-	.00	16100.00-	.0	.00
Expenses									
Utilities									
Facility									
General & Administrative									
Landscaping									
Staffing									
Recreation									
<u>Current Period Net Activity:</u>					<u>YTD Net Activity:</u>				
\$.00	\$.00	\$.00			\$.00	\$.00	\$.00	.0	\$.00

Millridge HOA

For the month ended May 31, 2020

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
Millridge HOA - Reserves									
Revenue									
\$ 5324.90	\$ 5324.90	\$.00	5000	Homeowners' Fees	\$ 26624.50	\$ 26624.50	\$.00	.0 %	\$ 63898.76
2.76	.00	2.76	5830	Interest	75.20	.00	75.20	.0	.00
5327.66-	.00	5327.66-	5950	Contract Revenue Transfers	26699.70-	.00	26699.70-	.0	.00
<hr/>					<hr/>				
\$.00	\$ 5324.90	\$ 5324.90-			\$.00	\$ 26624.50	\$ 26624.50-	100.0-	% \$ 63898.76
Expenses									
Utilities									
Facility									
\$.00	\$.00	\$.00	6440	Plumbing	\$.00	\$.00	\$.00	.0 %	\$ 19348.00
.00	.00	.00	6615	Light Fixtures	.00	2943.00	2943.00-	100.0-	2943.00
.00	.00	.00	6620	Masonry	.00	9867.00	9867.00-	100.0-	9867.00
.00	.00	.00	6630	Painting	.00	.00	.00	.0	48175.00
.00	.00	.00	6660	Paving & Curbs	.00	.00	.00	.0	103525.00
.00	.00	.00	6735	Roof Repair	34897.52	.00	34897.52	.0	.00
.00	.00	.00	6810	Siding	.00	.00	.00	.0	9616.00
General & Administrative									
625.00	.00	625.00	7120	Consultants	625.00	.00	625.00	.0	.00
Landscaping									
Staffing									
Recreation									
<hr/>					<hr/>				
\$ 625.00	\$.00	\$ 625.00			\$ 35522.52	\$ 12810.00	\$ 22712.52	177.3 %	\$ 193474.00
<hr/>					<hr/>				
<u>Current Period Net Activity:</u>					<u>YTD Net Activity:</u>				
\$ 625.00-	\$ 5324.90	\$ 5949.90-			\$ 35522.52-	\$ 13814.50	\$ 49337.02-	277.3-	\$ 129575.24-