



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: September 24, 2018**

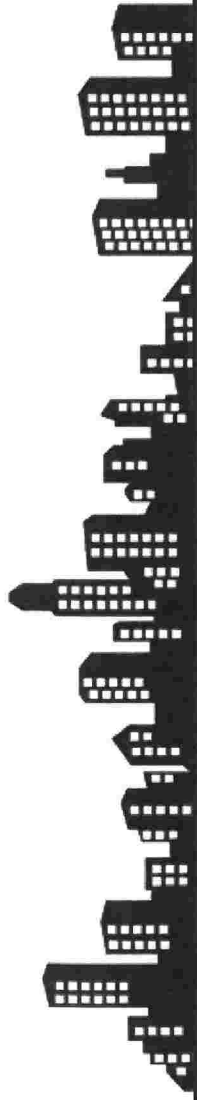
You will find enclosed the financial statement for the period ending:

1/31/18	<input type="checkbox"/>	7/31/18	<input type="checkbox"/>
2/28/18	<input type="checkbox"/>	8/31/18	<input checked="" type="checkbox"/>
3/31/18	<input type="checkbox"/>	9/30/18	<input type="checkbox"/>
4/30/18	<input type="checkbox"/>	10/31/18	<input type="checkbox"/>
5/31/18	<input type="checkbox"/>	11/30/18	<input type="checkbox"/>
6/30/18	<input type="checkbox"/>	12/31/18	<input type="checkbox"/>

Mailed                       Hand delivered on                       Emailed to Board

**Community Manager's Remarks:**

1. Year to date, the association has assessed \$164k in operating income which is .2% above anticipated. The association has contributed \$40k to reserves and has collected \$70k in serial assessments. Accounts receivable is \$10k (up \$2k from last month) of which \$715 is considered doubtful accounts receivable. The association has \$198k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$122k from the replacement reserve account.
2. Electric is over budget. Sewer is slightly over budget. Plumbing maintenance is over budget All other utility expenses are below budget year to date.
3. Gutter downspout is over budget due to a recent cleaning. General maintenance supplies are over budget. All other facility expenses are below budget year to date.





Community Management, Inc.

4. Office admin CMI is over budget. Consultants is over budget due to the reserve study update. Legal is over budget due to advice from the HOA's attorney regarding the assessment. Management is slightly over budget due to the extra accounting time spent on the serial assessment. License tax fees and audit are over budget. All other general and administrative expenses are below budget year to date.
5. Sprinkler system repairs are over budget. All other landscape expenses are below budget year to date.
6. All clubhouse and pool expenses are below budget year to date.
7. Overall, year to date operating expenses are running 1.7% over budget. Year to date, total operating expense exceeds total operating income by \$2,454.

SM/p





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- Year-to-Date Expenses
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**Accounts Receivable-Negative (30-60-90 Day Aged Delinquency by Owner)**

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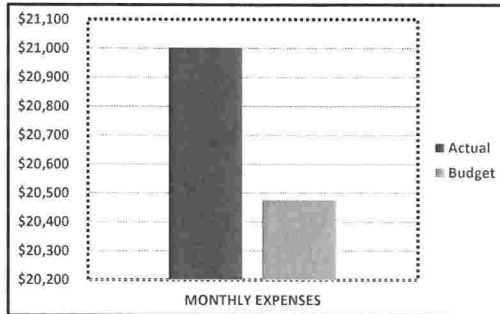
**Investment Recap**

**APPROVED**  
**SEP 24 2018**  
**S.M.**



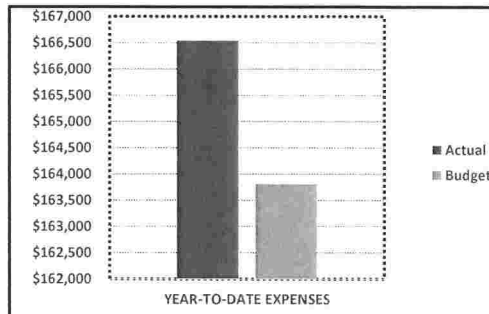
# Millridge HOA

Operating Analysis  
Period Ending: August 31, 2018



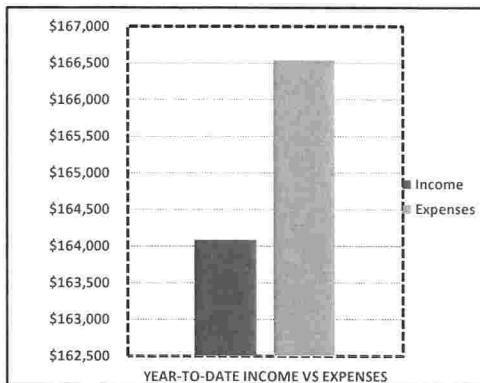
### MONTHLY EXPENSES

Actual: \$ 21,002.82  
 Budgeted: 20,476.01  
 Variance: \$ 526.81  
 % Above/(Below): 3% ↑



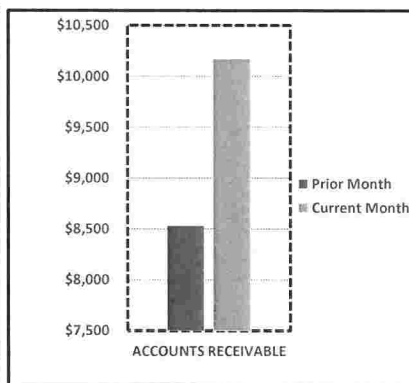
### YEAR-TO-DATE EXPENSES

Actual: \$ 166,538.59  
 Budgeted: 163,808.08  
 Variance: \$ 2,730.51  
 % Above/(Below): 2% ↑



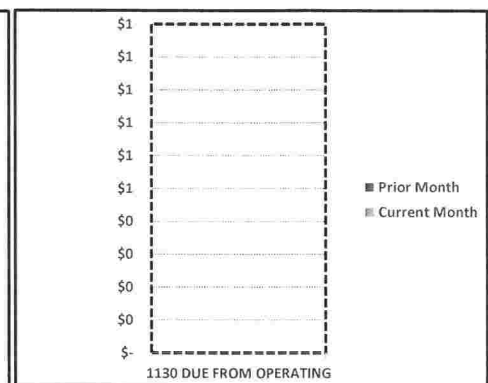
### YEAR-TO-DATE INCOME VS EXPENSES

Income: \$ 164,084.12  
 Expenses: \$ 166,538.59  
 Income (Expense): \$ (2,454.47)  
 Change 1% ↓



### ACCOUNTS RECEIVABLE

Prior Month: \$ 8,529.06  
 Current Month \$ 10,165.68  
 Increase (Dec): \$ 1,636.62  
 Change 19% ↑



### 1130 DUE FROM OPERATING

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



# Millridge HOA

Operating Analysis  
Period Ending: August 31, 2018

## 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.

**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.

*The Financial Statement was prepared by Community Management, Inc. and is subject to review*

**Millridge HOA**

**Balance Sheet For The Period Ended August 31, 2018**

**ASSETS**

**Current Assets**

1000	Cash In Bank - Checking	\$	22,696.79
1140	Accounts Receivable		10,165.68
1142	Doubtful Accounts Receivable		(715.30)
1265	Prepaid Insurance		3,302.96
<b>TOTAL CURRENT ASSETS</b>			<b>\$ 35,450.13</b>

**DESIGNATED CAPITAL AND UNDESIGNATED OPERATING FUNDS**

1790	Operating Contingency	\$	75,399.08
1908	Replacement Reserve		96,280.59
1910	Serial Assessment		26,920.00
<b>TOTAL FUNDS</b>			<b>\$ 198,599.67</b>

**FIXED (LONG TERM) ASSETS**

<b>TOTAL FIXED (LONG TERM) ASSETS</b>			<b>\$ .00</b>
<b>TOTAL ASSETS</b>			<b><u>\$ 234,049.80</u></b>

**Millridge HOA**

**Balance Sheet For The Period Ended August 31, 2018**

**LIABILITIES & EQUITY**

**CURRENT LIABILITIES**

2100	Accounts Payable	\$	4,594.47
2101	Accrued Accounts Payable		16,194.49
2140	Prepaid A/R		12,225.92
2190	Insurance Proceeds Payable		(3,142.34)

**TOTAL CURRENT LIABILITIES** \$ 29,872.54

**LONG TERM LIABILITIES**

**TOTAL LONG TERM LIABILITIES** \$ .00

**TOTAL LIABILITIES** \$ 29,872.54

**MEMBERS' EQUITY**

3100	Designated Replacement Fund	\$	133,681.58
	Current Year Addition		<u>(10,480.99)</u>
	<b>TOTAL RESERVES (DESIGNATED)</b>	\$	123,200.59

3145	Undesignated Operating Fund	\$	83,431.14
	Current Year Addition		<u>(2,454.47)</u>
	<b>TOTAL OPERATING (UNDESIGNATED)</b>	\$	80,976.67

**TOTAL MEMBERS' EQUITY** \$ 204,177.26

**TOTAL LIABILITIES AND EQUITY** \$ 234,049.80

**Millridge HOA**

**For the month ended August 31, 2018**

<b>Current Actual \$</b>	<b>Current Budget</b>	<b>Current Var \$</b>	<b>Acct #</b>	<b>Account Title</b>	<b>YTD Actual \$</b>	<b>YTD Budget \$</b>	<b>YTD Var \$</b>	<b>YTD VAR %</b>	<b>Annual Budget \$</b>
<b>Millridge HOA - Op</b>									
<b>Revenue</b>									
\$ 20392.37	\$ 20392.33	\$ .04	5000	Homeowners' Fees	\$ 163138.96	\$ 163138.64	\$ .32	.0 %	\$ 244707.96
.00	41.67	41.67-	5230	Clubhouse	.00	333.36	333.36-	100.0-	500.00
40.24	3.67	36.57	5830	Interest	285.80	29.36	256.44	873.4	44.00
138.09	38.33	99.76	5845	Late Charges	659.36	306.64	352.72	115.0	460.00
<hr/>					<hr/>				
\$ 20570.70	\$ 20476.00	\$ 94.70			\$ 164084.12	\$ 163808.00	\$ 276.12	.2 %	\$ 245711.96
<b>Expenses</b>									
<b>Utilities</b>									
\$ 513.66	\$ 450.00	\$ 63.66	6060	Electric	\$ 3858.15	\$ 3600.00	\$ 258.15	7.2 %	\$ 5400.00
1475.76	1470.50	5.26	6090	Garbage	11687.94	11764.00	76.06-	.6-	17646.00
130.37	141.67	11.30-	6105	Gas	1100.49	1133.36	32.87-	2.9-	1700.00
4208.33	4208.33	.00	6150	Sewer	34503.82	33666.64	837.18	2.5	50500.00
3041.67	3041.67	.00	6195	Water	20183.75	24333.36	4149.61-	17.1-	36500.00
1070.30	66.67	1003.63	6225	Plumbing Maintenance	1520.30	533.36	986.94	185.0	800.00
<b>Facility</b>									
.00	308.33	308.33-	6540	Gutter/Downspout	5755.00	2466.64	3288.36	133.3	3700.00
150.00-	.00	150.00-	6584	Janitorial Labor	.00	.00	.00	.0	.00
25.43	25.00	.43	6585	General Maint Supplies	657.84	200.00	457.84	228.9	300.00
140.00	140.00	.00	6675	Pest Control	1120.00	1120.00	.00	.0	1680.00
644.76	833.33	188.57-	6690	Property Maintenance	3891.02	6666.64	2775.62-	41.6-	10000.00
.00	416.67	416.67-	6735	Roof Repair	1385.00	3333.36	1948.36-	58.5-	5000.00
<b>General &amp; Administrative</b>									
82.83	166.67	83.84-	7105	Office/Admin Exp - CMI	3726.11	1333.36	2392.75	179.5	2000.00
.00	145.83	145.83-	7120	Consultants	1750.00	1166.64	583.36	50.0	1750.00
2272.74	2274.33	1.59-	7225	Insurance	18181.92	18194.64	12.72-	.1-	27291.96
.00	125.00	125.00-	7255	Legal	3627.48	1000.00	2627.48	262.7	1500.00
168.75	41.67	127.08	7285	Management	591.25	333.36	257.89	77.4	500.00
2019.00	2019.00	.00	7300	Management Fee	16152.00	16152.00	.00	.0	24228.00
133.99	41.67	92.32	7330	Office/Admin Exp - HOA	306.97	333.36	26.39-	7.9-	500.00
50.00	50.00	.00	7375	Website Expense	400.00	400.00	.00	.0	600.00
30.00	250.00	220.00-	7465	Tax, License, Fees & Audit	2871.00	2000.00	871.00	43.6	3000.00
.00	60.00	60.00-	7480	Uncollectible Fees	.00	480.00	480.00-	100.0-	720.00
<b>Landscaping</b>									
769.40	250.00	519.40	7630	Sprinkler System Repair	2425.80	2000.00	425.80	21.3	3000.00
2983.00	2983.00	.00	7675	Landscape Maintenance	23864.00	23864.00	.00	.0	35796.00
350.00-	250.00	600.00-	7690	Landscape Miscellaneous	1755.00	2000.00	245.00-	12.3-	3000.00
<b>Staffing</b>									
<b>Recreation</b>									
150.00	50.00	100.00	8455	Clubhouse Expense	235.96	400.00	164.04-	41.0-	600.00
1592.83	666.67	926.16	8530	Swimming Pool Maintenance	4987.79	5333.36	345.57-	6.5-	8000.00
<hr/>					<hr/>				
\$ 21002.82	\$ 20476.01	\$ 526.81			\$ 166538.59	\$ 163808.08	\$ 2730.51	1.7 %	\$ 245711.96
<b>Current Period Net Activity:</b>					<b>YTD Net Activity:</b>				
\$ 432.12-	\$ .01-	\$ 432.11-			\$ 2454.47-	\$ .08-	\$ 2454.39-	1.5-	\$ .00



**Millridge HOA**

For the month ended August 31, 2018

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
<b>Millridge HOA - Reserves</b>									
<b>Revenue</b>									
\$ 5111.00	\$ 5111.00	\$ .00	5000	Homeowners' Fees	\$ 40888.00	\$ 40888.00	\$ .00	.0 %	\$ 61332.00
3150.00	.00	3150.00	5015	Assessment	70920.00	.00	70920.00	.0	.00
82.55	.00	82.55	5830	Interest	427.98	.00	427.98	.0	.00
.00	.00	.00	5890	Miscellaneous	.01	.00	.01	.0	.00
<hr/>					<hr/>				
\$ 8343.55	\$ 5111.00	\$ 3232.55			\$ 112235.99	\$ 40888.00	\$ 71347.99	174.5 %	\$ 61332.00
<b>Expenses</b>									
Utilities									
Facility									
\$ 44000.00	\$ .00	\$ 44000.00	6735	Roof Repair	\$ 119380.00	\$ .00	\$ 119380.00	.0 %	\$ .00
General & Administrative									
.00	.00	.00	7120	Consultants	500.00	.00	500.00	.0	.00
Landscaping									
Staffing									
Recreation									
.00	.00	.00	8530	Swimming Pool Maintenance	2836.98	.00	2836.98	.0	.00
<hr/>					<hr/>				
\$ 44000.00	\$ .00	\$ 44000.00			\$ 122716.98	\$ .00	\$ 122716.98	.0 %	\$ .00
<hr/>					<hr/>				
Current Period Net Activity:					YTD Net Activity:				
\$ 35656.45-	\$ 5111.00	\$ 40767.45-			\$ 10480.99-	\$ 40888.00	\$ 51368.99-	174.5	\$ 61332.00