



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 24, 2020**

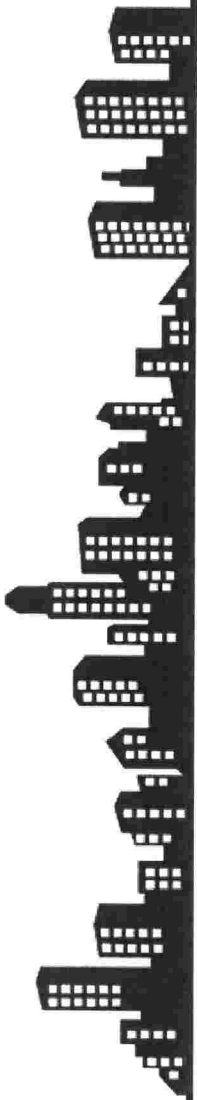
You will find enclosed the financial statement for the period ending:

1/31/19	<input type="checkbox"/>	7/31/19	<input type="checkbox"/>
2/28/19	<input type="checkbox"/>	8/31/19	<input type="checkbox"/>
3/31/19	<input type="checkbox"/>	9/30/19	<input type="checkbox"/>
4/30/19	<input type="checkbox"/>	10/31/19	<input type="checkbox"/>
5/31/19	<input type="checkbox"/>	11/30/19	<input type="checkbox"/>
6/30/19	<input type="checkbox"/>	12/31/19	<input checked="" type="checkbox"/>

Mailed                       Hand delivered on                       Emailed to Board

**Community Manager's Remarks:**

1. Year to date, the association has assessed \$249k in operating income which is .1% below anticipated. The association has contributed \$65k to reserves and has collected \$38k in serial assessments. Accounts receivable is at \$10k (down \$12k from last month). The association has \$237k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$59k from the replacement reserve account and \$0 from the serial assessment project account.
2. Gas is over budget due to seasonal usage. All other utility expenses are below budget year to date.
3. Gutter downspout is over budget year to date due to recent gutter cleaning. Property maintenance is over budget. All other facility expenses are below budget



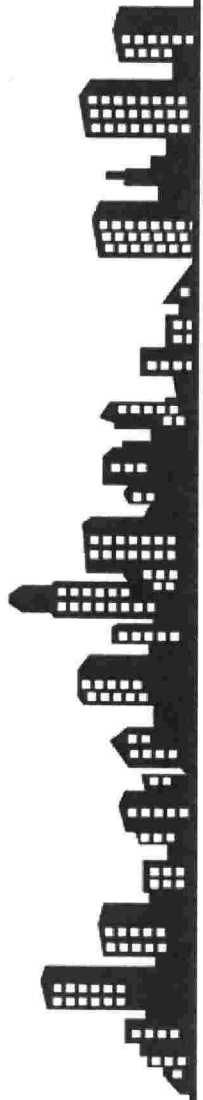


Community Management, Inc.

year to date.

4. Insurance and management is over budget. All other general and administrative expenses are below budget year to date.
5. Irrigation repairs and landscape maintenance and miscellaneous are over budget. All other landscape expenses are below budget year to date.
6. Pool expenses are over budget year to date.
7. Overall, year to date operating expenses are running .4% under budget. Year to date, total operating income exceeds total operating expense by \$805.

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**

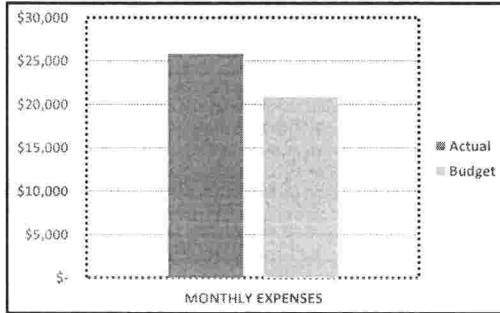
**JAN 23 2020**

**S.M.**



# Millridge HOA

Operating Analysis  
Period Ending: December 31, 2019



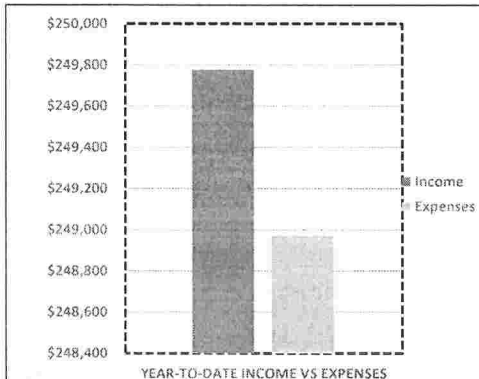
**MONTHLY EXPENSES**

Actual: \$ 25,791.08  
 Budgeted: 20,839.23  
 Variance: \$ 4,951.85  
 % Above/(Below): 24% ↑



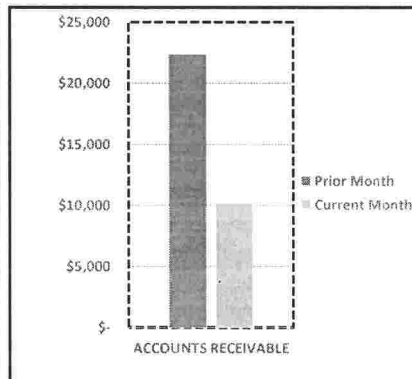
**YEAR-TO-DATE EXPENSES**

Actual: \$ 248,970.65  
 Budgeted: 250,070.76  
 Variance: \$ (1,100.11)  
 % Above/(Below): 0% ↓



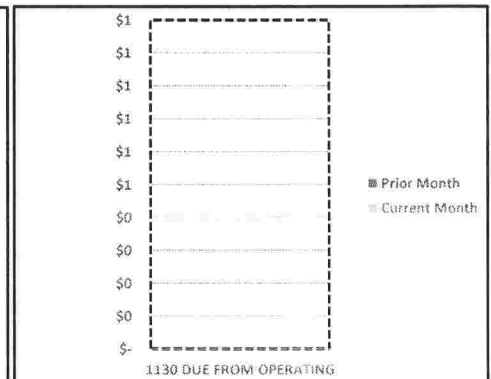
**YEAR-TO-DATE INCOME VS EXPENSES**

Income: \$ 249,776.06  
 Expenses: \$ 248,970.65  
 Income (Expense): \$ 805.41  
 Change 0% ↑



**ACCOUNTS RECEIVABLE**

Prior Month: \$ 22,354.51  
 Current Month \$ 10,156.52  
 Increase (Dec): \$ (12,197.99)  
 Change 55% ↓



**1130 DUE FROM OPERATING**

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



# Millridge HOA

Operating Analysis  
Period Ending: December 31, 2019

## 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.

*The Financial Statement was prepared by Community Management, Inc. and is subject to review by the Association's CPA.*

**Millridge HOA**

**Balance Sheet For The Period Ended December 31, 2019**

**ASSETS**

**Current Assets**

1000	Cash In Bank - Checking	\$	45,146.50
1140	Accounts Receivable		10,156.52
1141	A/R Clearing		50.00
1142	Doubtful Accounts Receivable		(715.00)
1265	Prepaid Insurance		6,708.17

**TOTAL CURRENT ASSETS** \$ 61,346.19

**DESIGNATED CAPITAL AND UNDESIGNATED OPERATING FUNDS**

1790	Operating Contingency	\$	39,545.66
1908	Replacement Reserve		210,317.66
1910	Serial Assessment		(11,914.50)

**TOTAL FUNDS** \$ 237,948.82

**FIXED (LONG TERM) ASSETS**

**TOTAL FIXED (LONG TERM) ASSETS** \$ .00

**TOTAL ASSETS** \$ 299,295.01

**Millridge HOA**

**Balance Sheet For The Period Ended December 31, 2019**

**LIABILITIES & EQUITY**

**CURRENT LIABILITIES**

2100	Accounts Payable	\$	2,524.67
2101	Accrued Accounts Payable		17,036.48
2140	Prepaid A/R		17,356.38
2190	Insurance Proceeds Payable		27,723.70

**TOTAL CURRENT LIABILITIES** \$ 64,641.23

**LONG TERM LIABILITIES**

2799	Contract Liabilities (Rsv)	\$	159,603.16
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**TOTAL LONG TERM LIABILITIES** \$ 159,603.16

**TOTAL LIABILITIES** \$ 224,244.39

**MEMBERS' EQUITY**

	Current Year Addition	\$	<u>38,800.00</u>	
	<b>TOTAL RESERVES (DESIGNATED)</b>			\$ 38,800.00

3145	Undesignated Operating Fund	\$	35,445.21	
	Current Year Addition		<u>805.41</u>	
	<b>TOTAL OPERATING (UNDESIGNATED)</b>			\$ <u>36,250.62</u>

**TOTAL MEMBERS' EQUITY** \$ 75,050.62

**TOTAL LIABILITIES AND EQUITY** \$ 299,295.01

**Millridge HOA**

**For the month ended December 31, 2019**

<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>									
\$ 20713.36	\$ 20713.42	\$ .06-	5000	Homeowners' Fees	\$ 248560.32	\$ 248561.04	\$ .72-	.0 %	\$ 248560.98
.00	29.17	29.17-	5230	Clubhouse	110.00	350.04	240.04-	68.6-	350.07
6.97	25.26	18.29-	5830	Interest	182.49	303.12	120.63-	39.8-	303.12
125.15	71.41	53.74	5845	Late Charges	1638.25	856.92	781.33	91.2	856.92
715.00-	.00	715.00-	5900	Contra Revenue	715.00-	.00	715.00-	.0	.00
<hr/>					<hr/>				
\$ 20130.48	\$ 20839.26	\$ 708.78-			\$ 249776.06	\$ 250071.12	\$ 295.06-	.1-	\$ 250071.09
<b>Expenses</b>									
<b>Utilities</b>									
\$ 325.07	\$ 464.27	\$ 139.20-	6060	Electric	\$ 5486.29	\$ 5571.24	\$ 84.95-	1.5-	\$ 5571.29
1493.12	1534.00	40.88-	6090	Garbage	18016.78	18408.00	391.22-	2.1-	18408.00
15.66	146.73	131.07-	6105	Gas	2052.09	1760.76	291.33	16.5	1760.79
4540.27	4540.27	.00	6150	Sewer	53815.02	54483.24	668.22-	1.2-	54483.21
3489.12	3489.12	.00	6195	Water	34545.29	41869.44	7324.15-	17.5-	41869.46
.00	66.67	66.67-	6225	Plumbing Maintenance	351.30	800.04	448.74-	56.1-	800.10
<b>Facility</b>									
.00	308.37	308.37-	6540	Gutter/Downspout	4060.00	3700.44	359.56	9.7	3700.44
130.01	67.12	62.89	6585	General Maint Supplies	438.96	805.44	366.48-	45.5-	805.44
.00	154.58	154.58-	6675	Pest Control	635.00	1854.96	1219.96-	65.8-	1854.96
.00	156.82	156.82-	6690	Property Maintenance	6885.36	1881.84	5003.52	265.9	1881.84
.00	201.56	201.56-	6735	Roof Repair	.00	2418.72	2418.72-	100.0-	2418.75
<b>General &amp; Administrative</b>									
255.54	364.39	108.85-	7105	Office/Admin Exp - CMI	2223.36	4372.68	2149.32-	49.2-	4372.68
.00	62.50	62.50-	7120	Consultants	750.00	750.00	.00	.0	750.06
2348.28	2292.62	55.66	7225	Insurance	27601.48	27511.44	90.04	.3	27511.50
.00	125.02	125.02-	7255	Legal	660.08	1500.24	840.16-	56.0-	1500.26
131.25	67.50	63.75	7285	Management	1251.00	810.00	441.00	54.4	810.00
2070.25	2070.25	.00	7300	Management Fee	24843.00	24843.00	.00	.0	24842.99
.00	37.50	37.50-	7330	Office/Admin Exp - HOA	20.55	450.00	429.45-	95.4-	450.00
50.00	50.00	.00	7375	Website Expense	600.00	600.00	.00	.0	600.00
30.00	265.92	235.92-	7465	Tax, License, Fees & Audit	2498.00	3191.04	693.04-	21.7-	3191.04
7189.51	59.58	7129.93	7480	Uncollectible Fees	8047.26	714.96	7332.30	1025.6	715.00
<b>Landscaping</b>									
.00	250.01	250.01-	7630	Sprinkler System Repair	3936.26	3000.12	936.14	31.2	3000.14
3132.00	3079.83	52.17	7675	Landscape Maintenance	37584.00	36957.96	626.04	1.7	36957.94
300.00	250.00	50.00	7690	Landscape Miscellaneous	3113.82	3000.00	113.82	3.8	3000.00
<b>Staffing</b>									
<b>Recreation</b>									
.00	25.91	25.91-	8455	Clubhouse Expense	300.00	310.92	10.92-	3.5-	310.92
291.00	708.69	417.69-	8530	Swimming Pool Maintenance	9255.75	8504.28	751.47	8.8	8504.28
<hr/>					<hr/>				
\$ 25791.08	\$ 20839.23	\$ 4951.85			\$ 248970.65	\$ 250070.76	\$ 1100.11-	.4-	\$ 250071.09
<b>Current Period Net Activity:</b>					<b>YTD Net Activity:</b>				
\$ 5660.60-	\$.03	\$ 5660.63-			\$ 805.41	\$.36	\$ 805.05	.3	\$ .00



**Millridge HOA**

For the month ended December 31, 2019

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
<b>Millridge HOA-SA Roof</b>									
<b>Revenue</b>									
\$ 3850.00	\$ .00	\$ 3850.00	5015	Assessment	\$ 38800.00	\$ .00	\$ 38800.00	.0 %	\$ .00
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\$ 3850.00	\$ .00	\$ 3850.00			\$ 38800.00	\$ .00	\$ 38800.00	.0 %	\$ .00
<b>Expenses</b>									
Utilities									
Facility									
General & Administrative									
Landscaping									
Staffing									
Recreation									
-----					-----				
<u>Current Period Net Activity:</u>					<u>YTD Net Activity:</u>				
\$ 3850.00	\$ .00	\$ 3850.00			\$ 38800.00	\$ .00	\$ 38800.00	.0	\$ .00

**Millridge HOA**

For the month ended December 31, 2019

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>									
\$ 5427.50	\$ 5427.49	\$ .01	5000	Homeowners' Fees	\$ 65130.00	\$ 65129.98	\$ .02	.0 %	\$ 65129.98
32.75	.00	32.75	5830	Interest	845.66	.00	845.66	.0	.00
6114.05-	.00	6114.05-	5950	Contract Revenue Transfers	6114.05-	.00	6114.05-	.0	.00
<hr/>					<hr/>				
\$ 653.80-	\$ 5427.49	\$ 6081.29-			\$ 59861.61	\$ 65129.98	\$ 5268.37-	8.1-	\$ 65129.98
<b>Expenses</b>									
Utilities									
Facility									
\$ .00	\$ .00	\$ .00	6480	Fences	\$ 1110.00	\$ .00	\$ 1110.00	.0 %	\$ .00
.00	.00	.00	6540	Gutter/Downspout	.00	17961.00	17961.00-	100.0-	17961.00
.00	.00	.00	6630	Painting	11734.81	7040.00	4694.81	66.7	7040.00
.00	.00	.00	6660	Paving & Curbs	.00	53357.00	53357.00-	100.0-	53357.00
.00	.00	.00	6735	Roof Repair	40919.05	129750.00	88830.95-	68.5-	129750.00
General & Administrative									
.00	.00	.00	7120	Consultants	650.00	.00	650.00	.0	.00
.00	.00	.00	7225	Insurance	.00	10000.00	10000.00-	100.0-	10000.00
.00	.00	.00	7285	Management	297.75	.00	297.75	.0	.00
Landscaping									
.00	.00	.00	7690	Landscape Miscellaneous	670.00	.00	670.00	.0	.00
.00	.00	.00	7780	Tree	4480.00	.00	4480.00	.0	.00
Staffing									
Recreation									
.00	.00	.00	8530	Swimming Pool Maintenance	.00	26166.00	26166.00-	100.0-	26166.00
<hr/>					<hr/>				
\$ .00	\$ .00	\$ .00			\$ 59861.61	\$ 244274.00	\$ 184412.39-	75.5-	\$ 244274.00
<b>Current Period Net Activity:</b>					<b>YTD Net Activity:</b>				
\$ 653.80-	\$ 5427.49	\$ 6081.29-			\$ .00	\$ 179144.02-	\$ 179144.02	67.4	\$ 179144.02-