

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

**Balance Sheet**  
CW Division 12 STEP Association  
October 2024

|                                        |                                   | Balance           |
|----------------------------------------|-----------------------------------|-------------------|
| <b>Assets</b>                          |                                   |                   |
| 1082                                   | CW12 STEP Operating Account       | 45,469.29         |
| 1083                                   | CW12 STEP Reserve Account         | 10,516.98         |
| 1159                                   | STEP CD- SCU-4.50%- 12 MO 10/5/25 | 63,887.54         |
| <b>Total Assets</b>                    |                                   | <b>119,873.81</b> |
| <b>Liabilities &amp; Capital</b>       |                                   |                   |
| 2020                                   | Prepaid Assessments               | 4,826.00          |
|                                        | Total Liabilities                 | 4,826.00          |
| 3000                                   | Retained Earnings                 | 81,544.97         |
| 3999                                   | Current Year Earnings/Loss        | 33,502.84         |
|                                        | Total Capital                     | 115,047.81        |
| <b>Total Liabilities &amp; Capital</b> |                                   | <b>119,873.81</b> |

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**Operating Statement (Budget vs. Actual)**

CW Division 12 STEP Association

October 2024

|                                          | Actual            | Current Month<br>Budget | Variance        | Actual             | Year To Date<br>Budget | Variance           |
|------------------------------------------|-------------------|-------------------------|-----------------|--------------------|------------------------|--------------------|
| <b>Revenue</b>                           |                   |                         |                 |                    |                        |                    |
| 4000 Dues Assessment                     | 8,018.00          | 8,733.00                | (715.00)        | 86,548.00          | 87,330.00              | (782.00)           |
| 4100 Late Charge Fee                     | 0.00              | 0.00                    | 0.00            | 245.00             | 0.00                   | 245.00             |
| 4162 Interest - Reserve                  | 856.34            | 0.00                    | 856.34          | 2,463.75           | 0.00                   | 2,463.75           |
| <b>Total Revenue</b>                     | <b>8,874.34</b>   | <b>8,733.00</b>         | <b>141.34</b>   | <b>89,256.75</b>   | <b>87,330.00</b>       | <b>1,926.75</b>    |
| <b>Operating Expenses</b>                |                   |                         |                 |                    |                        |                    |
| 5005 Annual Corp. Registration           | 0.00              | 0.00                    | 0.00            | (20.00)            | (20.00)                | 0.00               |
| 5010 Management Fees                     | (500.00)          | (500.00)                | 0.00            | (5,000.00)         | (5,000.00)             | 0.00               |
| 5106 Coping & Printing                   | 0.00              | (125.00)                | 125.00          | 0.00               | (227.27)               | 227.27             |
| 5130 Postage                             | 0.00              | (100.00)                | 100.00          | 0.00               | (202.27)               | 202.27             |
| 5200 Maintenance & Repair                | (11.20)           | 0.00                    | *(11.20)        | (940.19)           | (5,081.34)             | 4,141.15           |
| 5300 Electricity                         | (31.98)           | (34.58)                 | 2.60            | (313.42)           | (345.83)               | 32.41              |
| 5315 Sewer Expense                       | 0.00              | 0.00                    | 0.00            | (46,685.10)        | (72,786.67)            | 26,101.57          |
| 5441 Taxes Preparation                   | 0.00              | 0.00                    | 0.00            | (195.00)           | (200.00)               | 5.00               |
| 5500 Taxes - Income (IRS)                | 0.00              | 0.00                    | 0.00            | (245.00)           | 0.00                   | (245.00)           |
| 5520 Insurance                           | 0.00              | 0.00                    | 0.00            | (1,737.96)         | (1,300.00)             | (437.96)           |
| 5525 Reserve Study                       | 0.00              | 0.00                    | 0.00            | (920.00)           | (920.00)               | 0.00               |
| 5570 Website                             | 0.00              | 0.00                    | 0.00            | (187.46)           | (400.00)               | 212.54             |
| <b>Total Operating Expenses</b>          | <b>(543.18)</b>   | <b>(769.58)</b>         | <b>216.40</b>   | <b>(56,244.13)</b> | <b>(86,483.38)</b>     | <b>30,239.25</b>   |
| <b>Other Income &amp; Expenses</b>       |                   |                         |                 |                    |                        |                    |
| 9017 Reserve Fund Expenditur             | 0.00              | 0.00                    | 0.00            | 490.22             | 0.00                   | 490.22             |
| <b>Total Other Income &amp; Expenses</b> | <b>0.00</b>       | <b>0.00</b>             | <b>0.00</b>     | <b>490.22</b>      | <b>0.00</b>            | <b>490.22</b>      |
| <b>Net Income (Loss)</b>                 | <b>\$8,331.16</b> | <b>\$7,973.42</b>       | <b>\$357.74</b> | <b>\$33,502.84</b> | <b>\$846.62</b>        | <b>\$32,656.22</b> |