

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

**Balance Sheet**  
**CW Division 12 STEP Association**  
**May 2025**

|                                        |                                   | Balance           |
|----------------------------------------|-----------------------------------|-------------------|
| <b>Assets</b>                          |                                   |                   |
| 1082                                   | CW12 STEP Operating Account       | 48,840.11         |
| 1083                                   | CW12 STEP Reserve Account         | 17,294.24         |
| 1159                                   | STEP CD- SCU-4.50%- 12 MO 10/5/25 | 65,273.89         |
| <b>Total Assets</b>                    |                                   | <b>131,408.24</b> |
| <b>Liabilities &amp; Capital</b>       |                                   |                   |
| 2020                                   | Prepaid Assessments               | 5,485.00          |
|                                        | <b>Total Liabilities</b>          | <b>5,485.00</b>   |
| 3000                                   | Retained Earnings                 | 123,032.54        |
| 3999                                   | Current Year Earnings/Loss        | 2,890.70          |
|                                        | <b>Total Capital</b>              | <b>125,923.24</b> |
| <b>Total Liabilities &amp; Capital</b> |                                   | <b>131,408.24</b> |

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**Operating Statement (Budget vs. Actual)  
CW Division 12 STEP Association  
May 2025**

|                                          | <b>Actual</b>       | <b>Current Month<br/>Budget</b> | <b>Variance</b>   | <b>Actual</b>      | <b>Year To Date<br/>Budget</b> | <b>Variance</b>   |
|------------------------------------------|---------------------|---------------------------------|-------------------|--------------------|--------------------------------|-------------------|
| <b>Revenue</b>                           |                     |                                 |                   |                    |                                |                   |
| 4000 Dues Assessment                     | 6,555.00            | 6,745.00                        | (190.00)          | 34,404.00          | 33,725.00                      | 679.00            |
| 4100 Late Charge Fee                     | 0.00                | 0.00                            | 0.00              | 105.00             | 0.00                           | 105.00            |
| 4162 Interest - Reserve                  | 3.67                | 0.00                            | 3.67              | 721.56             | 0.00                           | 721.56            |
| <b>Total Revenue</b>                     | <b>6,558.67</b>     | <b>6,745.00</b>                 | <b>(186.33)</b>   | <b>35,230.56</b>   | <b>33,725.00</b>               | <b>1,505.56</b>   |
| <b>Operating Expenses</b>                |                     |                                 |                   |                    |                                |                   |
| 5005 Annual Corp. Registration           | 0.00                | 0.00                            | 0.00              | (20.00)            | (20.00)                        | 0.00              |
| 5010 Management Fees                     | (510.00)            | (510.00)                        | 0.00              | (2,550.00)         | (2,550.00)                     | 0.00              |
| 5200 Maintenance & Repair                | (372.43)            | (1,048.67)                      | 676.24            | (700.56)           | (5,243.33)                     | 4,542.77          |
| 5300 Electricity                         | (39.37)             | (33.75)                         | (5.62)            | (206.57)           | (168.75)                       | (37.82)           |
| 5310 Water                               | (30.00)             | 0.00                            | *(30.00)          | (40.00)            | 0.00                           | (40.00)           |
| 5315 Sewer Expense                       | (9,795.75)          | (9,139.34)                      | (656.41)          | (27,828.78)        | (27,418.00)                    | (410.78)          |
| 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              | (401.00)           | 0.00                           | (401.00)          |
| 5570 Website                             | 0.00                | (41.67)                         | 41.67             | (397.95)           | (208.33)                       | (189.62)          |
| <b>Total Operating Expenses</b>          | <b>(10,747.55)</b>  | <b>(10,773.43)</b>              | <b>25.88</b>      | <b>(32,339.86)</b> | <b>(35,808.41)</b>             | <b>3,468.55</b>   |
| <b>Non-Operating Expenses</b>            |                     |                                 |                   |                    |                                |                   |
| 8010 Transfer to Reserve                 | 0.00                | 0.00                            | 0.00              | 6,756.00           | 0.00                           | 6,756.00          |
| <b>Total Non-Operating Expenses</b>      | <b>0.00</b>         | <b>0.00</b>                     | <b>0.00</b>       | <b>6,756.00</b>    | <b>0.00</b>                    | <b>6,756.00</b>   |
| <b>Other Income &amp; Expenses</b>       |                     |                                 |                   |                    |                                |                   |
| 9010 Transfer Op to Reserve              | 0.00                | 0.00                            | 0.00              | (6,756.00)         | 0.00                           | (6,756.00)        |
| <b>Total Other Income &amp; Expenses</b> | <b>0.00</b>         | <b>0.00</b>                     | <b>0.00</b>       | <b>(6,756.00)</b>  | <b>0.00</b>                    | <b>(6,756.00)</b> |
| <b>Net Income (Loss)</b>                 | <b>(\$4,188.88)</b> | <b>(\$4,028.43)</b>             | <b>(\$160.45)</b> | <b>\$2,890.70</b>  | <b>(\$2,083.41)</b>            | <b>\$4,974.11</b> |