

Sample Financial Reports – PMG Services

PMG Service's Financial Report Package - Provided Monthly

PMG Services closes the books and provides a complete report package every month to each Board member. Copies will be provided electronically, via hard copy, or both. If copies are provided electronically they will be sent as soon as they are prepared and not wait for the Board meeting management package. This is done so the treasurer can have more time to look through them, if desired. If there is no Board meeting that month, the financials still will be provided electronically (in a PDF format which is easy to read and open).

Examples of the balance sheet, income statement, and income statement trend reports are included in the brochure. Listed below is the content of the entire monthly package, plus there are many other reports available as needed.

- Balance Sheet Report Income
- Statement Report Income
- Statement Trend Report Cash
- Flow Report
- Check Disbursement Report Daily
- Cash Receipts Report Complete
- General Ledger Report
- Delinquency and Prepaid Report
- Bank Reconciliation Report(s)

**Balance Sheet Current Period Report
Association**

As of February 28, 2011

	<u>Balance Feb 28, 2011</u>
<u>Assets</u>	
Operating	
1100 - Operating- Alliance Association	35,857.79
1500 - Operating - Specialty Markets Banc	21,941.00
Total Operating	57,798.79
Accounts Receivable	
1200 - Accounts Receivable	13,815.78
Total Accounts Receivable	13,815.78
Prepaid Insurance	
1400 - Prepaid Insurance	11,489.50
Total Prepaid Insurance	11,489.50
Reserve Deposits	
1705 - CD ALL .80% 6 mo. 6/20/11	28,108.41
1710 - CD ALL .80% 12 mo. 12/20/11	29,309.23
1715 - CD SMB 1.5% 12 mo. 7/28/11	28,305.02
1716 - CD ALL 1.15 12 mo. 2/14/12	50,000.00
1901 - Reserves- Alliance Association	56,200.67
Total Reserve Deposits	191,923.33
Total Assets	275,027.40
<u>Liabilities</u>	
Current Liabilities	
2400 - Prepaid Assessments	17,446.74
Total Current Liabilities	17,446.74
Total Liabilities	17,446.74

**Balance Sheet Current Period Report
Association**

As of February 28, 2011

	<u>Balance Feb 28, 2011</u>
<u>Owners' Equity</u>	
Equity	
3900 - Retained Earnings	64,590.76
	<hr/>
Total Equity	64,590.76
	<hr/>
Reserves	
3100 - Reserve Equity	176,154.39
3200 - Reserve Transfers	15,516.00
3300 - Reserves Interest	252.94
	<hr/>
Total Reserves	191,923.33
	<hr/>
Total Owners' Equity	256,514.09
	<hr/>
Income / (Loss)	1,066.57
	<hr/>
Total Liabilities and Owner Equity	275,027.40
	<hr/> <hr/>

Income Statement Report Association

February 01, 2011 thru February 28, 2011

	Current Period			Year to Date (2 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<u>Income</u>							
Income							
4102 - Master Assessment Income	4,567.50	36,694.00	(32,126.50)	9,135.00	73,388.00	(64,253.00)	440,328.00
4103 - Apartment Assessment Income	6,470.40	0.00	6,470.40	12,940.80	0.00	12,940.80	0.00
4104 - Sub-Associations Assessment Income	17,191.88	0.00	17,191.88	34,383.76	0.00	34,383.76	0.00
4105 - Commercial Assessment Income	8,464.66	0.00	8,464.66	16,929.32	0.00	16,929.32	0.00
4201 - Collection&Legal Fees	548.38	0.00	548.38	618.38	0.00	618.38	0.00
4300 - Interest Income	128.24	0.00	128.24	284.42	0.00	284.42	0.00
Total Income	37,371.06	36,694.00	677.06	74,291.68	73,388.00	903.68	440,328.00
Total Income	37,371.06	36,694.00	677.06	74,291.68	73,388.00	903.68	440,328.00
<u>Expense</u>							
Utilities							
5100 - Electricity	2,688.65	2,834.00	(145.35)	5,531.69	5,667.00	(135.31)	34,000.00
5200 - Water	82.23	559.00	(476.77)	192.13	1,117.00	(924.87)	6,700.00
5330 - Trash Removal	366.66	179.00	187.66	547.96	358.00	189.96	2,150.00
Total Utilities	3,137.54	3,572.00	(434.46)	6,271.78	7,142.00	(870.22)	42,850.00
Maintenance							
6025 - Electrical Supply & Repair	0.00	166.00	(166.00)	0.00	333.00	(333.00)	2,000.00
6029 - General Maintenance	160.00	416.00	(256.00)	2,053.45	833.00	1,220.45	5,000.00
6253 - Fountain Supplies & Repairs	0.00	104.00	(104.00)	0.00	208.00	(208.00)	1,250.00
6254 - Lake Supplies, Repairs & Maintenance	0.00	200.00	(200.00)	49.67	400.00	(350.33)	2,400.00
6301 - Landscaping Contract	6,335.00	6,335.00	0.00	12,670.00	12,670.00	0.00	76,020.00
6302 - Landscaping Supplies & Repairs	568.48	604.00	(35.52)	1,136.96	1,208.00	(71.04)	7,250.00
6310 - Landscaping Other	350.00	834.00	(484.00)	1,150.00	1,667.00	(517.00)	10,000.00
6311 - Landscaping Sprinkler Repair	2,900.94	1,334.00	1,566.94	5,109.69	2,667.00	2,442.69	16,000.00
6313 - Motor and Pump Repairs	0.00	600.00	(600.00)	0.00	1,200.00	(1,200.00)	7,200.00
6316 - Vandalism	0.00	209.00	(209.00)	0.00	417.00	(417.00)	2,500.00

Income Statement Report Association

February 01, 2011 thru February 28, 2011

	Current Period			Year to Date (2 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Expense							
Maintenance							
6317 - Storage	628.32	659.00	(30.68)	1,256.64	1,319.00	(62.36)	7,915.00
Total Maintenance	10,942.74	11,461.00	(518.26)	23,426.41	22,922.00	504.41	137,535.00
Labor							
8127 - Contracted Labor and Park Patrol	7,210.66	7,250.00	(39.34)	14,207.07	14,500.00	(292.93)	87,000.00
8128 - Employee Related Burden	1,961.26	2,000.00	(38.74)	3,879.67	4,000.00	(120.33)	24,000.00
Total Labor	9,171.92	9,250.00	(78.08)	18,086.74	18,500.00	(413.26)	111,000.00
Administrative							
8105 - Office Supplies & Expenses	213.87	416.00	(202.13)	417.23	833.00	(415.77)	5,000.00
8111 - Legal & Collections	570.88	209.00	361.88	1,135.88	417.00	718.88	2,500.00
8114 - Permits, Licenses & Taxes	0.00	84.00	(84.00)	0.00	167.00	(167.00)	1,000.00
8116 - Annual Meeting	0.00	150.00	(150.00)	0.00	300.00	(300.00)	1,800.00
8122 - Audit & Tax Preparation	900.00	96.00	804.00	900.00	192.00	708.00	1,150.00
8125 - Management	2,575.00	2,575.00	0.00	5,150.00	5,150.00	0.00	30,900.00
8130 - Insurance	1,044.50	1,084.00	(39.50)	2,068.13	2,167.00	(98.87)	13,000.00
8226 - Miscellaneous	0.00	41.00	(41.00)	0.00	83.00	(83.00)	500.00
Total Administrative	5,304.25	4,655.00	649.25	9,671.24	9,309.00	362.24	55,850.00
Reserve Transfers							
9010 - Reserve Transfers	7,758.00	7,758.00	0.00	15,516.00	15,516.00	0.00	93,093.00
9040 - Reserves Interest	115.50	0.00	115.50	252.94	0.00	252.94	0.00
Total Reserve Transfers	7,873.50	7,758.00	115.50	15,768.94	15,516.00	252.94	93,093.00
Total Expense	36,429.95	36,696.00	(266.05)	73,225.11	73,389.00	(163.89)	440,328.00
 Net Income / (Loss)	 941.11	 (2.00)	 943.11	 1,066.57	 (1.00)	 1,067.57	 0.00

Income and Expense Trend Report Association

As of February 28, 2011

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Actual	Total Budget
Income														
4102 - Master Assessment Income	4,568	4,568											9,135	440,328
4103 - Apartment Assessment Income	6,470	6,470											12,941	0
4104 - Sub-Associations Assessment Incom	17,192	17,192											34,384	0
4105 - Commercial Assessment Income	8,465	8,465											16,929	0
4201 - Collection&Legal Fees	70	548											618	0
4300 - Interest Income	156	128											284	0
Total Income	36,921	37,371	0	0	0	0	0	0	0	0	0	0	74,292	440,328
Total Income	36,921	37,371	0	0	0	0	0	0	0	0	0	0	74,292	440,328
Utilities														
5100 - Electricity	2,843	2,689											5,532	34,000
5200 - Water	110	82											192	6,700
5330 - Trash Removal	181	367											548	2,150
Total Utilities	3,134	3,138	0	0	0	0	0	0	0	0	0	0	6,272	42,850
Maintenance														
6025 - Electrical Supply & Repair	0	0											0	2,000
6029 - General Maintenance	1,893	160											2,053	5,000
6253 - Fountain Supplies & Repairs	0	0											0	1,250
6254 - Lake Supplies, Repairs & Maintenanc	50	0											50	2,400
6301 - Landscaping Contract	6,335	6,335											12,670	76,020
6302 - Landscaping Supplies & Repairs	568	568											1,137	7,250
6310 - Landscaping Other	800	350											1,150	10,000
6311 - Landscaping Sprinkler Repair	2,209	2,901											5,110	16,000
6313 - Motor and Pump Repairs	0	0											0	7,200
6316 - Vandalism	0	0											0	2,500
6317 - Storage	628	628											1,257	7,915
Total Maintenance	12,484	10,943	0	0	0	0	0	0	0	0	0	0	23,426	137,535
Labor														
8127 - Contracted Labor and Park Patrol	6,996	7,211											14,207	87,000
8128 - Employee Related Burden	1,918	1,961											3,880	24,000
Total Labor	8,915	9,172	0	0	0	0	0	0	0	0	0	0	18,087	111,000

Income and Expense Trend Report Association

As of February 28, 2011

Account Description	Jan Actual	Feb Actual	Mar Budget	Apr Budget	May Budget	Jun Budget	Jul Budget	Aug Budget	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Full Year Actual	Total Budget
Administrative														
8105 - Office Supplies & Expenses	203	214											417	5,000
8111 - Legal & Collections	565	571											1,136	2,500
8114 - Permits, Licenses & Taxes	0	0											0	1,000
8116 - Annual Meeting	0	0											0	1,800
8122 - Audit & Tax Preparation	0	900											900	1,150
8125 - Management	2,575	2,575											5,150	30,900
8130 - Insurance	1,024	1,045											2,068	13,000
8226 - Miscellaneous	0	0											0	500
Total Administrative	4,367	5,304	0	0	0	0	0	0	0	0	0	0	9,671	55,850
Reserve Transfers														
9010 - Reserve Transfers	7,758	7,758											15,516	93,093
9040 - Reserves Interest	137	116											253	0
Total Reserve Transfers	7,895	7,874	0	0	0	0	0	0	0	0	0	0	15,769	93,093
Total Expense	36,795	36,430	0	0	0	0	0	0	0	0	0	0	73,225	440,328
Association Summary	125	941	0	0	0	0	0	0	0	0	0	0	1,067	0