

## MANAGEMENT MEMORANDUM

**TO:** LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS  
**FROM:** COMMUNITY MANAGEMENT CORPORATION  
**SUBJECT:** AUGUST 2016 FINANCIAL REPORT  
**DATE:** 9/23/2016

### *CASH & INVESTMENTS*

As of August 31, 2016 Lake Manassas Residential Owners Association had \$625,798.67 in operating funds. The Association currently has one money market account with CAB in the amount of \$150,486.79. The Association currently has 9 CD's, totaling \$739,000.00 (see attached report for maturity dates & interest rates) and a Money Market account with Middleburg bank of \$109,574.00. With accrued interest, the Association has a total of cash and investments of \$1,628,916.36.

### *BALANCE SHEET*

As of August 31, 2016 (74) accounts were delinquent in the amount of \$51,230.04 and (294) accounts were prepaid in the amount of \$98,053.92. Lake Manassas Residential Owners Association has a delinquency rate of 3.7% of the total assessments (\$1,368,320.00). This rate will change monthly as payments are made and others fall delinquent. The industry standard for assessments receivable is 5% so the association continues to have a lower than standard delinquency rate at this time.

	# of accounts	total amount	Rate of Delinquency
30-day	56	\$6,474.20	12.64%
31-60 day	2	\$1,413.19	2.76%
61-90 day	4	\$2,567.10	5.01%
91-120 day	1	\$1,857.06	3.62%
120+ day	11	\$38,918.49	75.97%
<b>TOTAL</b>	<b>74</b>	<b>\$51,230.04</b>	<b>100.00%</b>

The Repair & Replacement Reserves balance as of August 31, 2016 was \$1,367,658.34 and is not fully supported by cash & investments, with a deficit of \$46,970.47.

This was calculated using the following formula:

TOTAL CASH & INVESTMENTS:	\$1,628,916.36
Minus TOTAL LIABILITIES:	(\$176,558.86)
TOTAL CASH:	\$1,452,357.50
Minus SETTLEMENT FUNDS*	(\$131,669.63) *Designated Funds
AVAILABLE FOR RESERVES:	\$1,320,687.87
Minus AMOUNT EARMARKED FOR	
REPAIR & REPLACEMENT RESERVES*	(\$1,367,658.34) *Designated Funds

EQUALS A DEFICIT OF

\$46,970.47 (Which is \$17,958.72 less than July's deficit.)

The Basheer settlement funds are Designated funds separate from reserve funds, and since the money was already received, should be considered 100% funded.

There is a negative balance of \$67,878.04 in Prior Year Equity. This is the cumulative year-end surpluses and deficits over the life of the Association. Auditors recommend between 10-20% of Budgeted Annual Assessment Income be in the Prior Year Equity Account at all times.

## ***INCOME & EXPENSE STATEMENT***

As of August 31, 2016 the Association showed a positive on the year of \$35,080.09 (The projected full year expense cost for each line item may be found on the 2<sup>nd</sup> to last column on the Income & Expense Projection Report.)

### **Year to Date Expense Variances**

#### **Administrative Expenses:**

The Association is showing a POSITIVE VARIANCE of \$4,553.37. This is primarily due to a lower amount invoiced than expected for LMA expenses.

#### **Payroll & Benefits Expenses:**

The Association is showing a POSITIVE VARIANCE of \$1,518.45. This is mainly due to savings with the Security Contract-Western Gatehouse.

#### **Utilities:**

The Association is showing a POSITIVE VARIANCE of \$19.92. This is primarily due to savings in electricity and telephone/internet.

#### **Landscaping:**

The Association is showing a POSITIVE VARIANCE of \$3,616.50. This is due to savings in the landscaping and irrigation contacts.

#### **Contracted Services:**

The Association is showing a POSITIVE VARIANCE of \$230.18. This is due to small savings in Trash & Recycling Services and Pest Control.

#### **Repair and Maintenance:**

The Association is showing a POSITIVE VARIANCE of \$5,758.16. This is due to savings in the Common Area Repair & Maintenance and Special Projects.

#### **Pool/Community Center Expenses:**

The association is showing a POSITIVE VARIANCE of \$794.40. This is because of the monthly invoice being less than budgeted for in Pool Management.

#### **Professional Services:**

The Association is showing a POSITIVE VARIANCE of \$4,431.35. This is due to savings in the need of legal counsel and collections processing.

# Lake Manassas Residential Owners Assoc.

## August 2016 Financial Report

Statement prepared by: Adeela Amjad



**Associa**

Community Management Corporation

# Investment Listing Report

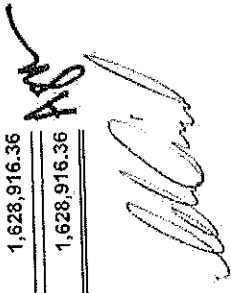
## Lake Manassas ROA

As of Wed Aug 31, 2016

Thu Sep 15, 2016 09:47 am  
Report: dwr\_gl\_investment\_board\_rpt

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1013 - PPB Operating 1801 Pacific Premier Bank	****1801 Signers: N. Mazzarella S. Philbin	Other	625,798.67	0.000%	06/30/2009		0
1101 - CAB Money Market Mutual of Omaha Bank	****1762 Signers: BOD	Money Market	150,486.79	0.000%	10/28/2014		0
1308 - Middleburg Bank MM Middleburg Bank	****8322 Signers: BOD	Money Market	109,574.00	0.020%	01/31/2011		0
1416 - Middleburg Bank CD Middleburg Bank	****CDs Signers: BOD	Certificate of Deposit	739,000.00	0.000%	01/31/2011		0
1730 - Accrued Interest Receivable On Site	****Accr	Other	4,056.90	0.000%	06/30/2009		0

Total Cash Investments: 1,628,916.36  
Total Lake Manassas ROA: 1,628,916.36



## Balance Sheet Report Lake Manassas ROA

As of August 31, 2016

	<u>Balance Aug 31, 2016</u>	<u>Balance Jul 31, 2016</u>	<u>Change</u>
<b><u>Assets</u></b>			
<b>Cash &amp; Investments</b>			
1013 - PPB Operating 1801	625,798.67	612,136.80	13,661.87
1101 - CAB Money Market	150,486.79	150,462.63	24.16
1308 - Middleburg Bank MM	109,574.00	109,573.07	0.93
1416 - Middleburg Bank CD	739,000.00	739,000.00	0.00
1730 - Accrued Interest Receivable	4,056.90	3,253.40	803.50
<b>Total Cash &amp; Investments</b>	<b><u>1,628,916.36</u></b>	<b><u>1,614,425.90</u></b>	<b><u>14,490.46</u></b>
<b><u>Current Assets</u></b>			
1500 - Residential Assessments Receivable	51,230.04	49,954.86	1,275.18
1510 - Pipestem Receivable	1,048.95	1,115.85	(66.90)
1530 - Allowance for Doubtful Accounts	(39,696.22)	(39,696.22)	0.00
1600 - Prepaid Insurance	808.47	(1,100.19)	1,908.66
1640 - Other Prepaid Expenses	57.10	4,275.80	(4,218.70)
1735 - Other Receivables	114.50	114.50	0.00
1799 - Clearing Account	1,240.48	284.55	955.93
<b>Total Current Assets</b>	<b><u>14,803.32</u></b>	<b><u>14,949.15</u></b>	<b><u>(145.83)</u></b>
<b>Total Assets</b>	<b><u>1,643,719.68</u></b>	<b><u>1,629,375.05</u></b>	<b><u>14,344.63</u></b>
<b><u>Liabilities</u></b>			
<b><u>Current Liabilities</u></b>			
2000 - Accounts Payable	0.00	19.34	(19.34)
2010 - Delinquency Fee Payable	75.00	(75.00)	150.00
2015 - A/P Unclaimed Funds	186.84	186.84	0.00
2025 - Transfer Fee Payable	54.66	109.32	(54.66)
2050 - Resident Refunds	514.78	576.00	(61.22)
2300 - Accrued Expenses	33,427.46	40,150.59	(6,723.13)
2400 - Accrued Payroll Payable	4,283.00	4,179.62	103.38

**Balance Sheet Report  
Lake Manassas ROA**

As of August 31, 2016

	<u>Balance Aug 31, 2016</u>	<u>Balance Jul 31, 2016</u>	<u>Change</u>
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2500 - Construction Deposits	39,963.20	40,213.20	(250.00)
2550 - Prepaid Assessments	98,053.92	101,312.12	(3,258.20)
<b>Total Current Liabilities</b>	<b>176,558.86</b>	<b>186,672.03</b>	<b>(10,113.17)</b>
<b>Total Liabilities</b>	<b>176,558.86</b>	<b>186,672.03</b>	<b>(10,113.17)</b>
<u>Owners' Equity</u>			
<u>Unappropriated Owners' Equity</u>			
3000 - Owners Equity - Prior Years	(67,878.04)	(67,878.04)	0.00
3274 - Initial Working Capital	630.80	630.80	0.00
<b>Total Unappropriated Owners' Equity</b>	<b>(67,247.24)</b>	<b>(67,247.24)</b>	<b>0.00</b>
<u>Reserves</u>			
3102 - Repair & Replacement Reserve - Prior Yrs	1,280,637.94	1,280,637.94	0.00
3188 - Interest Reserves - Prior Yrs	57,704.27	57,704.27	0.00
3276 - Reserve Contributions	52,696.50	26,348.50	26,348.00
3280 - Reserve Expenditures	(21,713.86)	(2,010.77)	(19,703.09)
3332 - Stonewall Gate Improvements	(1,666.51)	(1,666.51)	0.00
<b>Total Reserves</b>	<b>1,361,658.34</b>	<b>1,361,013.43</b>	<b>6,644.91</b>
<u>Settlement Funds</u>			
3124 - Basheer Unallocated Settlement Fund	146,000.00	146,000.00	0.00

**Balance Sheet Report**  
**Lake Manassas ROA**  
As of August 31, 2016

	<u>Balance Aug 31, 2016</u>	<u>Balance Jul 31, 2016</u>	<u>Change</u>
<u>Owners' Equity</u>			
<u>Settlement Funds</u>			
3250 - Basheer Settlement Fund	(14,330.37)	(14,330.37)	0.00
Total Settlement Funds	<u>131,669.63</u>	<u>131,669.63</u>	<u>0.00</u>
Total Owners' Equity	<u>1,432,080.73</u>	<u>1,425,435.82</u>	<u>6,644.91</u>
Net Income / (Loss)	35,080.09	17,267.20	17,812.89
Total Liabilities and Equity	<u>1,643,719.68</u>	<u>1,629,375.05</u>	<u>14,344.63</u>

# Income Statement Summary

## Lake Manassas ROA

August 01, 2016 thru August 31, 2016

	Current Period		Year to Date (2 months)		Annual	
	Actual	Budget	Variance	Actual	Budget	Variance
Total Assessment Income	113,049.00	118,867.00	(5,818.00)	226,098.00	231,067.00	(4,969.00)
Total Other Income	1,614.22	1,950.00	(335.78)	4,426.44	3,903.00	523.44
<b>Total Income</b>	<b>114,663.22</b>	<b>120,817.00</b>	<b>(6,153.78)</b>	<b>230,524.44</b>	<b>234,970.00</b>	<b>(4,445.56)</b>
Total Administrative	17,370.21	19,532.00	(2,161.79)	34,510.13	39,063.50	(4,553.37)
Total Payroll & Benefits	18,723.73	21,055.00	(2,331.27)	40,592.05	42,110.50	(1,518.45)
Total Insurance	1,016.84	1,167.00	(150.16)	2,033.68	2,333.50	(299.82)
Total Utilities	2,724.37	2,750.00	(25.63)	5,480.08	5,500.00	(19.92)
Total Landscaping	5,725.00	7,083.00	(1,358.00)	11,450.00	15,066.50	(3,616.50)
Total Contracted Services	6,989.66	7,104.50	(114.84)	13,979.32	14,209.50	(230.18)
Total Repair & Maintenance	2,256.34	4,519.50	(2,263.16)	3,281.34	9,039.50	(5,758.16)
Total Pool/Community Center Expenses	8,760.53	9,704.50	(943.97)	18,615.60	19,410.00	(794.40)
Total Professional Services	6,935.65	8,619.00	(1,683.35)	12,805.65	17,237.00	(4,431.35)
Total Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenses	0.00	0.00	0.00	0.00	800.00	(800.00)
Total Reserve Contributions	26,348.00	26,348.00	0.00	52,696.50	52,696.50	0.00
<b>Total Expense</b>	<b>96,850.33</b>	<b>107,882.50</b>	<b>(11,032.17)</b>	<b>195,444.35</b>	<b>217,466.50</b>	<b>(22,022.15)</b>
<b>Net Income / (Loss)</b>	<b>17,812.89</b>	<b>12,934.50</b>	<b>4,878.39</b>	<b>35,080.09</b>	<b>17,503.50</b>	<b>17,576.59</b>
						<b>0.00</b>

# Income Statement Report

## Lake Manassas ROA

August 01, 2016 thru August 31, 2016

	Current Period		Year to Date (2 months)		Annual Budget	Annual Budget Remaining
	Actual	Budget	Actual	Budget		
<b>Income</b>						
<b>Assessment Income</b>						
4001 - Residential Assessments	109,138.00	109,335.00	218,276.00	218,670.00	(394.00)	1,093,744.00
4014 - Townhome Assessments	2,408.00	2,150.00	4,816.00	4,300.00	516.00	20,984.00
4016 - Capital Contribution	0.00	0.00	0.00	0.00	0.00	1,920.00
4080 - Pipe Stem Assessment	715.00	715.00	1,430.00	1,430.00	0.00	7,150.00
4125 - Developer Assessments	788.00	6,667.00	1,576.00	6,667.00	(5,091.00)	18,424.00
<b>Total Assessment Income</b>	<b>113,049.00</b>	<b>118,867.00</b>	<b>226,098.00</b>	<b>231,067.00</b>	<b>(4,969.00)</b>	<b>1,142,222.00</b>
<b>Other Income</b>						
4205 - Application Fees	0.00	272.00	220.00	545.00	(325.00)	2,780.00
4220 - Gate & Access Fees	141.25	346.00	841.25	692.00	149.25	3,308.75
4710 - Late Fees & Interest	251.90	333.00	1,179.14	666.50	512.64	2,820.86
4720 - Legal Reimbursements	392.48	333.00	527.48	666.50	(139.02)	3,472.52
4805 - Violation Charges	0.00	83.00	0.00	166.50	(166.50)	1,000.00
4910 - Interest Earned - Reserve Accounts	828.59	583.00	1,658.57	1,166.50	492.07	5,341.43
<b>Total Other Income</b>	<b>1,614.22</b>	<b>1,950.00</b>	<b>4,426.44</b>	<b>3,903.00</b>	<b>523.44</b>	<b>18,723.56</b>
<b>Total Income</b>	<b>114,663.22</b>	<b>120,817.00</b>	<b>230,524.44</b>	<b>234,970.00</b>	<b>(4,445.56)</b>	<b>1,160,945.56</b>
<b>Expense</b>						
<b>Administrative</b>						
5010 - Bad Debt	0.00	0.00	0.00	0.00	0.00	17,000.00
5015 - Bank Charges	40.00	17.00	40.00	33.50	6.50	160.00
5020 - Board Expenses/Minutes	321.40	0.00	321.40	0.00	321.40	2,178.60
5030 - Coupon Costs	222.00	258.00	464.00	516.50	(52.50)	2,636.00
5035 - Architectural	0.00	83.00	0.00	166.50	(166.50)	1,000.00
5040 - Computer Other-C3	250.00	250.00	500.00	500.00	0.00	2,500.00
5065 - Committee Expenses	0.00	0.00	0.00	0.00	0.00	500.00
5090 - Office Supplies	942.29	667.00	1,410.73	1,333.50	77.23	6,589.27
5095 - Transponders	0.00	0.00	0.00	0.00	0.00	4,500.00
5100 - Storage Rental	192.50	213.50	385.00	427.00	(42.00)	2,177.00
5115 - Web Site Maintenance	50.00	40.00	100.00	80.00	20.00	380.00

# Income Statement Report

## Lake Manassas ROA

August 01, 2016 thru August 31, 2016

Expense	Current Period		Year to Date (2 months)			Annual	
	Actual	Budget	Actual	Budget	Variance	Budget	Remaining
<b>Administrative</b>							
5195 - Miscellaneous Expenses	22.80	0.00	22.80	0.00	22.80	4,684.00	4,661.20
5210 - Printing & Copying	958.37	167.00	1,003.97	333.50	670.47	2,000.00	996.03
5215 - Postage	1,168.64	417.00	1,631.73	833.50	798.23	5,000.00	3,368.27
5225 - Newsletter Services	0.00	0.00	0.00	0.00	0.00	1,600.00	1,600.00
6300 - Permits & Licenses	0.00	108.00	0.00	216.50	(216.50)	1,300.00	1,300.00
6325 - New Construction Committee	0.00	250.00	1,174.70	500.00	674.70	3,000.00	1,825.30
8150 - LMA Expenses	13,202.21	17,061.50	27,455.80	34,123.00	(6,667.20)	204,737.00	177,281.20
<b>Total Administrative</b>	<b>17,370.21</b>	<b>19,532.00</b>	<b>34,510.13</b>	<b>39,063.50</b>	<b>(4,553.37)</b>	<b>265,163.00</b>	<b>230,652.87</b>
<b>Payroll &amp; Benefits</b>							
5300 - Management Payroll Reimbursement	7,353.83	7,800.00	15,457.33	15,600.00	(142.67)	101,392.00	85,934.67
5312 - Security Contract- Western Gatehouse	10,249.90	12,422.00	23,214.72	24,844.00	(1,629.28)	149,065.00	125,850.28
5316 - Off Duty Police Patrol	1,120.00	833.00	1,920.00	1,666.50	253.50	10,000.00	8,080.00
<b>Total Payroll &amp; Benefits</b>	<b>18,723.73</b>	<b>21,055.00</b>	<b>40,592.05</b>	<b>42,110.50</b>	<b>(1,518.45)</b>	<b>260,457.00</b>	<b>219,864.95</b>
<b>Insurance</b>							
5445 - General Liability Insurance Premiums	1,016.84	1,167.00	2,033.68	2,333.50	(299.82)	14,000.00	11,966.32
<b>Total Insurance</b>	<b>1,016.84</b>	<b>1,167.00</b>	<b>2,033.68</b>	<b>2,333.50</b>	<b>(299.82)</b>	<b>14,000.00</b>	<b>11,966.32</b>
<b>Utilities</b>							
6000 - Electric Service	851.99	1,000.00	1,670.71	2,000.00	(329.29)	12,000.00	10,329.29
6025 - Water Service	1,280.73	834.00	2,202.22	1,667.00	535.22	10,000.00	7,797.78
6040 - Telephone/Internet	591.65	916.00	1,607.15	1,833.00	(225.85)	11,000.00	9,392.85
<b>Total Utilities</b>	<b>2,724.37</b>	<b>2,750.00</b>	<b>5,480.08</b>	<b>5,500.00</b>	<b>(19.92)</b>	<b>33,000.00</b>	<b>27,519.92</b>
<b>Landscaping</b>							
6100 - Grounds & Landscaping - Contract	5,725.00	7,083.00	11,450.00	14,166.50	(2,716.50)	85,000.00	73,550.00
6150 - Seasonal Color/Plantings	0.00	0.00	0.00	0.00	0.00	11,000.00	11,000.00
6299 - Irrigation System Contract	0.00	0.00	0.00	900.00	(900.00)	7,200.00	7,200.00
<b>Total Landscaping</b>	<b>5,725.00</b>	<b>7,083.00</b>	<b>11,450.00</b>	<b>15,066.50</b>	<b>(3,616.50)</b>	<b>103,200.00</b>	<b>91,750.00</b>

# Income Statement Report

## Lake Manassas ROA

August 01, 2016 thru August 31, 2016

Expense	Current Period		Year to Date (2 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<b>Contracted Services</b>						
6035 - Trash and Recycling Service	6,929.96	7,004.50	13,859.92	14,009.50	84,058.00	70,198.08
6434 - Pest Control	59.70	100.00	119.40	200.00	1,200.00	1,080.60
6442 - Snow Removal Services	0.00	0.00	0.00	0.00	80,000.00	80,000.00
<b>Total Contracted Services</b>	<b>6,989.66</b>	<b>7,104.50</b>	<b>13,979.32</b>	<b>14,209.50</b>	<b>165,258.00</b>	<b>151,278.68</b>
<b>Repair &amp; Maintenance</b>						
6530 - Common Areas Repair & Maintenance	2,256.34	2,083.00	3,281.34	4,166.50	25,000.00	21,718.66
9814 - Special Projects	0.00	2,436.50	0.00	4,873.00	29,239.00	29,239.00
<b>Total Repair &amp; Maintenance</b>	<b>2,256.34</b>	<b>4,519.50</b>	<b>3,281.34</b>	<b>9,039.50</b>	<b>54,239.00</b>	<b>50,957.66</b>
<b>Pool/Community Center Expenses</b>						
6438 - Pool Management	4,212.50	7,371.50	12,566.50	14,743.50	51,603.00	39,036.50
6710 - Pool Supplies	3,026.00	1,500.00	3,439.93	3,000.00	6,000.00	2,560.07
9918 - Pool/Tennis Center Electricity	1,522.03	833.00	2,609.17	1,666.50	10,000.00	7,390.83
<b>Total Pool/Community Center Expenses</b>	<b>8,760.53</b>	<b>9,704.50</b>	<b>18,615.60</b>	<b>19,410.00</b>	<b>67,603.00</b>	<b>48,987.40</b>
<b>Professional Services</b>						
7000 - Audit & Tax Services	0.00	0.00	0.00	0.00	6,600.00	6,600.00
7015 - Management Reimbursements	15.00	83.00	30.00	166.50	1,000.00	970.00
7025 - Legal Services - Collections	250.65	1,292.00	250.65	2,583.50	15,500.00	15,249.35
7030 - Legal Services - General Counsel	495.00	1,167.00	495.00	2,333.50	14,000.00	13,505.00
7035 - Other Collection Cost	640.00	542.00	960.00	1,083.50	6,500.00	5,540.00
7040 - Management Fees	5,535.00	5,535.00	11,070.00	11,070.00	66,420.00	55,350.00
<b>Total Professional Services</b>	<b>6,935.65</b>	<b>8,619.00</b>	<b>12,805.65</b>	<b>17,237.00</b>	<b>110,020.00</b>	<b>97,214.35</b>
<b>Taxes</b>						
9000 - Federal Income Tax	0.00	0.00	0.00	0.00	1,000.00	1,000.00
9005 - State Income Tax	0.00	0.00	0.00	0.00	400.00	400.00
9015 - Property/Real Estate Tax	0.00	0.00	0.00	0.00	150.00	150.00
<b>Total Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,550.00</b>	<b>1,550.00</b>

# Income Statement Report

## Lake Manassas ROA

August 01, 2016 thru August 31, 2016

	Current Period		Year to Date (2 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<u>Expense</u>						
Other Expenses						
9908 - Misc Expenses	0.00	0.00	0.00	800.00	(800.00)	800.00
Total Other Expenses	0.00	0.00	0.00	800.00	(800.00)	800.00
Reserve Contributions						
9800 - Repair & Replacement Expenses	26,348.00	26,348.00	52,696.50	52,696.50	0.00	316,180.00
Total Reserve Contributions	26,348.00	26,348.00	52,696.50	52,696.50	0.00	316,180.00
Total Expense	96,850.33	107,882.50	195,444.35	217,466.50	(22,022.15)	1,391,470.00
Net Income / (Loss)	17,812.89	12,934.50	35,080.09	17,503.50	17,576.59	0.00
						(35,080.09)

# Income and Expense Projection Report

## Lake Manassas ROA

As of August 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Assessment Income</b>														
4001 - Residential Assessments	109,138	109,138	109,335	109,335	109,335	109,335	109,335	109,335	109,335	109,335	109,335	109,335	1,311,626	1,312,020
4014 - Townhome Assessments	2,408	2,408	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	26,316	25,800
4016 - Capital Contribution	0	0	192	192	192	192	192	192	192	192	192	192	1,920	1,920
4080 - Pipe Stem Assessment	715	715	715	715	715	715	715	715	715	715	715	715	8,580	8,580
4125 - Developer Assessments	788	788	0	6,666	0	6,667	0	0	0	0	0	0	14,909	20,000
<b>Total Assessment Income</b>	<b>113,049</b>	<b>113,049</b>	<b>112,392</b>	<b>119,058</b>	<b>112,392</b>	<b>119,059</b>	<b>112,392</b>	<b>112,392</b>	<b>112,392</b>	<b>112,392</b>	<b>112,392</b>	<b>112,392</b>	<b>1,363,351</b>	<b>1,368,320</b>
<b>Other Income</b>														
4205 - Application Fees	220	0	273	273	273	0	272	273	273	273	272	273	2,675	3,000
4220 - Gate & Access Fees	700	141	346	345	346	346	346	346	346	345	346	346	4,299	4,150
4710 - Late Fees & Interest	927	252	334	334	333	334	334	333	334	334	333	334	4,513	4,000
4720 - Legal Reimbursements	135	392	334	334	333	334	334	333	334	334	333	334	3,861	4,000
4805 - Violation Charges	0	0	84	84	83	84	84	83	84	84	83	84	834	1,000
4910 - Interest Earned - Reserve Accounts	830	829	584	584	583	584	584	583	584	584	583	584	7,492	7,000
<b>Total Other Income</b>	<b>2,812</b>	<b>1,614</b>	<b>1,953</b>	<b>1,952</b>	<b>1,951</b>	<b>1,680</b>	<b>1,952</b>	<b>1,951</b>	<b>1,953</b>	<b>1,952</b>	<b>1,950</b>	<b>1,953</b>	<b>23,673</b>	<b>23,150</b>
<b>Total Income</b>	<b>115,861</b>	<b>114,663</b>	<b>114,345</b>	<b>121,010</b>	<b>114,343</b>	<b>120,739</b>	<b>114,344</b>	<b>114,343</b>	<b>114,345</b>	<b>114,344</b>	<b>114,342</b>	<b>114,345</b>	<b>1,387,024</b>	<b>1,391,470</b>
<b>Administrative</b>														
5010 - Bad Debt	0	0	0	17,000	0	0	0	0	0	0	0	0	17,000	17,000
5015 - Bank Charges	0	40	17	17	17	17	17	17	17	17	17	17	207	200
5020 - Board Expenses/Minutes	0	321	625	0	0	625	0	0	625	0	0	625	2,821	2,500
5030 - Coupon Costs	242	222	259	259	258	259	259	258	259	259	258	259	3,048	3,100
5035 - Architectural	0	0	84	84	83	84	84	83	84	84	83	84	834	1,000
5040 - Computer Other-C3	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,000
5065 - Committee Expenses	0	0	0	0	0	0	0	0	0	0	0	0	500	500
5090 - Office Supplies	468	942	667	667	667	667	667	667	667	667	667	667	8,077	8,000
5096 - Transponders	0	0	0	0	0	0	2,250	0	0	0	2,250	0	4,500	4,500
5100 - Storage Rental	193	193	214	214	214	214	214	214	214	214	214	214	2,520	2,562
5115 - Web Site Maintenance	50	50	40	40	40	40	40	40	40	40	40	40	500	480
5195 - Miscellaneous Expenses	0	23	0	0	0	0	1,562	1,561	1,562	0	0	0	4,707	4,684

# Income and Expense Projection Report

## Lake Manassas ROA

As of August 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Administrative</b>														
5210 - Printing & Copying	46	958	167	167	167	167	167	167	167	167	167	167	2,670	2,000
5215 - Postage	463	1,169	417	417	417	417	417	417	417	417	417	417	5,798	5,000
5225 - Newsletter Services	0	0	400	0	0	400	0	0	400	0	0	400	1,600	1,600
6300 - Permits & Licenses	0	0	109	109	108	109	109	108	109	109	108	109	1,084	1,300
6325 - New Construction Committee	1,175	0	250	250	250	250	250	250	250	250	250	250	3,675	3,000
8150 - LMA Expenses	14,254	13,202	17,062	17,061	17,062	17,062	17,062	17,062	17,062	17,061	17,062	17,062	198,070	204,737
<b>Total Administrative</b>	<b>17,140</b>	<b>17,370</b>	<b>20,557</b>	<b>36,531</b>	<b>19,532</b>	<b>20,557</b>	<b>23,593</b>	<b>21,093</b>	<b>22,118</b>	<b>19,531</b>	<b>22,032</b>	<b>20,557</b>	<b>260,610</b>	<b>265,163</b>
<b>Payroll &amp; Benefits</b>														
5300 - Management Payroll Reimburseme	8,104	7,354	11,696	7,800	7,800	7,800	7,800	7,800	11,696	7,800	7,800	7,800	101,249	101,392
5312 - Security Contract- Western Gatehot	12,965	10,250	12,423	12,422	12,422	12,422	12,422	12,422	12,423	12,422	12,422	12,422	147,436	149,065
5316 - Off Duty Police Patrol	800	1,120	834	834	833	834	834	833	834	834	833	834	10,254	10,000
<b>Total Payroll &amp; Benefits</b>	<b>21,868</b>	<b>18,724</b>	<b>24,952</b>	<b>21,056</b>	<b>21,055</b>	<b>21,056</b>	<b>21,056</b>	<b>21,055</b>	<b>24,952</b>	<b>21,056</b>	<b>21,055</b>	<b>21,056</b>	<b>258,939</b>	<b>260,457</b>
<b>Insurance</b>														
5445 - General Liability Insurance Premium	1,017	1,017	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	13,700	14,000
<b>Total Insurance</b>	<b>1,017</b>	<b>1,017</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>1,167</b>	<b>13,700</b>	<b>14,000</b>
<b>Utilities</b>														
6000 - Electric Service	819	852	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,671	12,000
6025 - Water Service	921	1,281	833	833	834	833	833	834	833	833	834	833	10,535	10,000
6040 - Telephone/Internet	1,016	592	917	917	916	917	917	916	917	917	916	917	10,774	11,000
<b>Total Utilities</b>	<b>2,756</b>	<b>2,724</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>2,750</b>	<b>32,980</b>	<b>33,000</b>
<b>Landscaping</b>														
6100 - Grounds & Landscaping - Contract	5,725	5,725	7,084	7,084	7,083	7,084	7,084	7,083	7,084	7,084	7,083	7,084	82,284	85,000
6150 - Seasonal Color/Plantings	0	0	0	5,500	0	0	0	0	0	0	5,500	0	11,000	11,000
6299 - Irrigation System Contract	0	0	900	900	900	900	900	900	900	900	900	900	6,300	7,200
<b>Total Landscaping</b>	<b>5,725</b>	<b>5,725</b>	<b>7,984</b>	<b>13,484</b>	<b>7,983</b>	<b>7,084</b>	<b>7,084</b>	<b>7,083</b>	<b>7,984</b>	<b>7,984</b>	<b>13,483</b>	<b>7,984</b>	<b>99,584</b>	<b>103,200</b>
<b>Contracted Services</b>														
6035 - Trash and Recycling Service	6,930	6,930	7,005	7,005	7,005	7,005	7,005	7,005	7,005	7,005	7,005	7,005	83,908	84,058

# Income and Expense Projection Report

## Lake Manassas ROA

As of August 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Budget	Oct Budget	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Contracted Services</b>														
6434 - Pest Control	60	60	100	100	100	100	100	100	100	100	100	100	1,119	1,200
6442 - Snow Removal Services	0	0	0	0	20,000	20,000	20,000	20,000	0	0	0	0	80,000	80,000
<b>Total Contracted Services</b>	<b>6,990</b>	<b>6,990</b>	<b>7,105</b>	<b>7,105</b>	<b>27,105</b>	<b>27,105</b>	<b>27,105</b>	<b>27,105</b>	<b>7,105</b>	<b>7,105</b>	<b>7,105</b>	<b>7,105</b>	<b>165,028</b>	<b>165,258</b>
<b>Repair &amp; Maintenance</b>														
6530 - Common Areas Repair & Maintainar	1,025	2,256	2,084	2,084	2,083	2,084	2,084	2,083	2,084	2,084	2,083	2,084	24,115	25,000
9814 - Special Projects	0	0	2,437	2,437	2,437	2,437	2,437	2,437	2,437	2,437	2,437	2,437	24,366	29,239
<b>Total Repair &amp; Maintenance</b>	<b>1,025</b>	<b>2,256</b>	<b>4,521</b>	<b>4,520</b>	<b>4,520</b>	<b>4,520</b>	<b>4,520</b>	<b>4,520</b>	<b>4,521</b>	<b>4,520</b>	<b>4,520</b>	<b>4,520</b>	<b>48,481</b>	<b>54,239</b>
<b>Pool/Community Center Expenses</b>														
6438 - Pool Management	8,354	4,213	7,372	0	0	0	0	0	7,372	7,372	7,372	7,372	49,426	51,603
6710 - Pool Supplies	414	3,026	0	0	0	0	0	0	0	0	1,500	1,500	6,440	6,000
9818 - Pool/Tennis Center Electricity	1,087	1,522	834	834	833	834	834	833	834	834	833	834	10,943	10,000
<b>Total Pool/Community Center Expenses</b>	<b>9,855</b>	<b>8,761</b>	<b>8,206</b>	<b>834</b>	<b>833</b>	<b>834</b>	<b>834</b>	<b>833</b>	<b>8,206</b>	<b>8,206</b>	<b>9,705</b>	<b>9,706</b>	<b>66,809</b>	<b>67,603</b>
<b>Professional Services</b>														
7000 - Audit & Tax Services	0	0	0	6,200	0	0	0	0	0	400	0	0	6,600	6,600
7015 - Management Reimbursements	15	15	84	84	83	84	84	83	84	84	83	84	864	1,000
7025 - Legal Services - Collections	0	251	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	13,167	15,500
7030 - Legal Services - General Counsel	0	495	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	12,162	14,000
7035 - Other Collection Cost	320	640	542	542	542	542	542	542	542	542	542	542	6,377	6,500
7040 - Management Fees	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	66,420	66,420
<b>Total Professional Services</b>	<b>5,870</b>	<b>6,936</b>	<b>8,618</b>	<b>14,818</b>	<b>8,619</b>	<b>8,618</b>	<b>8,618</b>	<b>8,619</b>	<b>8,618</b>	<b>9,018</b>	<b>8,619</b>	<b>8,618</b>	<b>105,589</b>	<b>110,020</b>
<b>Taxes</b>														
9000 - Federal Income Tax	0	0	0	1,000	0	0	0	0	0	0	0	0	1,000	1,000
9005 - State Income Tax	0	0	0	400	0	0	0	0	0	0	0	0	400	400
9015 - Property/Real Estate Tax	0	0	0	0	150	0	0	0	0	0	0	0	150	150
<b>Total Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,550</b>	<b>1,550</b>