

MANAGEMENT MEMORANDUM

TO: LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS
FROM: COMMUNITY MANAGEMENT CORPORATION
SUBJECT: APRIL 2017 FINANCIAL REPORT
DATE: 5/26/2017

CASH & INVESTMENTS

As of April 30, 2017 Lake Manassas Residential Owners Association had \$839,510.67 in operating funds. The Association currently has one money market account with CAB in the amount of \$150,666.50. The Association currently has 9 CD's, totaling \$739,010.00 (see attached report for maturity dates & interest rates) and a Money Market account with Middleburg bank of \$117,113.05. With accrued interest, the Association has a total of cash and investments of \$1,849,512.18.

BALANCE SHEET

As of April 30, 2017 (45) accounts were delinquent in the amount of \$54,870.09 and (283) accounts were prepaid in the amount of \$83,629.41. Lake Manassas Residential Owners Association has a delinquency rate of 4.0% 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	25	\$6,747.75	12.30%
31-60 day	2	\$3,535.25	6.44%
61-90 day	5	\$2,732.90	4.98%
91-120 day	0	\$2,300.01	4.19%
120+ day	13	\$39,554.18	72.09%
TOTAL	45	\$54,870.09	100.00%

The Repair & Replacement Reserves balance as of April 30, 2017 was \$1,474,593.17 and is fully supported by cash & investments, with a surplus of \$31,155.03.

This was calculated using the following formula:

TOTAL CASH & INVESTMENTS: \$1,849,512.18
 Minus TOTAL LIABILITIES: (\$188,094.35)
 TOTAL CASH: \$1,661,417.83
 Minus SETTLEMENT FUNDS* (\$155,669.63) *Designated Funds

AVAILABLE FOR RESERVES: \$1,505,748.20
 Minus AMOUNT EARMARKED FOR
 REPAIR & REPLACEMENT RESERVES* (\$1,474,593.17) *Designated Funds

EQUALS A SURPLUS OF

\$31,155.03

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 \$66,247.24 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 April 30, 2017 the Association showed a positive on the year of \$133,136.17 (The projected full year expense cost for each line item may be found on the 2nd to last column on the Income & Expense Projection Report.)

Year to Date Expense Variances

Administrative Expenses:

The Association is showing a POSITIVE VARIANCE of \$4,208.75. This is primarily due to a lower amount spent in Coupon Costs, Architectural and Storage Rental.

Payroll & Benefits Expenses:

The Association is showing a NEGATIVE VARIANCE of \$4,382.70 This is due to 2 accruals made in April that are found on pg.19 of 25 of the General Ledger report.

Utilities:

The Association is showing a POSITIVE VARIANCE of \$3,457.40. This is primarily due to savings in the water & electric services.

Landscaping:

The Association is showing a POSITIVE VARIANCE of \$2,359.41. This is due to an invoice obviously not arriving in time of close of books in April.

Contracted Services:

The Association is showing a POSITIVE VARIANCE of \$77,025.63. This is primarily due to savings in snow removal costs and trash & recycling needs.

Repair and Maintenance:

The Association is showing a POSITIVE VARIANCE of \$25,055.90. This is due to lower usage of funds for Special Projects & Common Area Repairs.

Pool/Community Center Expenses:

The Association is showing a POSITIVE VARIANCE of \$15,190.45. This is because of a monthly invoice being less than budgeted for in Pool Management for the 2016 season and for no invoice showing in April 2017.

Professional Services:

The Association is showing a POSITIVE VARIANCE of \$7,200.27. This is due to savings in the need of legal counsel and collections processing.

Lake Manassas HOA

April 2017 Financial Report

Statement prepared by: Rhonda Davis



Associa

Community Management Corporation

Balance Sheet Report Lake Manassas ROA

As of April 30, 2017

	Balance Apr 30, 2017	Balance Mar 31, 2017	Change
Assets			
Cash & Investments			
1013 - PPB Operating 1801	839,510.67	835,638.31	3,872.36
1101 - CAB Money Market	150,666.50	150,644.21	22.29
1308 - Middleburg Bank MIM	117,113.05	116,179.63	933.42
1416 - Middleburg Bank CD	739,010.00	739,010.00	0.00
1730 - Accrued Interest Receivable	3,211.96	3,319.50	(107.54)
Total Cash & Investments	1,849,512.18	1,844,791.65	4,720.53
Current Assets			
1500 - Residential Assessments Receivable	54,870.09	54,109.41	760.68
1510 - Pipestem Receivable	934.55	934.55	0.00
1530 - Allowance for Doubtful Accounts	(27,928.96)	(27,928.96)	0.00
1600 - Prepaid Insurance	2,182.32	1,941.19	241.13
1640 - Other Prepaid Expenses	5,675.90	5,675.90	0.00
1735 - Other Receivables	0.00	114.50	(114.50)
Total Current Assets	35,733.90	29,170.69	6,563.21
Total Assets	1,885,246.08	1,873,962.34	11,283.74
Liabilities			
Current Liabilities			
2000 - Accounts Payable	0.00	1,385.62	(1,385.62)
2015 - A/P Unclaimed Funds	186.84	186.84	0.00
2025 - Transfer Fee Payable	355.27	355.27	0.00
2050 - Resident Refunds	197.00	109.60	87.40
2300 - Accrued Expenses	57,918.63	62,251.23	(4,332.60)
2400 - Accrued Payroll Payable	5,444.00	1,943.42	3,500.58
2500 - Construction Deposits	40,363.20	59,213.20	(18,850.00)

Balance Sheet Report
Lake Manassas ROA
 As of April 30, 2017

	<u>Balance</u> <u>Apr 30, 2017</u>	<u>Balance</u> <u>Mar 31, 2017</u>	<u>Change</u>
Liabilities			
Current Liabilities			
2550 - Prepaid Assessments	83,629.41	91,004.14	(7,374.73)
Total Current Liabilities	<u>188,094.35</u>	<u>216,094.05</u>	<u>(27,999.70)</u>
Total Liabilities	<u>188,094.35</u>	<u>216,094.05</u>	<u>(27,999.70)</u>
Owners' Equity			
Unappropriated Owners' Equity			
3000 - Owners Equity - Prior Years	(66,878.04)	(66,878.04)	0.00
3274 - Initial Working Capital	630.80	630.80	0.00
Total Unappropriated Owners' Equity	<u>(66,247.24)</u>	<u>(66,247.24)</u>	<u>0.00</u>
Reserves			
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	263,483.50	237,135.00	26,348.50
3280 - Reserve Expenditures	(119,514.20)	(114,746.84)	(4,767.36)
3332 - Stonewall Gate Improvements	(7,718.34)	(7,718.34)	0.00
Total Reserves	<u>1,474,593.17</u>	<u>1,453,012.03</u>	<u>21,581.14</u>
Settlement Funds			
3124 - Basheer Unallocated Settlement Fund	170,000.00	170,000.00	0.00

**Balance Sheet Report
Lake Manassas ROA**

As of April 30, 2017

	Balance Apr 30, 2017	Balance Mar 31, 2017	Change
Owners' Equity			
Settlement Funds			
3250 - Basheer Settlement Fund	(14,330.37)	(14,330.37)	0.00
Total Settlement Funds	155,669.63	155,669.63	0.00
Total Owners' Equity	1,564,015.56	1,542,434.42	21,581.14
Net Income / (Loss)	133,136.17	115,433.87	17,702.30
Total Liabilities and Equity	1,885,246.08	1,873,962.34	11,283.74

Income Statement Summary

Lake Manassas ROA

April 01, 2017 thru April 30, 2017

	Current Period			Year to Date (10 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	117,013.31	112,392.00	4,621.31	1,140,047.94	1,143,536.00	(3,488.06)	1,368,320.00
Total Other Income	2,524.88	1,952.00	572.88	25,016.08	19,247.00	5,769.08	23,150.00
Total Income	119,538.19	114,344.00	5,194.19	1,165,064.02	1,162,783.00	2,281.02	1,391,470.00
Total Administrative	29,980.90	19,531.00	10,449.90	218,365.75	222,574.50	(4,208.75)	265,163.00
Total Payroll & Benefits	24,539.65	21,055.50	3,484.15	222,729.20	218,346.50	4,382.70	260,457.00
Total Insurance	1,016.84	1,166.50	(149.66)	9,229.92	11,666.50	(2,436.58)	14,000.00
Total Utilities	3,438.16	2,750.00	688.16	24,042.60	27,500.00	(3,457.40)	33,000.00
Total Landscaping	114.50	7,983.50	(7,869.00)	79,374.09	81,733.50	(2,359.41)	103,200.00
Total Contracted Services	5,672.70	7,105.00	(1,432.30)	74,022.87	151,048.50	(77,025.63)	165,258.00
Total Repair & Maintenance	3,827.70	4,520.00	(692.30)	20,143.60	45,199.50	(25,055.90)	54,239.00
Total Pool/Community Center Expenses	(594.00)	8,205.50	(8,799.50)	33,002.55	48,193.00	(15,190.45)	67,603.00
Total Professional Services	7,940.94	9,018.00	(1,077.06)	85,582.73	92,783.00	(7,200.27)	110,020.00
Total Taxes	0.00	0.00	0.00	1,617.54	1,550.00	67.54	1,550.00
Total Other Expenses	(450.00)	0.00	(450.00)	333.50	800.00	(466.50)	800.00
Total Reserve Contributions	26,348.50	26,348.50	0.00	263,483.50	263,483.50	0.00	316,180.00
Total Expense	101,835.89	107,683.50	(5,847.61)	1,031,927.85	1,164,878.50	(132,950.65)	1,391,470.00
Net Income / (Loss)	17,702.30	6,660.50	11,041.80	133,136.17	(2,095.50)	135,231.67	0.00

Income Statement Report Lake Manassas ROA April 01, 2017 thru April 30, 2017

	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Income								
Assessment Income								
4001 - Residential Assessments	114,032.31	109,335.00	1,697.31	1,096,213.94	1,093,350.00	2,863.94	1,312,020.00	215,806.06
4014 - Townhome Assessments	3,096.00	2,150.00	946.00	25,886.00	21,500.00	4,386.00	25,800.00	(86.00)
4016 - Capital Contribution	0.00	192.00	(192.00)	0.00	1,536.00	(1,536.00)	1,920.00	1,920.00
4080 - Pipe Stem Assessment	715.00	715.00	0.00	7,150.00	7,150.00	0.00	8,580.00	1,430.00
4120 - Initial Contribution	1,182.00	0.00	1,182.00	2,718.00	0.00	2,718.00	0.00	(2,718.00)
4125 - Developer Assessments	988.00	0.00	988.00	8,080.00	20,000.00	(11,920.00)	20,000.00	11,920.00
Total Assessment Income	117,013.31	112,392.00	4,621.31	1,140,047.94	1,143,536.00	(3,488.06)	1,368,320.00	228,272.06
Other Income								
4205 - Application Fees	670.00	273.00	397.00	2,680.00	2,455.00	225.00	3,000.00	320.00
4220 - Gate & Access Fees	500.00	345.00	155.00	3,241.25	3,458.00	(216.75)	4,150.00	908.75
4245 - Newsletter Advertising	75.00	0.00	75.00	175.00	0.00	175.00	0.00	(175.00)
4710 - Late Fees & Interest	321.15	333.50	(12.35)	5,556.40	3,333.50	2,222.90	4,000.00	(1,556.40)
4720 - Legal Reimbursements	105.56	333.50	(227.94)	4,816.04	3,333.50	1,482.54	4,000.00	(816.04)
4805 - Violation Charges	0.00	83.50	(83.50)	0.00	833.50	(833.50)	1,000.00	1,000.00
4910 - Interest Earned - Reserve Accounts	853.17	583.50	269.67	8,547.39	5,833.50	2,713.89	7,000.00	(1,547.39)
Total Other Income	2,524.88	1,952.00	572.88	25,016.08	19,247.00	5,769.08	23,150.00	(1,866.08)
Total Income	119,538.19	114,344.00	5,194.19	1,165,064.02	1,162,783.00	2,281.02	1,391,470.00	226,405.98
Expense								
Administrative								
5010 - Bad Debt	0.00	0.00	0.00	0.00	17,000.00	(17,000.00)	17,000.00	17,000.00
5015 - Bank Charges	5.00	16.50	(11.50)	95.00	166.50	(71.50)	200.00	105.00
5020 - Board Expenses/Minutes	(950.00)	0.00	(950.00)	3,384.34	1,875.00	1,509.34	2,500.00	(884.34)
5030 - Coupon Costs	375.00	258.50	116.50	1,863.00	2,583.50	(720.50)	3,100.00	1,237.00
5035 - Architectural	0.00	83.50	(83.50)	0.00	833.50	(833.50)	1,000.00	1,000.00
5040 - Computer Other-C3	250.00	250.00	0.00	2,500.00	2,500.00	0.00	3,000.00	500.00
5055 - Committee Expenses	0.00	0.00	0.00	0.00	250.00	(250.00)	500.00	500.00
5090 - Office Supplies	1,086.62	666.50	420.12	7,530.24	6,666.50	863.74	8,000.00	469.76
5095 - Transponders	0.00	0.00	0.00	3,461.08	2,250.00	1,211.08	4,500.00	1,038.92

Income Statement Report

Lake Manassas ROA

April 01, 2017 thru April 30, 2017

Expense	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Administrative								
5100 - Storage Rental	84.00	213.50	(129.50)	1,288.00	2,135.00	(847.00)	2,562.00	1,274.00
5115 - Web Site Maintenance	0.00	40.00	(40.00)	300.00	400.00	(100.00)	480.00	180.00
5195 - Miscellaneous Expenses	2,097.15	0.00	2,097.15	5,456.12	4,684.00	772.12	4,684.00	(772.12)
5210 - Printing & Copying	109.60	166.50	(56.90)	2,499.94	1,666.50	833.44	2,000.00	(499.94)
5215 - Postage	756.24	416.50	339.74	4,918.68	4,166.50	752.18	5,000.00	81.32
5225 - Newsletter Services	0.00	0.00	0.00	1,287.55	1,200.00	87.55	1,600.00	312.45
6300 - Permits & Licenses	0.00	108.50	(108.50)	695.16	1,083.50	(388.34)	1,300.00	604.84
6325 - New Construction Committee	1,977.85	250.00	1,727.85	8,896.95	2,500.00	6,396.95	3,000.00	(5,896.95)
8150 - LMA Expenses	24,189.44	17,061.00	7,128.44	174,189.69	170,614.00	3,575.69	204,737.00	30,547.31
Total Administrative	29,980.90	19,531.00	10,449.90	218,365.75	222,574.50	(4,208.75)	265,163.00	46,797.25
Payroll & Benefits								
5300 - Management Payroll Reimbursement	11,326.35	7,800.00	3,526.35	88,650.84	85,792.00	2,858.84	101,392.00	12,741.16
5312 - Security Contract- Western Gatehouse	12,298.30	12,422.00	(123.70)	125,773.36	124,221.00	1,552.36	149,065.00	23,291.64
5316 - Off Duty Police Patrol	915.00	833.50	81.50	8,305.00	8,333.50	(28.50)	10,000.00	1,695.00
Total Payroll & Benefits	24,539.65	21,055.50	3,484.15	222,729.20	218,346.50	4,382.70	260,457.00	37,727.80
Insurance								
5445 - General Liability Insurance Premiums	1,016.84	1,166.50	(149.66)	9,229.92	11,666.50	(2,436.58)	14,000.00	4,770.08
Total Insurance	1,016.84	1,166.50	(149.66)	9,229.92	11,666.50	(2,436.58)	14,000.00	4,770.08
Utilities								
6000 - Electric Service	869.45	1,000.00	(130.55)	8,957.97	10,000.00	(1,042.03)	12,000.00	3,042.03
6025 - Water Service	1,606.76	833.00	773.76	6,555.80	8,333.00	(1,777.20)	10,000.00	3,444.20
6040 - Telephone/Internet	961.95	917.00	44.95	8,528.83	9,167.00	(638.17)	11,000.00	2,471.17
Total Utilities	3,438.16	2,750.00	688.16	24,042.60	27,500.00	(3,457.40)	33,000.00	8,957.40
Landscaping								
6100 - Grounds & Landscaping - Contract	114.50	7,083.50	(6,969.00)	71,922.40	70,833.50	1,088.90	85,000.00	13,077.60
6150 - Seasonal Color/Plantings	0.00	0.00	0.00	5,073.69	5,500.00	(426.31)	11,000.00	5,926.31

Income Statement Report

Lake Manassas ROA

April 01, 2017 thru April 30, 2017

Expense	Current Period			Year to Date (10 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
Landscaping								
6299 - Irrigation System Contract	0.00	900.00	(900.00)	2,378.00	5,400.00	(3,022.00)	7,200.00	4,822.00
Total Landscaping	114.50	7,983.50	(7,869.00)	79,374.09	81,733.50	(2,359.41)	103,200.00	23,825.91
Contracted Services								
6035 - Trash and Recycling Service	5,613.00	7,005.00	(1,392.00)	63,726.87	70,048.50	(6,321.63)	84,058.00	20,331.13
6434 - Pest Control	59.70	100.00	(40.30)	597.00	1,000.00	(403.00)	1,200.00	603.00
6442 - Snow Removal Services	0.00	0.00	0.00	9,699.00	80,000.00	(70,301.00)	80,000.00	70,301.00
Total Contracted Services	5,672.70	7,105.00	(1,432.30)	74,022.87	151,048.50	(77,025.63)	165,258.00	91,235.13
Repair & Maintenance								
6530 - Common Areas Repair & Maintenance	896.25	2,083.50	(1,187.25)	13,962.44	20,833.50	(6,871.06)	25,000.00	11,037.56
9814 - Special Projects	2,931.45	2,436.50	494.95	6,181.16	24,366.00	(18,184.84)	29,239.00	23,057.84
Total Repair & Maintenance	3,827.70	4,520.00	(692.30)	20,143.60	45,199.50	(25,055.90)	54,239.00	34,095.40
Pool/Community Center Expenses								
6438 - Pool Management	(1,500.00)	7,372.00	(8,872.00)	18,341.50	36,859.50	(18,518.00)	51,603.00	33,261.50
6710 - Pool Supplies	0.00	0.00	0.00	4,546.93	3,000.00	1,546.93	6,000.00	1,453.07
9918 - Pool/Tennis Center Electricity	906.00	833.50	72.50	10,114.12	8,333.50	1,780.62	10,000.00	(114.12)
Total Pool/Community Center Expenses	(594.00)	8,205.50	(8,799.50)	33,002.55	48,193.00	(15,190.45)	67,603.00	34,600.45
Professional Services								
7000 - Audit & Tax Services	0.00	400.00	(400.00)	6,300.00	6,600.00	(300.00)	6,600.00	300.00
7015 - Management Reimbursements	147.00	83.50	63.50	567.00	833.50	(266.50)	1,000.00	433.00
7025 - Legal Services - Collections	940.26	1,291.50	(351.24)	9,337.69	12,916.50	(3,578.81)	15,500.00	6,182.31
7030 - Legal Services - General Counsel	1,028.68	1,166.50	(137.82)	10,243.04	11,666.50	(1,423.46)	14,000.00	3,766.96
7035 - Other Collection Cost	290.00	541.50	(251.50)	3,785.00	5,416.50	(1,631.50)	6,500.00	2,715.00
7040 - Management Fees	5,535.00	5,535.00	0.00	55,350.00	55,350.00	0.00	66,420.00	11,070.00
Total Professional Services	7,940.94	9,018.00	(1,077.06)	85,582.73	92,783.00	(7,200.27)	110,020.00	24,437.27
Taxes								
9000 - Federal Income Tax	0.00	0.00	0.00	851.00	1,000.00	(149.00)	1,000.00	149.00

Income Statement Report
Lake Manassas ROA
 April 01, 2017 thru April 30, 2017

	Current Period		Year to Date (10 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<u>Expense</u>						
Taxes						
9005 - State Income Tax	0.00	0.00	577.00	400.00	400.00	(177.00)
9015 - Property/Real Estate Tax	0.00	0.00	189.54	150.00	150.00	(39.54)
Total Taxes	0.00	0.00	1,617.54	1,550.00	1,550.00	(67.54)
Other Expenses						
9908 - Misc Expenses	(450.00)	0.00	333.50	800.00	800.00	466.50
Total Other Expenses	(450.00)	0.00	333.50	800.00	800.00	466.50
Reserve Contributions						
9800 - Repair & Replacement Expenses	26,348.50	26,348.50	263,483.50	263,483.50	316,180.00	52,696.50
Total Reserve Contributions	26,348.50	26,348.50	263,483.50	263,483.50	316,180.00	52,696.50
Total Expense	101,835.89	107,683.50	1,031,927.86	1,164,878.50	1,391,470.00	359,542.15
Net Income / (Loss)	17,702.30	6,660.50	133,136.17	(2,095.50)	0.00	(133,136.17)

Income and Expense Projection Report

Lake Manassas ROA

As of April 30, 2017

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Full Year Budget	Total Budget
Assessment Income														
4001 - Residential Assessments	109,138	109,138	109,138	109,467	109,335	109,335	109,559	110,145	109,926	111,032	109,335	109,335	1,314,884	1,312,020
4014 - Townhome Assessments	2,408	2,408	2,408	2,494	2,494	2,494	2,580	2,752	2,752	3,096	2,150	2,150	30,186	25,800
4016 - Capital Contribution	0	0	0	0	0	0	0	0	0	0	192	192	384	1,920
4080 - Pipe Stem Assessment	715	715	715	715	715	715	715	715	715	715	715	715	8,580	8,580
4120 - Initial Contribution	0	0	0	384	0	0	384	768	0	1,182	0	0	2,718	0
4125 - Developer Assessments	788	788	788	788	788	788	788	788	788	988	0	0	8,080	20,000
Total Assessment Income	113,049	113,049	113,049	113,848	113,332	113,332	114,026	115,168	114,181	117,013	112,392	112,392	1,364,832	1,368,320
Other Income														
4205 - Application Fees	220	0	1,570	0	335	35	0	(150)	0	670	272	273	3,225	3,000
4220 - Gate & Access Fees	700	141	1,000	0	350	150	400	0	0	500	346	346	3,933	4,150
4245 - Newsletter Advertising	0	0	0	25	0	0	25	50	0	75	0	0	175	0
4710 - Late Fees & Interest	927	252	156	363	2,183	318	377	309	351	321	333	334	6,223	4,000
4720 - Legal Reimbursements	135	392	15	0	3,515	441	212	0	0	106	333	334	5,483	4,000
4805 - Violation Charges	0	0	0	0	0	0	0	0	0	0	83	84	167	1,000
4910 - Interest Earned - Reserve Accounts	830	829	829	877	878	879	854	858	861	853	563	584	9,714	7,000
Total Other Income	2,812	1,614	3,569	1,265	7,261	1,823	1,869	1,067	1,213	2,525	1,950	1,953	28,919	23,150
Total Income	115,861	114,663	116,618	115,113	120,593	115,155	115,895	116,235	115,394	119,538	114,342	114,345	1,393,751	1,391,470
Administrative														
5010 - Bad Debt	0	0	0	0	0	0	0	0	0	0	0	0	0	17,000
5015 - Bank Charges	0	40	(20)	40	0	30	0	0	0	5	17	17	129	200
5020 - Board Expenses/Minutes	0	321	47	750	625	670	0	321	1,600	(950)	0	625	4,009	2,500
5030 - Coupon Costs	242	222	55	167	128	65	158	328	123	375	258	259	2,380	3,100
5035 - Architectural	0	0	0	0	0	0	0	0	0	0	83	84	167	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	250	0	250	500
5090 - Office Supplies	468	942	794	1,087	37	865	805	543	902	4,987	667	667	8,864	8,000
5095 - Transponders	0	0	0	0	0	1,801	0	0	1,660	0	2,250	0	5,711	4,500
5100 - Storage Rental	193	193	193	193	91	91	84	84	84	84	214	214	1,715	2,562

Income and Expense Projection Report

Lake Manassas ROA

As of April 30, 2017

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Full Year Projected	Total Budget
Administrative														
5115 - Web Site Maintenance	50	50	50	0	100	50	0	0	0	0	40	40	380	480
5195 - Miscellaneous Expenses	0	23	0	0	0	0	250	1,590	1,496	2,097	0	0	5,456	4,684
5210 - Printing & Copying	46	958	403	138	206	114	271	163	91	110	167	167	2,833	2,000
5215 - Postage	463	1,169	867	74	867	319	183	149	72	756	417	417	5,752	5,000
5225 - Newsletter Services	0	0	349	0	0	0	379	0	560	0	0	400	1,688	1,600
6300 - Permits & Licenses	0	0	0	670	25	0	0	0	0	0	108	109	912	1,300
6325 - New Construction Committee	1,175	0	1,440	900	1,495	0	1,412	497	0	1,978	250	250	9,397	3,000
8150 - LMA Expenses	14,254	13,202	15,820	22,367	14,330	14,406	17,706	14,179	23,737	24,189	17,062	17,062	208,313	204,737
Total Administrative	17,140	17,370	20,248	26,635	18,155	18,661	21,497	18,105	30,575	29,981	22,032	20,557	260,954	265,163
Payroll & Benefits														
5300 - Management Payroll Reimbursement	8,104	7,354	8,397	10,657	8,282	9,028	8,958	8,203	8,342	11,326	7,800	7,800	104,251	101,392
5312 - Security Contract- Western Gatehol	12,965	10,250	14,860	12,737	12,359	13,367	6,956	11,505	18,476	12,298	12,422	12,422	150,617	149,065
5316 - Off Duty Police Patrol	800	1,120	640	480	1,190	760	640	640	1,120	915	833	834	9,972	10,000
Total Payroll & Benefits	21,868	18,724	23,898	23,874	21,832	23,155	16,554	20,347	27,938	24,940	21,055	21,056	264,840	260,457
Insurance														
5445 - General Liability Insurance Premium	1,017	1,017	78	1,017	1,017	1,017	1,017	1,017	1,017	1,017	1,167	1,167	11,563	14,000
Total Insurance	1,017	1,017	78	1,017	1,017	1,017	1,017	1,017	1,017	1,017	1,167	1,167	11,563	14,000
Utilities														
6000 - Electric Service	819	852	802	896	877	893	1,154	866	930	869	1,000	1,000	10,958	12,000
6025 - Water Service	921	1,281	930	(56)	(6)	478	706	21	673	1,607	834	833	8,223	10,000
6040 - Telephone/Internet	1,016	592	685	1,172	671	829	1,193	704	705	562	916	917	10,362	11,000
Total Utilities	2,756	2,724	2,418	2,011	1,542	2,199	3,054	1,592	2,309	3,438	2,750	2,750	29,543	33,000
Landscaping														
6100 - Grounds & Landscaping - Contract	5,725	5,725	5,611	5,611	5,611	5,725	5,611	5,611	26,580	115	7,083	7,084	86,089	85,000
6150 - Seasonal Color/Plantings	0	0	0	5,074	0	0	0	0	0	0	5,500	0	10,574	11,000
6299 - Irrigation System Contract	0	0	0	0	0	2,378	0	0	0	0	900	900	4,178	7,200
Total Landscaping	5,725	5,725	5,611	10,684	5,611	8,103	5,611	5,611	26,580	115	13,483	7,984	100,841	103,200

Income and Expense Projection Report

Lake Manassas ROA

As of April 30, 2017

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Budget	Jun Budget	Full Year Projected	Total Budget
Contracted Services														
6035 - Trash and Recycling Service	6,930	6,930	6,930	6,930	6,955	6,942	6,942	4,049	5,506	5,613	7,005	7,005	77,736	84,058
6434 - Pest Control	60	60	60	60	60	60	60	60	60	60	100	100	797	1,200
6442 - Snow Removal Services	0	0	0	0	0	0	0	1,410	8,289	0	0	0	9,699	80,000
Total Contracted Services	6,990	6,990	6,990	6,990	7,014	7,002	7,002	5,518	13,855	5,673	7,105	7,105	88,232	165,258
Repair & Maintenance														
6530 - Common Areas Repair & Maintenan	1,025	2,256	3,413	1,968	925	2,091	(1,297)	1,197	1,488	896	2,083	2,084	18,129	25,000
9814 - Special Projects	0	0	2,170	800	0	0	0	0	280	2,931	2,437	2,437	11,054	29,239
Total Repair & Maintenance	1,025	2,256	5,582	2,768	925	2,091	(1,297)	1,197	1,768	3,828	4,520	4,520	29,183	54,239
Pool/Community Center Expenses														
6438 - Pool Management	8,354	4,213	275	0	0	0	0	0	7,000	(1,500)	7,372	7,372	33,085	51,603
6710 - Pool Supplies	414	3,026	712	0	0	0	395	0	0	0	1,500	1,500	7,547	6,000
9818 - Pool/Tennis Center Electricity	1,087	1,522	934	261	1,235	1,145	1,164	931	929	906	833	834	11,781	10,000
Total Pool/Community Center Expenses	9,855	8,761	1,921	261	1,235	1,145	1,559	931	7,929	(594)	9,705	9,706	52,413	67,603
Professional Services														
7000 - Audit & Tax Services	0	0	0	6,300	0	0	0	0	0	0	0	0	6,300	6,600
7015 - Management Reimbursements	15	15	15	15	15	0	30	15	300	147	83	84	734	1,000
7025 - Legal Services - Collections	0	251	967	879	1,154	2,547	560	703	1,337	940	1,292	1,292	11,921	15,500
7030 - Legal Services - General Counsel	0	495	725	1,675	1,174	488	1,993	1,918	738	1,029	1,167	1,167	12,577	14,000
7035 - Other Collection Cost	320	640	535	(100)	20	435	960	(150)	835	290	542	542	4,869	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
Total Professional Services	5,870	6,936	7,776	14,304	7,898	9,015	9,078	8,021	8,744	7,941	8,619	8,618	102,820	110,020
Taxes														
9000 - Federal Income Tax	0	0	0	1,100	(249)	0	0	0	0	0	0	0	851	1,000
9005 - State Income Tax	0	0	0	600	(23)	0	0	0	0	0	0	0	577	400
9015 - Property/Real Estate Tax	0	0	0	0	190	0	0	0	0	0	0	0	190	150
Total Taxes	0	0	0	1,700	(82)	0	0	0	0	0	0	0	1,618	1,550