
MANAGEMENT MEMORANDUM

TO: LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS
FROM: COMMUNITY MANAGEMENT CORPORATION
SUBJECT: OCTOBER 2015 FINANCIAL REPORT
DATE: 11/25/2015

CASH & INVESTMENTS

As of October 31, 2015 Lake Manassas Residential Owners Association had \$480,688.10 in operating funds. The Association currently has one money market account with CAB in the amount of \$150,211.38. The Association currently has 8 CD's, totaling \$739,005.00 (see attached report for maturity dates & interest rates) and a Money Market account with Middleburg bank of \$105,326.00. With accrued interest, the Association has a total of cash and investments of \$1,476,167.03.

BALANCE SHEET

As of October 31, 2015 (49) accounts were delinquent in the amount of \$47,900.03 and (320) accounts were prepaid in the amount of \$91,910.01. Lake Manassas Residential Owners Association has a delinquency rate of 3.5% of the total assessments (\$1,351,768.00). 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	29	\$6,304.56	13.16%
31-60 day	7	\$3,664.49	7.65%
61-90 day	0	\$243.18	0.51%
91-120 day	3	\$1,692.53	3.53%
120+ day	10	\$35,995.27	76.53%
TOTAL	49	\$47,900.03	100.00%

The Repair & Replacement Reserves balance as of October 31, 2015 was \$1,204,232.73 and is not fully supported by cash & investments, with a deficit of \$44,271.42. This deficit has improved by \$5,395.73 since September's financial statement. Based on forecasted reserve expenses, it is estimated that the Association will be in a positive position by year end.

This was calculated using the following formula:

TOTAL CASH & INVESTMENTS:	\$1,476,167.03
Minus TOTAL LIABILITIES:	(\$196,536.09)
TOTAL CASH:	\$1,279,630.94
Minus SETTLEMENT FUNDS*	(\$119,669.63) *Designated Funds
AVAILABLE FOR RESERVES:	\$1,159,961.31
Minus AMOUNT EARMARKED FOR	

REPAIR & REPLACEMENT RESERVES* (\$1,204,232.73) *Designated Funds
EQUALS A DEFICIT OF \$44,271.42

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 \$60,900.87 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. However, if the books were to be closed today for a year end statement, the Association would show a negative balance in prior Year Equity of \$28,695.04.

INCOME & EXPENSE STATEMENT

As of October 31 , 2015 the Association showed a positive gain on the year of \$32,205.83 (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 \$468.54. Savings were in the areas of BOD Minutes cost, Architectural needs, office supplies, transponders and LMA costs.

Payroll & Benefits Expenses:

The Association is showing a POSITIVE VARIANCE of 4,957.57. This is mainly from savings in the area of the Security Contract and the services of off duty police patrol.

Utilities:

The Association is showing a POSITIVE VARIANCE of \$3,737.84. This is primarily due to savings in the water service.

Landscaping:

The Association is showing a POSITIVE VARIANCE of \$924.63. This is due to savings in the Grounds & Maintenance contract.

Contracted Services:

The Association is showing a POSITIVE VARIANCE of \$742.34. This is mainly due to a small savings in trash & recycling service.

Repair and Maintenance:

The Association is showing a POSITIVE VARIANCE of \$2,522.95. This is due to savings in the Common Area Repair & Maintenance line item.

Pool/Community Center Expenses:

The association is showing a POSITIVE VARIANCE of \$1,990.07. This is mostly because of savings in lack of need for pool supplies and a pool management invoice being less than budgeted for in September.

Professional Services:

The Association is showing a NEGATIVE VARIANCE of \$127.93. This is due to overages in the need for additional engineering services and legal counsel regarding collections.

Lake Manassas Residential Owners Assoc.

October 2015 Financial Report

Statement prepared by: Tracy Hankins



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Community Management Corporation

Investment Listing Report

Lake Manassas ROA

As of Sat Oct 31, 2015

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	480,688.10	0.000%	06/30/2009	0	
1101 - CAB Money Market Mutual of Omaha Bank	****1762 Signers: BOD	Money Market	150,211.38	0.000%	10/28/2014	0	
1308 - Middleburg Bank MM Middleburg Bank	****8322 Signers: BOD	Money Market	105,326.00	0.020%	01/31/2011	0	
1416 - Middleburg Bank CD Middleburg Bank	**** CDs Signers: BOD	Certificate of Deposit	739,005.00	0.000%	01/31/2011	0	
1730 - Accrued Interest Receivable On Site	****Accr	Other	936.55	0.000%	06/30/2009	0	
Total Cash Investments:			<u>1,476,167.03</u>				
Total Lake Manassas ROA:			<u>1,476,167.03</u>				

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Balance Sheet Report Lake Manassas ROA

As of October 31, 2015

	<u>Balance Oct 31, 2015</u>	<u>Balance Sep 30, 2015</u>	<u>Change</u>
<u>Assets</u>			
Cash & Investments			
1013 - PPB Operating 1801	480,688.10	428,857.52	51,830.58
1101 - CAB Money Market	150,211.38	150,211.38	0.00
1308 - Middleburg Bank MM	105,326.00	103,350.31	1,975.69
1416 - Middleburg Bank CD	739,005.00	739,000.00	5.00
1730 - Accrued Interest Receivable	936.55	2,189.88	(1,253.33)
Total Cash & Investments	<u>1,476,167.03</u>	<u>1,423,609.09</u>	<u>52,557.94</u>
Current Assets			
1500 - Residential Assessments Receivable	47,900.03	47,741.78	158.25
1510 - Pipestem Receivable	(2,371.20)	(1,764.80)	(606.40)
1530 - Allowance for Doubtful Accounts	(36,655.29)	(36,655.29)	0.00
1600 - Prepaid Insurance	4,615.38	5,207.17	(591.79)
1640 - Other Prepaid Expenses	108.10	5,722.80	(5,614.70)
1745 - Taxes Receivable	2,800.00	2,800.00	0.00
1799 - Clearing Account	(189.84)	(189.84)	0.00
Total Current Assets	<u>16,207.18</u>	<u>22,861.82</u>	<u>(6,654.64)</u>
Total Assets	<u>1,492,374.21</u>	<u>1,446,470.91</u>	<u>45,903.30</u>
<u>Liabilities</u>			
Current Liabilities			
2000 - Accounts Payable	0.00	829.46	(829.46)
2015 - A/P Unclaimed Funds	186.84	186.84	0.00
2025 - Transfer Fee Payable	245.95	959.18	(713.23)
2050 - Resident Refunds	191.41	384.00	(192.59)
2300 - Accrued Expenses	37,786.68	31,746.94	6,039.74
2400 - Accrued Payroll Payable	2,052.00	4,899.00	(2,847.00)
2500 - Construction Deposits	64,163.20	63,663.20	500.00

Balance Sheet Report Lake Manassas ROA

As of October 31, 2015

	<u>Balance Oct 31, 2015</u>	<u>Balance Sep 30, 2015</u>	<u>Change</u>
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2550 - Prepaid Assessments	91,910.01	91,287.83	622.18
Total Current Liabilities	196,536.09	193,956.45	2,579.64
Total Liabilities	196,536.09	193,956.45	2,579.64
<u>Owners' Equity</u>			
<u>Unappropriated Owners' Equity</u>			
3000 - Owners Equity - Prior Years	(60,900.87)	(60,900.87)	0.00
3274 - Initial Working Capital	630.80	630.80	0.00
Total Unappropriated Owners' Equity	(60,270.07)	(60,270.07)	0.00
<u>Reserves</u>			
3102 - Repair & Replacement Reserve - Prior Yrs	1,065,057.96	1,065,057.96	0.00
3188 - Interest Reserves - Prior Yrs	51,890.76	51,890.76	0.00
3276 - Reserve Contributions	105,380.00	79,035.00	26,345.00
3280 - Reserve Expenditures	(18,095.99)	(16,333.56)	(1,762.43)
Total Reserves	1,204,232.73	1,179,650.16	24,582.57
<u>Settlement Funds</u>			
3124 - Basheer Unallocated Settlement Fund	134,000.00	114,000.00	20,000.00
3250 - Basheer Settlement Fund	13,943.58	13,943.58	0.00
3254 - Settlement Fund - AM Gate	(26,230.47)	(26,230.47)	0.00

Balance Sheet Report Lake Manassas ROA

As of October 31, 2015

	<u>Balance Oct 31, 2015</u>	<u>Balance Sep 30, 2015</u>	<u>Change</u>
<u>Owners' Equity</u>			
<u>Settlement Funds</u>			
3256 - Settlement Fund - Pool Cameras	(2,043.48)	(2,043.48)	0.00
Total Settlement Funds	<u>119,669.63</u>	<u>99,669.63</u>	<u>20,000.00</u>
Total Owners' Equity	<u>1,263,632.29</u>	<u>1,219,049.72</u>	<u>44,582.57</u>
Net Income / (Loss)	<u>32,205.83</u>	<u>33,464.74</u>	<u>(1,258.91)</u>
Total Liabilities and Equity	<u>1,492,374.21</u>	<u>1,446,470.91</u>	<u>45,903.30</u>

Income Statement Summary

Lake Manassas ROA

October 01, 2015 thru October 31, 2015

	Current Period		Year to Date (4 months)		Annual Budget	
	Actual	Budget	Actual	Budget	Variance	Budget
Total Assessment Income	108,780.00	123,462.00	437,547.49	464,411.00	(26,863.51)	1,351,768.00
Total Other Income	2,429.14	1,773.50	7,530.16	7,091.50	438.66	21,000.00
Total Income	111,209.14	125,235.50	445,077.65	471,502.50	(26,424.85)	1,372,768.00
Total Administrative	27,906.92	36,522.50	79,022.46	96,491.00	(17,468.54)	261,973.00
Total Payroll & Benefits	20,429.75	21,566.00	81,306.93	86,264.50	(4,957.57)	258,793.00
Total Insurance	1,059.62	1,208.50	4,088.33	4,833.50	(745.17)	14,500.00
Total Utilities	2,109.16	3,275.00	9,362.16	13,100.00	(3,737.84)	39,300.00
Total Landscaping	11,784.87	8,233.50	31,108.87	32,033.50	(924.63)	106,200.00
Total Contracted Services	6,529.04	6,733.50	26,191.16	26,933.50	(742.34)	163,136.00
Total Repair & Maintenance	1,041.78	2,666.50	8,143.55	10,666.50	(2,522.95)	32,000.00
Total Pool/Community Center Expenses	131.85	833.50	25,814.93	27,805.00	(1,990.07)	66,100.00
Total Professional Services	13,930.06	14,581.50	41,253.43	41,125.50	127.93	111,476.00
Total Taxes	1,200.00	1,000.00	1,200.00	1,000.00	200.00	1,150.00
Total Other Expenses	0.00	0.00	0.00	2,000.00	(2,000.00)	2,000.00
Total Reserve Contributions	26,345.00	26,345.00	105,380.00	105,380.00	0.00	316,140.00
Total Expense	112,468.05	122,965.50	412,871.82	447,633.00	(34,761.18)	1,372,768.00
Net Income / (Loss)	(1,258.91)	2,270.00	32,205.83	23,869.50	8,336.33	0.00

Income Statement Report

Lake Manassas ROA

October 01, 2015 thru October 31, 2015

	Current Period		Year to Date (4 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Income						
Assessment Income						
4001 - Residential Assessments	104,256.00	105,984.00	417,495.49	423,936.00	1,271,808.00	854,312.51
4014 - Townhome Assessments	1,892.00	1,720.00	7,756.00	6,880.00	20,640.00	12,884.00
4016 - Capital Contribution	0.00	384.00	0.00	768.00	3,840.00	3,840.00
4080 - Pipe Stem Assessment	904.00	1,040.00	3,704.00	4,160.00	12,480.00	8,776.00
4120 - Initial Contribution	0.00	0.00	1,680.00	0.00	0.00	(1,680.00)
4125 - Developer Assessments	1,728.00	14,334.00	6,912.00	28,667.00	43,000.00	36,088.00
Total Assessment Income	108,780.00	123,462.00	437,547.49	464,411.00	1,351,768.00	914,220.51
Other Income						
4205 - Application Fees	335.00	273.00	925.00	1,091.00	3,000.00	2,075.00
4220 - Gate & Access Fees	750.00	417.00	1,150.00	1,667.00	5,000.00	3,850.00
4710 - Late Fees & Interest	334.30	250.00	1,229.52	1,000.00	3,000.00	1,770.48
4720 - Legal Reimbursements	282.48	333.50	2,230.32	1,333.50	4,000.00	1,769.68
4805 - Violation Charges	0.00	166.50	(900.00)	666.50	2,000.00	2,900.00
4910 - Interest Earned - Reserve Accounts	727.36	333.50	2,895.32	1,333.50	4,000.00	1,104.68
Total Other Income	2,429.14	1,773.50	7,530.16	7,091.50	21,000.00	13,469.84
Total Income	111,209.14	125,235.50	445,077.65	471,502.50	1,372,768.00	927,690.35
Expense						
Administrative						
5010 - Bad Debt	0.00	17,000.00	0.00	17,000.00	17,000.00	17,000.00
5015 - Bank Charges	0.00	16.50	(20.05)	66.50	200.00	220.05
5020 - Board Expenses/Minutes	200.00	0.00	329.00	1,000.00	4,000.00	3,671.00
5030 - Coupon Costs	213.00	275.00	1,018.00	1,100.00	3,300.00	2,282.00
5035 - Architectural	0.00	166.50	0.00	666.50	2,000.00	2,000.00
5040 - Computer Other-C3	250.00	354.00	1,000.00	1,416.50	4,250.00	3,250.00
5065 - Committee Expenses	0.00	0.00	0.00	0.00	500.00	500.00
5090 - Office Supplies	128.08	700.00	1,139.28	2,800.00	8,400.00	7,260.72
5095 - Transponders	0.00	0.00	(550.00)	0.00	4,600.00	5,150.00
5100 - Storage Rental	196.00	193.50	784.00	773.50	2,320.00	1,536.00

Income Statement Report

Lake Manassas ROA

October 01, 2015 thru October 31, 2015

Expense	Current Period		Year to Date (4 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Administrative						
5115 - Web Site Maintenance	95.00	40.00	215.00	160.00	55.00	265.00
5195 - Miscellaneous Expenses	0.00	0.00	271.50	0.00	271.50	(271.50)
5210 - Printing & Copying	1,281.48	333.50	2,681.87	1,333.50	1,348.37	1,318.13
5215 - Postage	542.96	333.50	2,495.07	1,333.50	1,161.57	1,504.93
5225 - Newsletter Services	329.88	0.00	329.88	400.00	(70.12)	1,270.12
6300 - Permits & Licenses	645.51	108.50	645.51	433.50	212.01	654.49
6325 - New Construction Committee	405.00	250.00	3,828.75	1,000.00	2,828.75	(828.75)
8150 - LMA Expenses	23,620.01	16,751.50	64,854.65	67,007.50	(2,152.85)	136,168.35
Total Administrative	27,906.92	36,522.50	79,022.46	96,491.00	(17,468.54)	182,950.54
Payroll & Benefits						
5300 - Management Payroll Reimbursement	7,965.11	6,982.50	30,950.73	27,931.00	3,019.73	52,842.27
5312 - Security Contract- Western Gatehouse	11,504.64	13,333.50	47,251.20	53,333.50	(6,082.30)	112,748.80
5316 - Off Duty Police Patrol	960.00	1,250.00	3,040.00	5,000.00	(1,960.00)	11,960.00
5322 - Casual Labor	0.00	0.00	65.00	0.00	65.00	(65.00)
Total Payroll & Benefits	20,429.75	21,566.00	81,306.93	86,264.50	(4,957.57)	177,486.07
Insurance						
5445 - General Liability Insurance Premiums	1,059.62	1,208.50	4,088.33	4,833.50	(745.17)	10,411.67
Total Insurance	1,059.62	1,208.50	4,088.33	4,833.50	(745.17)	10,411.67
Utilities						
6000 - Electric Service	894.76	1,000.00	3,449.18	4,000.00	(550.82)	8,550.82
6025 - Water Service	281.54	1,250.00	2,126.75	5,000.00	(2,873.25)	12,873.25
6040 - Telephone/Internet	932.86	1,025.00	3,786.23	4,100.00	(313.77)	8,513.77
Total Utilities	2,109.16	3,275.00	9,362.16	13,100.00	(3,737.84)	29,937.84
Landscaping						
6100 - Grounds & Landscaping - Contract	6,035.03	7,333.50	22,981.03	29,333.50	(6,352.47)	65,018.97
6150 - Seasonal Color/Plantings	5,749.84	0.00	5,749.84	0.00	5,749.84	5,250.16

Income Statement Report

Lake Manassas ROA

October 01, 2015 thru October 31, 2015

Expense	Current Period		Year to Date (4 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Landscaping						
6299 - Irrigation System Contract	0.00	900.00	2,378.00	2,700.00	(322.00)	4,822.00
Total Landscaping	11,784.87	8,233.50	31,108.87	32,033.50	(924.63)	75,091.13
Contracted Services						
6035 - Trash and Recycling Service	6,469.34	6,608.50	25,952.36	26,433.50	(481.14)	53,347.64
6434 - Pest Control	59.70	125.00	238.80	500.00	(261.20)	1,261.20
6442 - Snow Removal Services	0.00	0.00	0.00	0.00	0.00	82,336.00
Total Contracted Services	6,529.04	6,733.50	26,191.16	26,933.50	(742.34)	136,944.84
Repair & Maintenance						
6530 - Common Areas Repair & Maintenance	1,041.78	2,500.00	7,684.24	10,000.00	(2,315.76)	22,315.76
9814 - Special Projects	0.00	166.50	459.31	666.50	(207.19)	1,540.69
Total Repair & Maintenance	1,041.78	2,666.50	8,143.55	10,666.50	(2,522.95)	23,856.45
Pool/Community Center Expenses						
6438 - Pool Management	0.00	0.00	20,468.75	21,471.50	(1,002.75)	29,631.25
6710 - Pool Supplies	0.00	0.00	2,251.89	3,000.00	(748.11)	3,748.11
9918 - Pool/Tennis Center Electricity	131.85	833.50	3,094.29	3,333.50	(239.21)	6,905.71
Total Pool/Community Center Expenses	131.85	833.50	25,814.93	27,805.00	(1,990.07)	40,285.07
Professional Services						
7000 - Audit & Tax Services	6,200.00	5,900.00	6,200.00	5,900.00	300.00	100.00
7010 - Engineering Services	0.00	0.00	2,356.00	500.00	1,856.00	(1,356.00)
7015 - Management Reimbursements	15.00	83.50	110.00	333.50	(223.50)	890.00
7025 - Legal Services - Collections	1,255.56	1,166.50	6,006.43	4,666.50	1,339.93	7,993.57
7030 - Legal Services - General Counsel	1,111.50	1,500.00	3,769.00	6,000.00	(2,231.00)	14,231.00
7035 - Other Collection Cost	0.00	583.50	1,420.00	2,333.50	(913.50)	5,580.00
7040 - Management Fees	5,348.00	5,348.00	21,392.00	21,392.00	0.00	42,784.00
Total Professional Services	13,930.06	14,581.50	41,253.43	41,125.50	127.93	70,222.57

Income Statement Report

Lake Manassas ROA

October 01, 2015 thru October 31, 2015

Expense	Current Period		Year to Date (4 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Taxes						
9000 - Federal Income Tax	900.00	600.00	900.00	600.00	300.00	(300.00)
9005 - State Income Tax	300.00	400.00	300.00	400.00	(100.00)	100.00
9015 - Property/Real Estate Tax	0.00	0.00	0.00	0.00	0.00	150.00
Total Taxes	1,200.00	1,000.00	1,200.00	1,000.00	200.00	(50.00)
Other Expenses						
9908 - Misc Expenses	0.00	0.00	0.00	2,000.00	(2,000.00)	2,000.00
Total Other Expenses	0.00	0.00	0.00	2,000.00	(2,000.00)	2,000.00
Reserve Contributions						
9800 - Repair & Replacement Expenses	26,345.00	26,345.00	105,380.00	105,380.00	0.00	210,760.00
Total Reserve Contributions	26,345.00	26,345.00	105,380.00	105,380.00	0.00	210,760.00
Total Expense	112,468.05	122,965.50	412,871.82	447,633.00	(34,761.18)	959,896.18
Net Income / (Loss)	(1,258.91)	2,270.00	32,205.83	23,869.50	8,336.33	(32,205.83)

Income and Expense Projection Report

Lake Manassas ROA

As of October 31, 2015

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Budget	Total Budget
Assessment Income														
4001 - Residential Assessments	104,727	104,256	104,256	104,256	105,984	105,984	105,984	105,984	105,984	105,984	105,984	105,984	1,265,367	1,271,808
4014 - Townhome Assessments	2,080	1,892	1,892	1,892	1,720	1,720	1,720	1,720	1,720	1,720	1,720	1,720	21,516	20,640
4016 - Capital Contribution	0	0	0	0	384	384	384	384	384	384	384	384	3,072	3,840
4080 - Pipe Stem Assessment	904	992	904	904	1,040	1,040	1,040	1,040	1,040	1,040	1,040	1,040	12,024	12,480
4120 - Initial Contribution	1,680	0	0	0	0	0	0	0	0	0	0	0	1,680	0
4125 - Developer Assessments	1,728	1,728	1,728	1,728	0	14,333	0	0	0	0	0	0	21,245	43,000
Total Assessment Income	111,119	108,868	108,780	108,780	109,128	123,461	109,128	109,128	109,128	109,128	109,128	109,128	1,324,904	1,351,768
Other Income														
4205 - Application Fees	370	0	220	335	273	0	272	273	273	273	272	273	2,834	3,000
4220 - Gate & Access Fees	0	0	400	750	416	417	417	416	417	417	416	417	4,483	5,000
4710 - Late Fees & Interest	361	264	270	334	250	250	250	250	250	250	250	250	3,230	3,000
4720 - Legal Reimbursements	905	127	915	282	333	334	334	333	334	334	333	334	4,897	4,000
4805 - Violation Charges	(900)	0	0	0	167	167	167	167	167	167	167	167	434	2,000
4910 - Interest Earned - Reserve Accounts	714	714	740	727	333	334	334	333	334	334	333	334	5,562	4,000
Total Other Income	1,450	1,105	2,545	2,429	1,772	1,501	1,773	1,772	1,774	1,774	1,771	1,774	21,439	21,000
Total Income	112,570	109,973	111,325	111,209	110,900	124,962	110,901	110,900	110,902	110,902	110,899	110,902	1,346,343	1,372,768
Administrative														
5010 - Bad Debt	0	0	0	0	0	0	0	0	0	0	0	0	0	17,000
5015 - Bank Charges	(20)	(0)	0	0	17	17	17	17	17	17	17	17	113	200
5020 - Board Expenses/Minutes	0	(150)	279	200	0	1,000	0	0	1,000	0	0	1,000	3,329	4,000
5030 - Coupon Costs	281	121	403	213	275	275	275	275	275	275	275	275	3,218	3,300
5035 - Architectural	304	0	(304)	0	167	167	167	167	167	167	167	167	1,334	2,000
5040 - Computer Other-C3	250	250	250	250	355	354	354	355	354	354	355	354	3,834	4,250
5065 - Committee Expenses	0	0	0	0	0	0	250	0	0	0	250	0	500	500
5090 - Office Supplies	(145)	27	1,129	128	700	700	700	700	700	700	700	700	6,739	8,400
5095 - Transponders	(550)	0	0	0	0	0	2,300	0	0	0	2,300	0	4,050	4,600
5100 - Storage Rental	196	196	196	196	193	194	194	193	194	194	193	194	2,331	2,320
5115 - Web Site Maintenance	40	40	40	95	40	40	40	40	40	40	40	40	535	480

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Lake Manassas ROA

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Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
Administrative														
5195 - Miscellaneous Expenses	272	0	0	0	0	0	0	0	0	0	0	0	272	0
5210 - Printing & Copying	361	297	742	1,281	333	334	334	333	334	334	333	334	5,348	4,000
5215 - Postage	722	290	941	543	333	334	334	333	334	334	333	334	5,162	4,000
5225 - Newsletter Services	0	0	0	330	0	400	0	0	400	0	0	400	1,530	1,600
6300 - Permits & Licenses	0	0	0	646	108	109	109	108	109	109	108	109	1,512	1,300
6325 - New Construction Committee	750	600	2,074	405	250	250	250	250	250	250	250	250	5,829	3,000
8150 - LMA Expenses	13,950	13,948	13,336	23,620	16,752	16,752	16,752	16,752	16,752	16,752	16,752	16,752	198,870	201,023
Total Administrative	16,411	15,619	19,086	27,907	19,523	20,923	22,073	19,523	20,923	19,523	22,073	20,923	244,504	261,973
Payroll & Benefits														
5300 - Management Payroll Reimburseme	7,173	8,196	7,616	7,965	6,983	6,983	6,983	6,983	6,983	6,983	6,983	6,983	86,813	83,793
5312 - Security Contract- Western Gatehol	12,943	12,737	10,067	11,505	13,333	13,334	13,334	13,333	13,334	13,334	13,333	13,334	153,918	160,000
5316 - Off Duty Police Patrol	1,120	480	480	960	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	13,040	15,000
5322 - Casual Labor	65	0	0	0	0	0	0	0	0	0	0	0	65	0
Total Payroll & Benefits	21,301	21,413	18,163	20,430	21,566	21,566	21,567	21,566	21,567	21,566	21,566	21,566	253,835	258,793
Insurance														
5445 - General Liability Insurance Premiur	914	1,055	1,060	1,060	1,208	1,209	1,209	1,208	1,209	1,209	1,208	1,209	13,755	14,500
Total Insurance	914	1,055	1,060	1,060	1,208	1,209	1,209	1,208	1,209	1,209	1,208	1,209	13,755	14,500
Utilities														
6000 - Electric Service	836	865	853	895	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,449	12,000
6025 - Water Service	724	581	540	282	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	12,127	15,000
6040 - Telephone/Internet	897	827	1,129	933	1,025	1,025	1,025	1,025	1,025	1,025	1,025	1,025	11,986	12,300
Total Utilities	2,457	2,274	2,523	2,109	3,275	3,275	3,275	3,275	3,275	3,275	3,275	3,275	35,562	39,300
Landscaping														
6100 - Grounds & Landscaping - Contract	5,611	5,611	5,725	6,035	7,333	7,334	7,334	7,333	7,334	7,334	7,333	7,334	81,648	88,000
6150 - Seasonal Color/Plantings	0	0	0	5,750	5,500	0	0	0	0	0	5,500	0	16,750	11,000
6299 - Irrigation System Contract	2,378	0	0	0	900	0	0	0	900	900	900	900	6,878	7,200
Total Landscaping	7,989	5,611	5,725	11,785	13,733	7,334	7,334	7,333	8,234	8,234	13,733	8,234	105,275	106,200

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Lake Manassas ROA

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Account Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Full Year	Total
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Projected	Budget
Contracted Services														
6035 - Trash and Recycling Service	6,469	6,544	6,469	6,469	6,608	6,609	6,609	6,608	6,609	6,609	6,608	6,609	78,819	79,300
6434 - Pest Control	60	60	60	60	125	125	125	125	125	125	125	125	1,239	1,500
6442 - Snow Removal Services	0	0	0	0	20,584	20,584	20,584	20,584	0	0	0	0	82,336	82,336
Total Contracted Services	6,529	6,604	6,529	6,529	27,317	27,318	27,318	27,317	6,734	6,734	6,733	6,734	162,394	163,136
Repair & Maintenance														
6530 - Common Areas Repair & Maintenanar	3,423	2,229	990	1,042	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	27,684	30,000
9814 - Special Projects	0	0	459	0	167	167	167	167	167	167	167	167	1,793	2,000
Total Repair & Maintenance	3,423	2,229	1,450	1,042	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	29,477	32,000
Pool/Community Center Expenses														
6438 - Pool Management	8,850	6,000	5,619	0	0	0	0	0	7,157	7,157	7,158	7,157	49,097	50,100
6710 - Pool Supplies	0	0	2,252	0	0	0	0	0	0	0	1,500	1,500	5,252	6,000
9918 - Pool/Tennis Center Electricity	58	2,105	799	132	833	834	834	833	834	834	833	834	9,761	10,000
Total Pool/Community Center Expenses	8,908	8,105	8,670	132	833	834	834	833	7,991	7,991	9,491	9,491	64,110	66,100
Professional Services														
7000 - Audit & Tax Services	0	0	0	6,200	0	0	0	0	0	400	0	0	6,600	6,300
7010 - Engineering Services	2,356	0	0	0	0	0	0	0	0	0	500	0	2,856	1,000
7015 - Management Reimbursements	15	65	15	15	83	84	84	83	84	84	83	84	777	1,000
7020 - Legal Services	(809)	809	0	0	0	0	0	0	0	0	0	0	0	0
7025 - Legal Services - Collections	809	429	3,513	1,256	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	15,340	14,000
7030 - Legal Services - General Counsel	0	2,144	514	1,112	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	15,769	18,000
7035 - Other Collection Cost	100	440	880	0	583	584	584	583	584	584	583	584	6,087	7,000
7040 - Management Fees	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	5,348	64,176	64,176
Total Professional Services	7,819	9,235	10,269	13,930	8,681	8,682	8,682	8,681	8,682	9,082	9,181	8,682	111,604	111,476
Taxes														
9000 - Federal Income Tax	0	0	0	900	0	0	0	0	0	0	0	0	900	600
9005 - State Income Tax	0	0	0	300	0	0	0	0	0	0	0	0	300	400

Income and Expense Projection Report

Lake Manassas ROA

As of October 31, 2015

Account Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Full Year	Total
	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Projected	Budget
Taxes														
9015 - Property/Real Estate Tax	0	0	0	0	150	0	0	0	0	0	0	0	150	150
Total Taxes	0	0	0	1,200	150	0	0	0	0	0	0	0	1,350	1,150
Other Expenses														
9818 - Building Expenses	1,025	(1,025)	0	0	0	0	0	0	0	0	0	0	0	0
9908 - Misc Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000
Total Other Expenses	1,025	(1,025)	0	0	0	0	0	0	0	0	0	0	0	2,000
Reserve Contributions														
9800 - Repair & Replacement Expenses	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	316,140	316,140
Total Reserve Contributions	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	26,345	316,140	316,140
Total Expense	103,121	97,464	99,819	112,468	125,298	120,150	121,301	118,747	107,624	106,623	116,271	109,123	1,338,007	1,372,768
Association Summary	9,449	12,509	11,507	(1,259)	(14,398)	4,812	(10,400)	(7,847)	3,278	4,279	(5,372)	1,779	8,336	0