

**Pebble Creek Condominium Association
Table of Contents**

FINANCIAL REPORTS

FINANCIAL COVER MEMO

BALANCE SHEET - STANDARD FINANCIAL STATEMENT (YTD ONLY)

BUDGET COMPARISON - STANDARD FINANCIAL STATEMENT (PTD & YTD)

CHECK HISTORY REPORT

BANK RECONCILIATIONS

PRIVACY REPORTS

DELINQUENCY REPORT

COPY OF PAID BILLS

M E M O R A N D U M

TO: Board of Directors of Pebble Creek HOA

FROM: Key Property Services, Inc.

DATE: May 20, 2019

RE: Pebble Creek Financial Reports
For the month of April 2019

Summary financial results for the current month are below.

FINANCIAL RESULTS	Actual	Budget	Variance
Revenue	9,507	9,569	(63)
Operating Expenses	7,410	9,378	(1,968)
Net Operating Income	2,097	192	1,905
Net Reserves	5,454	5,375	79
Net Income	7,551	2,563	4,988

CASH FLOW	
Beginning bank balance – Operating & Savings	23,586
Change in Accounts Receivable	(303)
Change in Liabilities	977
Net Income	7,551
Ending bank balance – All Accounts	31,501

Revenue was under the budgeted amount by \$63. Operating Expenses was under budget by \$1,968. Net Operating Income was over budget by \$1,905.

At the end of the month Operating Account had a balance of \$12,043. and Reserve Account had a balance of \$20,198.

Let us know if you have any questions.

Balance Sheet

Properties: Pebble Creek Condominiums (PCC) - 1412 NE 72nd St Vancouver, WA 98665

As of: 04/30/2019

Accounting Basis: Accrual

GL Account Map: None - use master chart of accounts

Level of Detail: Detail View

Account Name	Balance
ASSETS	
Cash	
Operating Cash	11,302.81
Reserve Account	20,197.76
Total Cash	31,500.57
Accts Receivable Tenants	26,560.48
Operating Reserve Fund	216.80
Land Improvements	1,609.74
TOTAL ASSETS	59,887.59
LIABILITIES & CAPITAL	
Liabilities	
Pre-paid Rent/Dues	2,976.15
Accounts Payable	976.74
Total Liabilities	3,952.89
Capital	
Owner Contributions	20,250.54
Retained Earnings-Prior	37,956.46
Calculated Retained Earnings	12,963.20
Calculated Prior Years Retained Earnings	-15,235.50
Total Capital	55,934.70
TOTAL LIABILITIES & CAPITAL	59,887.59

Budget - Comparative

Properties: Pebble Creek Condominiums (PCC) - 1412 NE 72nd St Vancouver, WA 98665

Period Range: Apr 2019 to Apr 2019

Comparison Period Range: Jan 2019 to Apr 2019

Accounting Basis: Accrual

GL Account Map: None - use master chart of accounts

Level of Detail: Detail View

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
Income						
4010: Dues	15,340.00	15,340.00	0.00	61,360.00	61,360.00	0.00
4012: Allocations to Reserves	-5,833.34	-5,833.34	0.00	-11,666.68	-23,333.28	11,666.60
410: Rental Income						
4113: Fines & Penalties	0.00	41.66	-41.66	0.00	166.72	-166.72
4114: Late fees, Interest & NSF Fees	0.00	20.83	-20.83	0.00	83.36	-83.36
Total 410: Rental Income	0.00	62.49	-62.49	0.00	250.08	-250.08
Total Budgeted Operating Income	9,506.66	9,569.15	-62.49	49,693.32	38,276.80	11,416.52
Expense						
520: Administrative						
5000: Administrative Expenses	0.00	0.00	0.00	151.76	0.00	-151.76
5019: Benefits - 401K	18.75	0.00	-18.75	56.25	0.00	-56.25
5024: Payroll Taxes	101.06	100.00	-1.06	397.67	400.00	2.33
5025: Employee Insurance	119.91	125.00	5.09	474.92	500.00	25.08
5031: Office Supplies	0.00	10.00	10.00	0.00	40.00	40.00
5032: Administrative Services	20.32	75.00	54.68	594.92	300.00	-294.92
5034: Telephone	0.00	40.00	40.00	0.00	160.00	160.00
5035: Employee Mileage	0.00	29.16	29.16	0.00	116.72	116.72
5038: Bank fees	33.04	22.91	-10.13	77.83	91.72	13.89
5042: Postage	0.00	16.66	16.66	0.00	66.72	66.72
5512: Management Fees	780.00	780.00	0.00	3,120.00	3,120.00	0.00
5515: Accounting and Audit Fees	0.00	204.16	204.16	0.00	816.72	816.72
5517: Other Taxes, Licenses, Fees	0.00	41.66	41.66	0.00	166.72	166.72
Total 520: Administrative	1,073.08	1,444.55	371.47	4,873.35	5,778.60	905.25
526: Operating/Maintenance						
5016: Maintenance Salaries	1,126.62	1,166.66	40.04	4,419.90	4,666.72	246.82

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
5108: Maintenance Supplies	39.00	0.00	-39.00	174.01	0.00	-174.01
5109: Contract Services- Maintenance	718.70	541.66	-177.04	8,507.61	2,166.72	-6,340.89
5112: Pest Control -Occupied/ Common	0.00	0.00	0.00	493.23	0.00	-493.23
5153: Landscape Improvements	0.00	83.33	83.33	22.62	333.36	310.74
5522: Signs	0.00	0.00	0.00	33.27	0.00	-33.27
Total 526: Operating/Maintenance	1,884.32	1,791.65	-92.67	13,650.64	7,166.80	-6,483.84
530: Landscape						
5152: Contract Services- Landscaping	0.00	1,250.00	1,250.00	3,642.24	5,000.00	1,357.76
Total 530: Landscape	0.00	1,250.00	1,250.00	3,642.24	5,000.00	1,357.76
535: Unit Turnover						
5205: Pest Control	0.00	41.66	41.66	0.00	166.72	166.72
Total 535: Unit Turnover	0.00	41.66	41.66	0.00	166.72	166.72
551: Utilities						
5341: Sewer	1,521.00	1,500.00	-21.00	6,045.00	6,000.00	-45.00
5342: Water	1,206.20	666.66	-539.54	4,646.80	2,666.72	-1,980.08
5343: Waste Removal	1,427.84	1,375.00	-52.84	5,606.43	5,500.00	-106.43
5344: Electricity	72.57	100.00	27.43	374.14	400.00	25.86
Total 551: Utilities	4,227.61	3,641.66	-585.95	16,672.37	14,566.72	-2,105.65
555: Repair and Replacement						
5425: Plumbing Repair	225.00	0.00	-225.00	225.00	0.00	-225.00
Total 555: Repair and Replacement	225.00	0.00	-225.00	225.00	0.00	-225.00
561: General Expenses						
5511: Property Insurance	0.00	1,166.66	1,166.66	4,637.31	4,666.72	29.41
5514: Legal Services	0.00	41.66	41.66	0.00	166.72	166.72
Total 561: General Expenses	0.00	1,208.32	1,208.32	4,637.31	4,833.44	196.13
Total Budgeted Operating Expense	7,410.01	9,377.84	1,967.83	43,700.91	37,512.28	-6,188.63
Total Budgeted Operating Income	9,506.66	9,569.15	-62.49	49,693.32	38,276.80	11,416.52
Total Budgeted Operating Expense	7,410.01	9,377.84	1,967.83	43,700.91	37,512.28	-6,188.63
NOI - Net Operating Income	2,096.65	191.31	1,905.34	5,992.41	764.52	5,227.89

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
Other Income						
6050: Replacement Reserve Income	5,833.34	5,833.34	0.00	11,666.68	23,333.36	-11,666.68
Total Budgeted Other Income	5,833.34	5,833.34	0.00	11,666.68	23,333.36	-11,666.68
Other Expense						
565: Other Capital Expense						
5601: Plumbing Repair	0.00	83.33	83.33	0.00	333.36	333.36
5636: Roofs and Gutters	379.40	375.00	-4.40	650.40	1,500.00	849.60
Total 565: Other Capital Expense	379.40	458.33	78.93	650.40	1,833.36	1,182.96
7050: Reserve Expense	0.00	0.00	0.00	4,045.49	0.00	-4,045.49
Total Budgeted Other Expense	379.40	458.33	78.93	4,695.89	1,833.36	-2,862.53
Net Other Income	5,453.94	5,375.01	78.93	6,970.79	21,500.00	-14,529.21
Total Budgeted Income	15,340.00	15,402.49	-62.49	61,360.00	61,610.16	-250.16
Total Budgeted Expense	7,789.41	9,836.17	2,046.76	48,396.80	39,345.64	-9,051.16
Net Income	7,550.59	5,566.32	1,984.27	12,963.20	22,264.52	-9,301.32
Asset						
1200: Accts Receivable Tenants	286.78	0.00	-286.78	93.45	0.00	-93.45
Total Budgeted Asset	286.78	0.00	-286.78	93.45	0.00	-93.45
Cash						
1100: Operating Cash	2,081.61	0.00	-2,081.61	6,509.70	0.00	-6,509.70
1120: Reserve Account	5,833.34	0.00	-5,833.34	7,621.19	0.00	-7,621.19
Total Budgeted Cash	7,914.95	0.00	-7,914.95	14,130.89	0.00	-14,130.89
Liability						
2115: Pre-paid Rent/Dues	-325.60	0.00	-325.60	284.40	0.00	284.40
2200: Accounts Payable	976.74	0.00	976.74	976.74	0.00	976.74
Total Budgeted Liability	651.14	0.00	651.14	1,261.14	0.00	1,261.14

Check Register Detail

Property: Pebble Creek Condominiums (PCC) - 1412 NE 72nd St Vancouver, WA 98665

Bank Accounts: All

Payees: All

Date Range: 04/01/2019 - 04/30/2019

Include Voided Payments: No

Show ACH Payments Only: No

Bank Account	Payee Name	Check #	Cleared	Check Memo	Check Date	Payment Amount	Property Name	GL Account #	GL Account Name	Amount	Description
Pebble Creek Operating Account	KPS Payroll Account	3350	Y		04/02/2019	623.32					
							Pebble Creek Condominiums (PCC)	5016	Maintenance Salaries	563.31	
							Pebble Creek Condominiums (PCC)	5024	Payroll Taxes	50.53	
							Pebble Creek Condominiums (PCC)	5032	Administrative Services	9.48	
Pebble Creek Operating Account	Key Property Services, Inc. - CL# KEYPRPS842MQ	3351	Y		04/03/2019	780.00					
							Pebble Creek Condominiums (PCC)	5512	Management Fees	780.00	April 2019 - Management Fee
Pebble Creek Operating Account	KPS Payroll Account	3352	Y		04/04/2019	6.25					
							Pebble Creek Condominiums (PCC)	5019	Benefits - 401K	6.25	
Pebble Creek Operating Account	KPS Payroll Account	3353	Y		04/10/2019	6.25					
							Pebble Creek Condominiums (PCC)	5019	Benefits - 401K	6.25	
Pebble Creek Operating Account	CLARK PUBLIC UTILITIES	3354	Y	7238-863-0 7238-938-0	04/12/2019	1,278.77					

Check Register Detail

Bank Account	Payee Name	Check #	Cleared	Check Memo	Check Date	Payment Amount	Property Name	GL Account #	GL Account Name	Amount	Description
Pebble Creek Operating Account	CLARK REGIONAL WASTEWATER DIST	3355		015967-000	04/12/2019	1,521.00	Pebble Creek Condominiums (PCC)	5342	Water	934.30	Water
Pebble Creek Operating Account	Leak Seal Roofing, Inc.	3356	Y		04/12/2019	379.40	Pebble Creek Condominiums (PCC)	5344	Electricity	72.57	Electric
Pebble Creek Operating Account	WASTE CONNECTIONS	3357	Y	2010-362287	04/12/2019	1,427.84	Pebble Creek Condominiums (PCC)	5342	Water	271.90	Water
Pebble Creek Operating Account	KPS Payroll Account	3358	Y		04/17/2019	624.68	Pebble Creek Condominiums (PCC)	5341	Sewer	1,521.00	Sewer
Pebble Creek Operating Account	FILBINS ACE HARDWARE	3359			04/23/2019	39.00	Pebble Creek Condominiums (PCC)	5636	Roofs and Gutters	379.40	Roof Repair
										1,427.84	Garbage
										563.31	Maintenance Salaries
										50.53	Payroll Taxes
										10.84	Administrative Services

Check Register Detail

Bank Account	Payee Name	Check #	Cleared	Check Memo	Check Date	Payment Amount	Property Name	GL Account #	GL Account Name	Amount	Description
Pebble Creek Operating Account	KPS Payroll Account	3360	Y		04/26/2019	6.25	Pebble Creek Condominiums (PCC)	5108	Maintenance Supplies	39.00	Locks for Dumpster
Pebble Creek Operating Account	KPS Payroll Account	3361			04/30/2019	119.91	Pebble Creek Condominiums (PCC)	5019	Benefits - 401K	6.25	
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	8.75	Dental
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	90.85	Health
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	0.97	GRPLF
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	19.34	Disability
Total										6,812.67	