

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Income							
4000-00 Condominium Fees	\$20,872.00	\$20,872.00	\$-	\$41,744.00	\$41,744.00	\$-	\$250,464.00
4030-00 Interest Earned - Operating	-	-	-	0.11	-	0.11	-
4040-00 Late Fees Collected	50.00	25.00	25.00	50.00	50.00	-	300.00
4055-00 Move In/Out Fee	-	525.00	(525.00)	-	1,050.00	(1,050.00)	6,300.00
Total Income	\$20,922.00	\$21,422.00	(\$500.00)	\$41,794.11	\$42,844.00	(\$1,049.89)	\$257,064.00
Reimbursement Income							
4300-00 Legal Reimbursements	-	400.00	(400.00)	1,754.00	800.00	954.00	4,800.00
4320-00 Key Reimbursements	-	15.00	(15.00)	40.00	30.00	10.00	180.00
4360-00 Other Reimbursements	-	200.00	(200.00)	-	400.00	(400.00)	2,400.00
4370-00 Electric Reimbursement	-	-	-	3,840.00	-	3,840.00	-
Total Reimbursement Income	\$-	\$615.00	(\$615.00)	\$5,634.00	\$1,230.00	\$4,404.00	\$7,380.00
Total OPERATING INCOME	\$20,922.00	\$22,037.00	(\$1,115.00)	\$47,428.11	\$44,074.00	\$3,354.11	\$264,444.00
OPERATING EXPENSE							
General & Administrative							
5150-00 Postage & Mail	2.40	50.00	47.60	10.14	100.00	89.86	600.00
5200-00 Printing & Reproduction	-	50.00	50.00	-	100.00	100.00	600.00
5300-00 Meetings	-	150.00	150.00	200.00	150.00	(50.00)	150.00
5310-00 Filing Fees	-	-	-	-	-	-	150.00
Total General & Administrative	\$2.40	\$250.00	\$247.60	\$210.14	\$350.00	\$139.86	\$1,500.00
Superintendent Expense							
51-00 Superintendent - Payroll	2,692.30	3,650.00	957.70	5,384.60	7,300.00	1,915.40	44,460.00
51-01 Superintendent - Payroll Taxes	401.78	-	(401.78)	708.08	-	(708.08)	-
51-02 Superintendent - Workers Comp	80.76	-	(80.76)	161.52	-	(161.52)	-
51-03 Superintendent - Payroll Admin	150.00	-	(150.00)	300.00	-	(300.00)	-
51-04 Superintendent - Health & Dental	430.52	430.00	(0.52)	861.04	860.00	(1.04)	5,160.00
Total Superintendent Expense	\$3,755.36	\$4,080.00	\$324.64	\$7,415.24	\$8,160.00	\$744.76	\$49,620.00
Professional Services							
5300-00 Management Fees	2,000.00	2,000.00	-	4,000.00	4,000.00	-	24,000.00
5301-00 Move-In Move-Out Management Fee	-	225.00	225.00	-	450.00	450.00	2,700.00
5310-00 Accounting Fees	1,800.00	-	(1,800.00)	1,800.00	-	(1,800.00)	1,750.00
5320-00 Attorney Fees	1,289.00	500.00	(789.00)	1,549.00	1,000.00	(549.00)	6,000.00
5330-00 Engineering	-	100.00	100.00	-	200.00	200.00	1,200.00
Total Professional Services	\$5,089.00	\$2,825.00	(\$2,264.00)	\$7,349.00	\$5,650.00	(\$1,699.00)	\$35,650.00
Insurance							
5410-00 Property & Liability	-	2,000.00	2,000.00	-	4,000.00	4,000.00	24,000.00
5430-00 Workers Compensation	-	800.00	800.00	1,066.00	800.00	(266.00)	800.00
Total Insurance	\$-	\$2,800.00	\$2,800.00	\$1,066.00	\$4,800.00	\$3,734.00	\$24,800.00
Maintenance							
6050-00 Cleaning	227.17	350.00	122.83	227.17	700.00	472.83	4,200.00
6075-00 Chimney	-	-	-	-	-	-	1,000.00
6100-00 Snow Removal	931.47	2,500.00	1,568.53	1,004.73	5,000.00	3,995.27	7,000.00
6150-00 Extermination	-	80.00	80.00	73.50	160.00	86.50	960.00
6200-00 Emergency Systems	-	400.00	400.00	-	800.00	800.00	4,800.00
6250-00 Landscaping	-	-	-	-	-	-	4,500.00
6300-00 Elevator	1,289.13	750.00	(539.13)	1,289.13	1,500.00	210.87	9,000.00
6320-00 Garage	-	100.00	100.00	-	200.00	200.00	1,200.00
6400-00 Trash Removal	350.00	360.00	10.00	700.00	720.00	20.00	4,320.00
6600-00 Lobby	795.75	-	(795.75)	795.75	-	(795.75)	-
Total Maintenance	\$3,593.52	\$4,540.00	\$946.48	\$4,090.28	\$9,080.00	\$4,989.72	\$36,980.00
Repairs							
6300-00 Building Repairs	-	500.00	500.00	108.00	1,000.00	892.00	6,000.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
6310-00 Electrical	\$-	\$150.00	\$150.00	\$-	\$300.00	\$300.00	\$1,800.00
6320-00 Plumbing	-	200.00	200.00	426.25	400.00	(26.25)	2,400.00
6330-00 HVAC	-	100.00	100.00	-	200.00	200.00	1,200.00
6340-00 Supplies	235.51	200.00	(35.51)	383.22	400.00	16.78	2,400.00
6350-00 Painting Maintenance	-	150.00	150.00	-	300.00	300.00	1,800.00
6360-00 Locks & Keys	-	100.00	100.00	-	200.00	200.00	1,200.00
Total Repairs	\$235.51	\$1,400.00	\$1,164.49	\$917.47	\$2,800.00	\$1,882.53	\$16,800.00
Utilities							
7050-00 Electric	1,291.94	1,400.00	108.06	2,570.34	2,800.00	229.66	16,800.00
7100-00 Gas	129.41	350.00	220.59	319.09	750.00	430.91	2,150.00
7200-00 Water & Sewer	-	-	-	-	-	-	26,000.00
7250-00 Telephone	99.22	75.00	(24.22)	182.29	150.00	(32.29)	900.00
Total Utilities	\$1,520.57	\$1,825.00	\$304.43	\$3,071.72	\$3,700.00	\$628.28	\$45,850.00
Common Area Replacements							
8003-00 Environmental Legal Costs	-	400.00	400.00	988.00	800.00	(188.00)	4,800.00
8500-00 Transfer to Reserve	4,037.00	4,037.00	-	8,074.00	8,074.00	-	48,444.00
Total Common Area Replacements	\$4,037.00	\$4,437.00	\$400.00	\$9,062.00	\$8,874.00	(\$188.00)	\$53,244.00
Total OPERATING EXPENSE	\$18,233.36	\$22,157.00	\$3,923.64	\$33,181.85	\$43,414.00	\$10,232.15	\$264,444.00
Net Income:	\$2,688.64	(\$120.00)	\$2,808.64	\$14,246.26	\$660.00	\$13,586.26	\$0.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
RESERVE INCOME							
Reserve Income							
4400-00 Transfer from Operating	\$4,037.00	\$4,037.00	\$-	\$8,074.00	\$8,074.00	\$-	\$48,444.00
4430-00 Interest Earned - Reserve	100.70	150.00	(49.30)	206.31	300.00	(93.69)	1,800.00
Total Reserve Income	<u>\$4,137.70</u>	<u>\$4,187.00</u>	<u>(\$49.30)</u>	<u>\$8,280.31</u>	<u>\$8,374.00</u>	<u>(\$93.69)</u>	<u>\$50,244.00</u>
Total RESERVE INCOME	\$4,137.70	\$4,187.00	(\$49.30)	\$8,280.31	\$8,374.00	(\$93.69)	\$50,244.00
RESERVE EXPENSE							
Professional Services							
5304-00 Capex Project Admin Fee	-	100.00	100.00	-	200.00	200.00	1,200.00
Total Professional Services	<u>\$-</u>	<u>\$100.00</u>	<u>\$100.00</u>	<u>\$-</u>	<u>\$200.00</u>	<u>\$200.00</u>	<u>\$1,200.00</u>
Common Area Replacements							
8600-00 Common Area Replacements	-	2,000.00	2,000.00	-	4,000.00	4,000.00	24,000.00
Total Common Area Replacements	<u>\$-</u>	<u>\$2,000.00</u>	<u>\$2,000.00</u>	<u>\$-</u>	<u>\$4,000.00</u>	<u>\$4,000.00</u>	<u>\$24,000.00</u>
Total RESERVE EXPENSE	\$0.00	\$2,100.00	\$2,100.00	\$-	\$4,200.00	\$4,200.00	\$25,200.00
Net Reserve:	<u>\$4,137.70</u>	<u>\$2,087.00</u>	<u>\$2,087.70</u>	<u>\$8,280.31</u>	<u>\$4,174.00</u>	<u>\$4,106.31</u>	<u>\$25,044.00</u>



General Ledger Trial Balance with Details

Sample Condominium Association
 Accts: 50-5050-00 To: 90-9010-00 Dates: 2/1/2012 - 2/29/2012

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
50-5150-00	Postage & Mail	\$7.74	\$2.40	\$-	\$10.14
Date	GL Ref #	Debit	Credit	Description	
02/24/2012	372959	\$ 2.40	\$ -	Inv 9917094, Billing statements Inv: 9917094 SouthData, Inc.	
50-5300-00	Meetings	200.00	-	-	200.00
Date	GL Ref #	Debit	Credit	Description	
51-5350-00	Superintendent - Payroll	2,692.30	2,692.30	-	5,384.60
Date	GL Ref #	Debit	Credit	Description	
02/03/2012	364397	\$ 1,346.15	\$ -	Inv 953 FEB Superintendent - Payroll Inv: 953 Harvest Properties, LLC	
02/17/2012	368051	1,346.15	-	Superintendent - Payroll, Inv 954 Inv: 954 Harvest Properties, LLC	
51-5350-01	Superintendent - Payroll Taxes	306.30	401.78	-	708.08
Date	GL Ref #	Debit	Credit	Description	
02/03/2012	364397	\$ 217.01	\$ -	Inv 953 FEB Superintendent - Payroll Taxes Inv: 953 Harvest Properties, LLC	
02/17/2012	368051	184.77	-	Superintendent - Payroll Taxes, Inv 954 Inv: 954 Harvest Properties, LLC	
51-5350-02	Superintendent - Workers Comp	80.76	80.76	-	161.52
Date	GL Ref #	Debit	Credit	Description	
02/03/2012	364397	\$ 40.38	\$ -	Inv 953 FEB Superintendent - Workers Comp Inv: 953 Harvest Properties, LLC	
02/17/2012	368051	40.38	-	Superintendent - Workers Comp, Inv 954 Inv: 954 Harvest Properties, LLC	
51-5350-03	Superintendent - Payroll Processing	150.00	150.00	-	300.00
Date	GL Ref #	Debit	Credit	Description	
02/03/2012	364397	\$ 75.00	\$ -	Inv 953 FEB Superintendent - Payroll Processing Inv: 953 Harvest Properties, LLC	
02/17/2012	368051	75.00	-	Superintendent - Payroll Processing, Inv 954 Inv: 954 Harvest Properties, LLC	
51-5350-04	Superintendent - Health & Dental	430.52	430.52	-	861.04
Date	GL Ref #	Debit	Credit	Description	
02/17/2012	368051	\$ 430.52	\$ -	Superintendent - Health & Dental, Inv 954 Inv: 954 Harvest Properties, LLC	
53-5300-00	Management Fees	2,000.00	2,000.00	-	4,000.00
Date	GL Ref #	Debit	Credit	Description	
02/01/2012	360503	\$ 2,000.00	\$ -	Management Fees Inv: Harvest Properties, LLC	
53-5310-00	Accounting Fees	-	1,800.00	-	1,800.00
Date	GL Ref #	Debit	Credit	Description	
02/09/2012	372957	\$ 1,800.00	\$ -	Inv 495, 2011 tax prep Inv: 495 Association Accountants, CPA	
53-5320-00	Attorney Fees	260.00	1,549.00	260.00	1,549.00
Date	GL Ref #	Debit	Credit	Description	
02/01/2012	372955	\$ 1,289.00	\$ -	Inv 1843, Condominium Document Review Inv: 1843 Marcus, Errico, Emmer & Brooks, P.C.	
54-5430-00	Workers Compensation	1,066.00	-	-	1,066.00
Date	GL Ref #	Debit	Credit	Description	



General Ledger Trial Balance with Details
 Sample Condominium Association
 Accts: 50-5050-00 To: 90-9010-00 Dates: 2/1/2012 - 2/29/2012

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance
60-6050-00	Cleaning	-	227.17	-	227.17
Date	GL Ref #	Debit	Credit	Description	
02/13/2012	366502	\$ 227.17	\$ -	Inv 196, Vacuum cleaner Inv: 196 New Leaf Property Services LLC	
60-6100-00	Snow Removal	73.26	931.47	-	1,004.73
Date	GL Ref #	Debit	Credit	Description	
02/03/2012	364397	\$ 151.47	\$ -	Inv 953 FEB Snow Removal Inv: 953 Harvest Properties, LLC	
02/09/2012	366070	780.00	-	Inv 862, Snow removal 1/17, 1/20 & 1/21 Inv: 862 City Landscape Company, Inc.	
60-6150-00	Extermination	73.50	-	-	73.50
Date	GL Ref #	Debit	Credit	Description	
60-6300-00	Elevator	-	1,289.13	-	1,289.13
Date	GL Ref #	Debit	Credit	Description	
02/01/2012	365624	\$ 530.00	\$ -	Inv 1619, FEB maintenance Inv: 1619 Trust Elevator	
02/01/2012	369238	510.00	-	Inv 1587, Maintenance done on 1/3 Inv: 1587 Trust Elevator	
02/14/2012	369240	249.13	-	Inv 1632, Troubleshoot hall buttons Inv: 1632 Trust Elevator	
60-6400-00	Trash Removal	350.00	350.00	-	700.00
Date	GL Ref #	Debit	Credit	Description	
02/01/2012	365622	\$ 350.00	\$ -	Inv 17253, FEB trash removal Inv: 17253 Casella Waste Systems	
60-6600-00	Lobby	-	795.75	-	795.75
Date	GL Ref #	Debit	Credit	Description	
02/13/2012	371099	\$ 795.75	\$ -	Inv 963, Sofa and chair for lobby Inv: 963 Harvest Properties, LLC	
63-6300-00	Building Repairs	108.00	-	-	108.00
Date	GL Ref #	Debit	Credit	Description	
63-6320-00	Plumbing	426.25	-	-	426.25
Date	GL Ref #	Debit	Credit	Description	
63-6340-00	Supplies	147.71	235.51	-	383.22
Date	GL Ref #	Debit	Credit	Description	
02/03/2012	366500	\$ 218.64	\$ -	Inv 0683, Plastic liners Inv: 0683 Supreme Industrial Products, Inc.	
02/10/2012	374676	16.87	-	Inv 966 light bulbs Inv: 966 Harvest Properties, LLC	
70-7050-00	Electric	1,278.40	1,291.94	-	2,570.34
Date	GL Ref #	Debit	Credit	Description	
02/27/2012	371101	\$ 942.17	\$ -	1197 697 Inv: NStar	
02/27/2012	371103	6.17	-	1197 694 Inv: NStar	
02/27/2012	371107	343.60	-	1197 698 Inv: NStar	
70-7100-00	Gas	189.68	129.41	-	319.09
Date	GL Ref #	Debit	Credit	Description	
02/27/2012	371105	\$ 129.41	\$ -	1197 698 007 Inv: NStar	
70-7250-00	Telephone	83.07	99.22	-	182.29
Date	GL Ref #	Debit	Credit	Description	
02/19/2012	369242	\$ 85.74	\$ -	Phone Number	



General Ledger Trial Balance with Details

Sample Condominium Association
 Accts: 50-5050-00 To: 90-9010-00 Dates: 2/1/2012 - 2/29/2012

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Account No	Description	Prior Balance	Current Debit	Current Credit	End Balance		
02/29/2012	372961	13.48	-				
					Inv: Verizon		
					Inv 963, conference call		
					Inv: 963 Harvest Properties, LLC		
85-8003-00	Environmental Legal Costs	988.00	1,754.00	1,754.00	988.00		
Date	GL Ref #	Debit	Credit	Description			
02/27/2012	293934	\$ -	\$ 1,754.00		Inv 205 (Reversal)		
					Inv: 205 Condo Law Firm, P.C.		
02/27/2012	368177	\$ 1,754.00	-		Inv 205		
					Inv: 205 Condo Law Firm, P.C.		
85-8500-00	Transfer to Reserve	4,037.00	4,037.00	-	8,074.00		
Date	GL Ref #	Debit	Credit	Description			
02/07/2012	364109	\$ 4,037.00	\$ -		2012 Monthly Reserve Transfer		
			Totals:	\$14,948.49	\$20,247.36	\$2,014.00	\$33,181.85

**Balance Sheet**

Sample Condominium Association

End Date: 2/29/2012

Date: 3/26/2012

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	Operating	Reserve	Total
Assets			
Operating Accounts			
FCB Operating	\$20,027.79	\$0.00	\$20,027.79
Total: Operating Accounts	\$20,027.79	\$0.00	\$20,027.79
Reserve Accounts			
FCB Reserve	\$0.00	\$153,794.09	\$153,794.09
CAB CD - 3/20/12 - 0.90%	\$0.00	\$26,625.25	\$26,625.25
CAB CD - 5/20/12 - 0.85%	\$0.00	\$26,647.65	\$26,647.65
Total: Reserve Accounts	\$0.00	\$207,066.99	\$207,066.99
Accounts Receivable	\$652.00	\$0.00	\$652.00
Prepaid Insurance	\$4,889.00	\$0.00	\$4,889.00
Total: Assets	\$25,568.79	\$207,066.99	\$232,635.78
Liabilities & Equity			
Liabilities			
Pre-Paid Fees	\$16,548.75	\$0.00	\$16,548.75
Accounts Payable	\$8,197.72	\$0.00	\$8,197.72
Accrued Expenses	\$2,604.00	\$0.00	\$2,604.00
Total: Liabilities	\$27,350.47	\$0.00	\$27,350.47
Equity			
Retained Earnings - Operating	(\$16,027.94)	\$0.00	(\$16,027.94)
Retained Earnings - Reserve	\$0.00	\$198,786.68	\$198,786.68
Total: Equity	(\$16,027.94)	\$198,786.68	\$182,758.74
Net Income Gain/Loss	\$0.00	\$8,280.31	\$8,280.31
Net Income Gain/Loss	\$14,246.26	\$0.00	\$14,246.26
Total: Liabilities & Equity	\$25,568.79	\$207,066.99	\$232,635.78



Bank Account Register
 Sample Condominium Association
 2/1/2012 - 2/29/2012

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Date	Description	Ref No	R	P	Transaction Amount
CA Banc CD - 3/20/2012 - 0.90% - Account #		Prior Balance			\$26,604.50
02/21/2012	Interest - CD #0702		X	X	\$20.75
		CA Banc CD - 2/20/2012 - 0.90% Total			\$26,625.25
CA Banc CD - 5/20/2012 - 0.85% - Account #		Prior Balance			\$26,628.42
02/20/2012	Interest - CD #0703		X	X	19.23
		CA Banc CD - 5/20/2012 - 0.85% Total			\$26,647.65
FCB Operating – Account #		Prior Balance			\$9,725.91
02/01/2012	Harvest Properties, LLC -	21	X	X	(2,000.00)
02/01/2012	Shea Appliance and Refrigeration - Inv 108, Repair dryer	22	X	X	(108.00)
02/01/2012	Execute Plumbing - Inv 1115, Units 503-803 Checked for bathroom leaks	23	X	X	(191.25)
02/01/2012	Deposit from batch 7345	26	X	X	400.00
02/02/2012	Transfer from CA Banc Operating		X	X	500.11
02/03/2012	Deposit from batch 7367	27	X	X	2,747.00
02/06/2012	Deposit from batch 7327	28	X	X	8,196.00
02/06/2012	Deposit from batch 7380	29	X	X	1,472.00
02/07/2012	Transfer to FCB Reserve		X	X	(4,037.00)
02/07/2012	Verizon	24	X	X	(81.81)
02/07/2012	NStar - 1197 698	25	X	X	(399.60)
02/07/2012	NStar - 1197 697	26	X	X	(189.68)
02/07/2012	NStar - 1197 694	27	X	X	(6.14)
02/07/2012	NStar - 1197 692	28	X	X	(872.66)
02/07/2012	Harvest Properties, LLC - Inv 953, FEB Super payroll/ snow removal	29	X	X	(1,830.01)
02/07/2012	Deposit from batch 7391	30	X	X	336.00
02/08/2012	Deposit from batch 7393	31	X	X	346.00
02/10/2012	Deposit from batch 7400	32	X	X	371.00
02/13/2012	Deposit from batch 7411	33	X	X	368.00
02/15/2012	Waste Systems - Inv 17253, FEB trash removal	30	X	X	(350.00)
02/15/2012	City Landscape Company, Inc. - inv 862, Snow removal 1/17, 1/20 & 1/21	31		X	(780.00)
02/15/2012	Norfolk & Dedham Mutual Fire Insurance Co. – Policy #	32	X	X	(1,066.00)
02/15/2012	Harvest Properties, LLC - inv 953, Conf call	33	X	X	(1.26)
02/15/2012	SouthData, Inc. - Multiple Invoices	34	X	X	(7.74)
02/15/2012	Trust Elevator - Inv 161, FEB maintenance	35	X	X	(530.00)
02/16/2012	Harvest Properties, LLC - inv 954, Doormats, salt spreader	36	X	X	(111.45)
02/16/2012	New Leaf Property Services LLC - inv 196, Vacuum cleaner	37	X	X	(227.17)
02/17/2012	Deposit from batch 7460	34	X	X	368.00
02/21/2012	Deposit from batch 7464	35	X	X	1,323.00
02/22/2012	Drain Doctors Inc. - Inv 1433, Repair toilet	38	X	X	(235.00)
02/22/2012	Industrial Products, Inc. - Inv 0683, Plastic liners	39	X	X	(218.64)
02/23/2012	Deposit from batch 7485	36	X	X	400.00
02/24/2012	Deposit from batch 7497	37	X	X	1,037.00
02/27/2012	Harvest Properties, LLC - Inv 954, Super payroll	40	X	X	(2,076.82)
02/27/2012	Deposit from batch 7506	38	X	X	815.00
02/28/2012	Deposit from batch 7513	39	X	X	4,600.00
02/28/2012	Deposit from batch 7514	40	X	X	771.00
02/29/2012	Deposit from batch 7525	41	X	X	1,572.00



Bank Account Register
 Sample Condominium Association
 2/1/2012 - 2/29/2012

Date: 3/26/2012
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Date	Description	Ref No	R	P	Transaction Amount
			FCB Operating Total		\$20,027.79
		Prior Balance			\$149,168.43
02/02/2012	Transfer from CA Banc Reserve		X	X	\$508.07
02/02/2012	Transfer from CA Banc Reserve - Phase II		X	X	19.87
02/07/2012	Transfer from FCB Operating		X	X	4,037.00
02/29/2012	Interest		X	X	60.72
			FCB Reserve Total		\$153,794.09
			Association Total		\$227,094.78



Bank Account Reconciliation
Sample Condominium Association
CA Banc CD - 3/20/2012 - 0.90% (End: 02/29/2012)

Date: 3/26/2012
Time: 5:13 pm
Page: 1

Date	Reconciled	Description	Check Number	Transaction Amount
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Cleared Items

Credits

02/21/2012	02/21/2012	Interest - CD #		\$20.75
Total Cleared Credits				\$20.75

CA Banc CD - 3/20/2012 - 0.90% Summary

Ending Account Balance:	\$ 26,625.25
Uncleared Items:	\$-
Adjusted Balance:	\$ 26,625.25
Bank Ending Balance:	\$ 26,625.25
Difference:	\$-



Bank Account Reconciliation
Sample Condominium Association
CA Banc CD - 5/20/2012 - 0.85% (End: 02/29/2012)

Date: 3/26/2012
Time: 5:13 pm
Page: 2

Date	Reconciled	Description	Check Number	Transaction Amount
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Cleared Items

Credits

02/20/2012	02/20/2012	Interest - CD #		\$19.23
Total Cleared Credits				\$19.23

CA Banc CD - 5/20/2012 - 0.85% Summary

Ending Account Balance:	\$ 26,647.65
Uncleared Items:	\$-
Adjusted Balance:	\$ 26,647.65
Bank Ending Balance:	\$ 26,647.65
Difference:	\$-



Bank Account Reconciliation
 Sample Condominium Association
 FCB Operating (End: 02/29/2012)

Date: 3/26/2012
 Time: 5:13 pm
 Page: 3

Date	Reconciled	Description	Check Number	Transaction Amount
Uncleared Items				
02/15/2012		City Landscape Company, Inc.	31	(\$780.00)
02/27/2012		Harvest Properties, LLC	40	(\$2,076.82)
			Total Uncleared	(\$2,856.82)
Cleared Items				
Credits				
02/01/2012	02/01/2012	Deposit from batch 7345	26	\$400.00
02/02/2012	02/03/2012	Transfer from CA Banc Operating		\$500.11
02/03/2012	02/03/2012	Deposit from batch 7367	27	\$2,747.00
02/06/2012	02/06/2012	Deposit from batch 7380	29	\$1,472.00
02/06/2012	02/06/2012	Deposit from batch 7327	28	\$8,196.00
02/07/2012	02/07/2012	Deposit from batch 7391	30	\$336.00
02/08/2012	02/08/2012	Deposit from batch 7393	31	\$346.00
02/10/2012	02/10/2012	Deposit from batch 7400	32	\$371.00
02/13/2012	02/13/2012	Deposit from batch 7411	33	\$368.00
02/17/2012	02/17/2012	Deposit from batch 7460	34	\$368.00
02/21/2012	02/21/2012	Deposit from batch 7464	35	\$1,323.00
02/23/2012	02/23/2012	Deposit from batch 7485	36	\$400.00
02/24/2012	02/24/2012	Deposit from batch 7497	37	\$1,037.00
02/27/2012	02/27/2012	Deposit from batch 7506	38	\$815.00
02/28/2012	02/28/2012	Deposit from batch 7514	40	\$771.00
02/28/2012	02/28/2012	Deposit from batch 7513	39	\$4,600.00
02/29/2012	02/29/2012	Deposit from batch 7525	41	\$1,572.00
			Total Cleared Credits	\$25,622.11
Debits				
01/18/2012	02/06/2012	Meeting Room University	12	(\$200.00)
02/01/2012	02/02/2012	Harvest Properties, LLC	21	(\$2,000.00)
02/01/2012	02/07/2012	Shea Appliance and Refrigeration	22	(\$108.00)
02/01/2012	02/14/2012	Execute Plumbing	23	(\$191.25)
02/07/2012	02/14/2012	Verizon	24	(\$81.81)
02/07/2012	02/15/2012	NStar	25	(\$399.60)
02/07/2012	02/15/2012	NStar	26	(\$189.68)
02/07/2012	02/15/2012	NStar	27	(\$6.14)
02/07/2012	02/15/2012	NStar	28	(\$872.66)
02/07/2012	02/10/2012	Harvest Properties, LLC	29	(\$1,830.01)
02/07/2012	02/07/2012	Transfer to FCB Reserve		(\$4,037.00)
02/15/2012	02/24/2012	Waste Systems	30	(\$350.00)
02/15/2012	02/22/2012	Norfolk & Dedham Mutual Fire Insurance Co.	32	(\$1,066.00)
02/15/2012	02/17/2012	Harvest Properties, LLC	33	(\$1.26)
02/15/2012	02/24/2012	SouthData, Inc.	34	(\$7.74)
02/15/2012	02/21/2012	Trust Elevator	35	(\$530.00)
02/16/2012	02/17/2012	Harvest Properties, LLC	36	(\$111.45)
02/16/2012	02/17/2012	New Leaf Property Services LLC	37	(\$227.17)
02/22/2012	02/28/2012	Drain Doctors Inc.	38	(\$235.00)
02/22/2012	02/29/2012	Industrial Products, Inc.	39	(\$218.64)
			Total Cleared Debits	(\$12,663.41)



Bank Account Reconciliation
Sample Condominium Association
FCB Operating (End: 02/29/2012)

Date: 3/26/2012
Time: 5:13 pm
Page: 4

Date	Reconciled	Description	Check Number	Transaction Amount
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FCB Operating Summary

Ending Account Balance:				\$ 20,027.79
Uncleared Items:				(\$2,856.82)
				<hr/>
Adjusted Balance:				\$ 22,884.61
Bank Ending Balance:				\$ 22,884.61
				<hr/>
Difference:				\$-



Bank Account Reconciliation
Sample Condominium Association
FCB Reserve (End: 02/29/2012)

Date: 3/26/2012
Time: 5:13 pm
Page: 5

Date	Reconciled	Description	Check Number	Transaction Amount
Cleared Items				
Credits				
02/02/2012	02/03/2012	Transfer from CA Banc Reserve		\$508.07
02/02/2012	02/03/2012	Transfer from CA Banc Reserve – Capex Project		\$19.87
02/07/2012	02/07/2012	Transfer from FCB Operating		\$4,037.00
02/29/2012	02/29/2012	Interest		\$60.72
Total Cleared Credits				\$4,625.66

FCB Reserve Summary

Ending Account Balance:	\$ 153,794.09
Uncleared Items:	\$-
Adjusted Balance:	\$ 153,794.09
Bank Ending Balance:	\$ 153,794.09
Difference:	\$-



Homeowner Aging Report
 Sample Condominium Association
 End Date: 2/29/2012

Date: 3/26/2012
 Time: 5:19 pm
 Page: 1

Description	Current	Over 30	Over 60	Over 90	Balance
201 - Occupied					Last Payment: \$371.00 on 02/28/2012
	Total: (\$371.00)	\$0.00	\$0.00	\$0.00	(\$371.00)
202 - Absentee Owner					Last Payment: \$608.00 on 01/10/2012
	Total: (\$4.00)	\$0.00	\$0.00	\$0.00	(\$4.00)
203 - Absentee Owner					Last Payment: \$346.00 on 11/30/2011
	Total: \$371.00	\$0.00	\$0.00	\$0.00	\$371.00
207 - Absentee Owner					Last Payment: \$358.00 on 02/29/2012
	Total: (\$573.00)	\$0.00	\$0.00	\$0.00	(\$573.00)
301 - Absentee Owner					Last Payment: \$409.00 on 02/29/2012
	Total: (\$384.00)	\$0.00	\$0.00	\$0.00	(\$384.00)
302 - Occupied					Last Payment: \$301.00 on 02/24/2012
	Total: (\$301.00)	\$0.00	\$0.00	\$0.00	(\$301.00)
303 - Absentee Owner					Last Payment: \$368.00 on 02/17/2012
	Total: (\$368.00)	\$0.00	\$0.00	\$0.00	(\$368.00)
403 - Absentee Owner					Last Payment: \$381.00 on 02/27/2012
	Total: (\$762.00)	\$0.00	\$0.00	\$0.00	(\$762.00)
406 - Occupied					Last Payment: \$1,183.00 on 01/09/2012
	Total: (\$423.00)	\$0.00	\$0.00	\$0.00	(\$423.00)
407 - Absentee Owner					Last Payment: \$393.00 on 02/29/2012
	Total: (\$1,574.75)	\$0.00	\$0.00	\$0.00	(\$1,574.75)
408 - Absentee Owner					Last Payment: \$4,152.00 on 12/30/2011
	Total: (\$3,461.00)	\$0.00	\$0.00	\$0.00	(\$3,461.00)
506 - Occupied					Last Payment: \$4,600.00 on 02/28/2012
	Total: (\$4,832.00)	\$0.00	\$0.00	\$0.00	(\$4,832.00)
602 - Absentee Owner					Last Payment: \$320.00 on 12/01/2011
	Total: \$345.00	\$320.00	\$0.00	\$0.00	\$665.00
701 - Absentee Owner					Last Payment: \$434.00 on 02/27/2012
	Total: (\$868.00)	\$0.00	\$0.00	\$0.00	(\$868.00)
702 - Absentee Owner					Last Payment: \$327.00 on 02/24/2012
	Total: (\$327.00)	\$0.00	\$0.00	\$0.00	(\$327.00)
704 - Occupied					Last Payment: \$800.00 on 01/10/2012
	Total: (\$24.00)	\$0.00	\$0.00	\$0.00	(\$24.00)



Homeowner Aging Report
 Sample Condominium Association
 End Date: 2/29/2012

Date: 3/26/2012
 Time: 5:19 pm
 Page: 2

Description	Current	Over 30	Over 60	Over 90	Balance
706 - Absentee Owner					Last Payment: \$400.00 on 02/23/2012
Total:	(\$400.00)	\$0.00	\$0.00	\$0.00	(\$400.00)
708 - Occupied					Last Payment: \$365.00 on 02/06/2012
Total:	(\$125.00)	\$0.00	\$0.00	\$0.00	(\$125.00)
801 - Occupied					Last Payment: \$1,323.00 on 02/21/2012
Total:	(\$1,323.00)	\$0.00	\$0.00	\$0.00	(\$1,323.00)
805 - Absentee Owner					Last Payment: \$400.00 on 02/28/2012
Total:	(\$400.00)	\$0.00	\$0.00	\$0.00	(\$400.00)
807 - Occupied					Last Payment: \$412.00 on 02/29/2012
Total:	(\$412.00)	\$0.00	\$0.00	\$0.00	(\$412.00)

Association	Current Total	Over 30 Total	Over 60 Total	Over 90 Total	Balance Total
Sample Condominium Association	(\$16,216.75)	\$320.00	\$0.00	\$0.00	(\$15,896.75)

Description	Total
Monthly Condo Fee (Delinquent Fee) 2012	\$75.00
Monthly Condo Fee 2012	\$577.00
Pre-Paid	(\$16,548.75)
AR Total:	\$652.00



Payables Aging Report
Sample Condominium Association
As Of 2/29/2012

Date: 3/26/2012
Time: 5:24 pm
Page: 1

Vendor	Current	Over 30	Over 60	Over 90	Balance
Trust Elevator	\$759.13	\$0.00	\$0.00	\$0.00	\$759.13
Condo Law Firm, P.C.	\$0.00	\$2,014.00	\$0.00	\$0.00	\$2,014.00
Harvest Properties, LLC	\$826.10	\$0.00	\$0.00	\$0.00	\$826.10
Association Accountant, CPA	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00
Marcus, Errico, Emmer & Brooks, P.C.	\$1,289.00	\$0.00	\$0.00	\$0.00	\$1,289.00
NStar	\$1,421.35	\$0.00	\$0.00	\$0.00	\$1,421.35
SouthData, Inc.	\$2.40	\$0.00	\$0.00	\$0.00	\$2.40
Verizon	\$85.74	\$0.00	\$0.00	\$0.00	\$85.74
Totals:	\$6,183.72	\$2,014.00	\$0.00	\$0.00	\$8,197.72

Financial Package – Supporting Documents

Following the Payables Aging Report the financial package includes copies of all invoices expensed in that month along with copies of the bank statements with check images.