



Financial Report Package

Unaudited for Management's Use Only

January 2025

Prepared for

Clearbrooke Townhouse Condo Assn Inc.

By

Ameri- Tech Realty, Inc.

Management Financial Report

It is the intent of Ameri-Tech Property Management services to produce a comprehensive self-contained Financial Report, where as the validity and accuracy of the information being reported can be easily understood and substantiated. The following financial information is for Management purposes only in order to assist the association in financial planning. The attached financials have not been Audited, Reviewed, or Compiled at this time by an independent CPA.



Balance Sheet - Operating
 Clearbrooke Townhouse Condo Assn Inc.
 End Date: 01/31/2025

Date: 2/6/2025
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Assets

10-1010-00-00 Petty Cash	\$200.00	
OPERATING FUNDS		
11-1015-00-00 South State Operating - 0936	25,772.02	
11-1026-00-00 South State Op/MM 3417	1,936.50	
	<u> </u>	
Total OPERATING FUNDS:		<u>\$27,708.52</u>
RESERVE FUNDS		
12-1035-00-00 South State Reserve - 0939	203,391.73	
	<u> </u>	
Total RESERVE FUNDS:		<u>\$203,391.73</u>
UTILITY DEPOSITS		
13-1150-00-00 Utility Deposits	1,413.00	
	<u> </u>	
Total UTILITY DEPOSITS:		<u>\$1,413.00</u>
Total Assets:		<u><u>\$232,713.25</u></u>

Liabilities & Equity

LIABILITIES		
20-2010-00-00 Reserves - Painting	110,996.20	
20-2020-00-00 Reserves- Paving & Sealing	36,639.46	
20-2025-00-00 Reserves Paving & Sealing Long Term	11,562.50	
20-2030-00-00 Reserves- Roof (All)	12,056.88	
20-2040-00-00 Reserves- Pool	20,739.25	
20-2045-00-00 Reserves Sidewalks	5,000.04	
20-2080-00-00 Reserves - Reserve Interest	5,243.76	
20-2100-00-00 Reserves- Deferred Maintenance	1,153.64	
	<u> </u>	
Total LIABILITIES:		<u>\$203,391.73</u>
PREPAID OWNERS & OTHER I		
21-2205-00-00 Last Month Rent 1883-A. McCracken	1,000.00	
	<u> </u>	
Total PREPAID OWNERS & OTHER L		<u>\$1,000.00</u>
EQUITY/CAPITAL		
30-3200-00-00 Prior Years	24,763.11	
30-3800-00-00 Current Fund Balance	10,539.55	
	<u> </u>	
Total EQUITY/CAPITAL:		<u>\$35,302.66</u>
Net Income Gain / Loss	(6,981.14)	
	<u> </u>	
		<u>(\$6,981.14)</u>
Total Liabilities & Equity:		<u><u>\$232,713.25</u></u>



Income Statement - Operating
Clearbrooke Townhouse Condo Assn Inc.
 01/31/2025

Date: 2/6/2025
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
REVENUE							
4010 Unit Maintenance Fees	\$68,391.23	\$55,292.17	\$13,099.06	\$68,391.23	\$55,292.17	\$13,099.06	\$663,506.00
4015 Rental Income	-	1,400.00	(1,400.00)	-	1,400.00	(1,400.00)	16,800.00
Total REVENUE	68,391.23	56,692.17	11,699.06	68,391.23	56,692.17	11,699.06	680,306.00
OPERATING EXPENSES							
ADMINISTRATIVE							
5010 Office Expense	951.20	541.67	(409.53)	951.20	541.67	(409.53)	6,500.00
5015 Bank Charges/Lockbox	-	68.00	68.00	-	68.00	68.00	816.00
5020 Website	750.00	62.50	(687.50)	750.00	62.50	(687.50)	750.00
5025 State/Bureau/Division Fees	384.00	47.83	(336.17)	384.00	47.83	(336.17)	574.00
5040 Storage Files 18 Boxes	-	67.50	67.50	-	67.50	67.50	810.00
5210 Termite Treatment/Annual Renewals	-	623.08	623.08	-	623.08	623.08	7,477.00
5300 Insurance	15,100.27	18,003.08	2,902.81	15,100.27	18,003.08	2,902.81	216,037.00
5400 Lawn & Irrigation Service	3,445.00	3,445.33	0.33	3,445.00	3,445.33	0.33	41,344.00
5410 Landscaping- Misc	-	166.67	166.67	-	166.67	166.67	2,000.00
5420 Irrigation Repairs	157.00	208.33	51.33	157.00	208.33	51.33	2,500.00
5440 Tree Trimming	-	291.67	291.67	-	291.67	291.67	3,500.00
5800 Management Fee Exp 12/27-30 day notice	1,100.00	1,100.00	-	1,100.00	1,100.00	-	13,200.00
5900 Professional - Legal	2,329.00	500.00	(1,829.00)	2,329.00	500.00	(1,829.00)	6,000.00
5910 Accounting Fees/Review	-	39.58	39.58	-	39.58	39.58	475.00
6100 Repair/Maint - Building	14,431.61	3,333.33	(11,098.28)	14,431.61	3,333.33	(11,098.28)	40,000.00
6120 Repair/Maintenance-Fire Protection	-	125.00	125.00	-	125.00	125.00	1,500.00
6200 Pool Maintenance/Supplies	383.00	750.00	367.00	383.00	750.00	367.00	9,000.00
6400 Salaries Expense	1,566.50	2,083.33	516.83	1,566.50	2,083.33	516.83	25,000.00
6515 Unit 1883 -Taxes	-	150.00	150.00	-	150.00	150.00	1,800.00
7000 Electric	626.97	583.33	(43.64)	626.97	583.33	(43.64)	7,000.00
7001 Utilities- Water	6,880.90	3,333.33	(3,547.57)	6,880.90	3,333.33	(3,547.57)	40,000.00
7002 Utilities -Sewer	10,724.75	4,250.00	(6,474.75)	10,724.75	4,250.00	(6,474.75)	51,000.00
7004 Utilities - Trash	936.59	1,008.33	71.74	936.59	1,008.33	71.74	12,100.00
7005 Spectrum-Ring Clubhouse	6,084.00	6,388.67	304.67	6,084.00	6,388.67	304.67	76,664.00
Total ADMINISTRATIVE	65,850.79	47,170.56	(18,680.23)	65,850.79	47,170.56	(18,680.23)	566,047.00
NON OPERATING EXPENSES							
9010 Reserves- Painting	2,275.08	2,275.08	-	2,275.08	2,275.08	-	27,301.00
9020 Reserves- Paving & Sealing	177.92	177.92	-	177.92	177.92	-	2,135.00
9025 Reserves Paving & Sealing Long Term	312.50	312.50	-	312.50	312.50	-	3,750.00
9030 Reserves- Roof (All)	2,392.33	2,392.33	-	2,392.33	2,392.33	-	28,708.00
9040 Reserves- Pool	197.08	197.08	-	197.08	197.08	-	2,365.00
9100 Reserves- Deferred Maintenance	4,166.67	4,166.67	-	4,166.67	4,166.67	-	50,000.00
Total NON OPERATING EXPENSES	9,521.58	9,521.58	-	9,521.58	9,521.58	0.00	114,259.00
Total OPERATING EXPENSES	\$75,372.37	\$56,692.14	(\$18,680.23)	\$75,372.37	\$56,692.14	(\$18,680.23)	\$680,306.00
COMBINED NET INCOME	(\$6,981.14)	\$0.03	(\$6,981.17)	(\$6,981.14)	\$0.03	(\$6,981.17)	\$-



Income Statement Summary - Operating
 Clearbrooke Townhouse Condo Assn Inc.
 Fiscal Period: January 2025

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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
REVENUE													
4010 Unit Maintenance Fees	68,391.23	-	-	-	-	-	-	-	-	-	-	-	\$68,391.23
Total REVENUE	68,391.23	-	-	-	-	-	-	-	-	-	-	-	68,391.23
OPERATING EXPENSES													
ADMINISTRATIVE													
5010 Office Expense	951.20	-	-	-	-	-	-	-	-	-	-	-	951.20
5020 Website	750.00	-	-	-	-	-	-	-	-	-	-	-	750.00
5025 State/Bureau/Division Fees	384.00	-	-	-	-	-	-	-	-	-	-	-	384.00
5300 Insurance	15,100.27	-	-	-	-	-	-	-	-	-	-	-	15,100.27
5400 Lawn & Irrigation Service	3,445.00	-	-	-	-	-	-	-	-	-	-	-	3,445.00
5420 Irrigation Repairs	157.00	-	-	-	-	-	-	-	-	-	-	-	157.00
5800 Management Fee Exp 12/27-30 day notice	1,100.00	-	-	-	-	-	-	-	-	-	-	-	1,100.00
5900 Professional - Legal	2,329.00	-	-	-	-	-	-	-	-	-	-	-	2,329.00
6100 Repair/Maint - Building	14,431.61	-	-	-	-	-	-	-	-	-	-	-	14,431.61
6200 Pool Maintenance/Supplies	383.00	-	-	-	-	-	-	-	-	-	-	-	383.00
6400 Salaries Expense	1,566.50	-	-	-	-	-	-	-	-	-	-	-	1,566.50
7000 Electric	626.97	-	-	-	-	-	-	-	-	-	-	-	626.97
7001 Utilities- Water	6,880.90	-	-	-	-	-	-	-	-	-	-	-	6,880.90
7002 Utilities -Sewer	10,724.75	-	-	-	-	-	-	-	-	-	-	-	10,724.75
7004 Utilities - Trash	936.59	-	-	-	-	-	-	-	-	-	-	-	936.59
7005 Spectrum-Ring Clubhouse	6,084.00	-	-	-	-	-	-	-	-	-	-	-	6,084.00
Total ADMINISTRATIVE	65,850.79	-	-	-	-	-	-	-	-	-	-	-	65,850.79
NON OPERATING EXPENSES													
9010 Reserves- Painting	2,275.08	-	-	-	-	-	-	-	-	-	-	-	2,275.08
9020 Reserves- Paving & Sealing	177.92	-	-	-	-	-	-	-	-	-	-	-	177.92
9025 Reserves Paving & Sealing Long Term	312.50	-	-	-	-	-	-	-	-	-	-	-	312.50
9030 Reserves- Roof (All)	2,392.33	-	-	-	-	-	-	-	-	-	-	-	2,392.33
9040 Reserves- Pool	197.08	-	-	-	-	-	-	-	-	-	-	-	197.08
9100 Reserves- Deferred Maintenance	4,166.67	-	-	-	-	-	-	-	-	-	-	-	4,166.67
Total NON OPERATING EXPENSES	9,521.58	-	-	-	-	-	-	-	-	-	-	-	9,521.58
Total OPERATING EXPENSES	75,372.37	-	-	-	-	-	-	-	-	-	-	-	75,372.37
Net Income:	(6,981.14)	-	-	-	-	-	-	-	-	-	-	-	(6,981.14)

AMERI-TECH COMMUNITY MANAGEMENT, INC.,

and related Companies i.e., (Ameri-Tech Realty, Inc., Ameri-Tech Property Management, Inc., Ameri-Tech Emergency Management, Inc., Ameri-Tech Companies, Inc., and ATM Maintenance Services, Inc.)

ANNUAL DISCLOSURE STATEMENT

As required by Florida statutes and in accordance with the policies of the Ameri-Tech group of Companies, the following disclosure information is being provided:

In 2024, Ameri-Tech Community Management executed an Association Banking Master Services Agreement with Association Prime, a division of SouthState Bank, N.A. The service agreement reimburses Ameri-Tech Community Management for costs associated with certain administrative services performed by our staff, in our offices or through the internet. Such services include establishing security procedures, maintaining confidential information, compliance with United States Laws, the USA Patriot Act, and OFAC, data integrity and review, operating and reserve account openings, customer identification procedures, lockbox administration and management, computer software and equipment, software integrations, internal controls, staff training and cross training, check scanning, mobile deposits, online banking, positive pay, electronic online payables and receivables, and association lending. These services incur employee and software costs for Ameri-Tech on behalf of the bank which result in employee compensation and benefits savings, as well as real estate and equipment expense savings to the bank.

Effective January 1, 2025, the Associations Financial Reports will be delivered to the Board of Directors no later than the 15th of the following month. This is due to the bank change and bank statement cut off dates. Previously the bank statement cutoff date was the 25th of each month, the new bank statement cutoff date is now the 30th of each month.

The Association is charged an estimated flat rate for their monthly chargebacks. This includes **regular** copies, postage, envelopes, labels, checkbooks, ledgers, folders, check stock, magnetic ink and any other regular recurring costs that the Association incurs during the month and that the Agent has to spend on the administrative operation of the Association. (Due to the fact that it requires an enormous amount of time and cost to track these charge-back reimbursements,) your administrative charges will be based off an average estimate of what you have been charged in the past. This estimate is reconciled and adjusted up or down annually.

The objective is to become leaner and more efficient when it comes to processing regular and recurring chargebacks, which saves the Association administrative costs. Irregular or extra charges will be billed at the time they are incurred, such as mailing out newsletters, noncompliance, delinquencies, manual deposits, foreclosure actions or any other special requests that the Board of Directors may want the Agent to perform from time to time. This also does not cover your mid & end of year set-up, storage costs, coupons, preparation of year-end back-up requirements, hosting fees and additional storage charges as well as tax preparation.