



**Ameri-Tech**  
Community Management

## **Financial Report Package**

Unaudited for Management's Use Only

**October 2024**

**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: 10/31/2024

Date: 11/5/2024  
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**Assets**

10-1010-00-00 Petty Cash	\$200.00	
<b>OPERATING FUNDS</b>		
11-1015-00-00 South State Operating - 0936	34,136.37	
11-1026-00-00 South State Op/MM 3417	1,936.50	
	<u>36,072.87</u>	<u>\$36,072.87</u>
<b>Total OPERATING FUNDS:</b>		
<b>RESERVE FUNDS</b>		
12-1035-00-00 South State Reserve - 0939	231,105.39	
	<u>231,105.39</u>	<u>\$231,105.39</u>
<b>Total RESERVE FUNDS:</b>		
<b>UTILITY DEPOSITS</b>		
13-1150-00-00 Utility Deposits	1,413.00	
	<u>1,413.00</u>	<u>\$1,413.00</u>
<b>Total UTILITY DEPOSITS:</b>		
		<u>\$268,791.26</u>
<b>Total Assets:</b>		

**Liabilities & Equity**

<b>LIABILITIES</b>		
20-2010-00-00 Reserves - Painting	137,547.62	
20-2020-00-00 Reserves- Paving & Sealing	35,987.20	
20-2025-00-00 Reserves Paving & Sealing Long Term	10,625.00	
20-2030-00-00 Reserves- Roof (All)	10,393.71	
20-2040-00-00 Reserves- Pool	19,850.17	
20-2045-00-00 Reserves Sidewalks	4,166.70	
20-2080-00-00 Reserves - Reserve Interest	3,931.36	
20-2100-00-00 Reserves- Deferred Maintenance	8,603.63	
	<u>231,105.39</u>	<u>\$231,105.39</u>
<b>Total LIABILITIES:</b>		
<b>PREPAID OWNERS &amp; OTHER I</b>		
21-2205-00-00 Last Month Rent 1883-A. McCracken	1,000.00	
	<u>1,000.00</u>	<u>\$1,000.00</u>
<b>Total PREPAID OWNERS &amp; OTHER L</b>		
<b>EQUITY/CAPITAL</b>		
30-3200-00-00 Prior Years	27,924.64	
30-3800-00-00 Current Fund Balance	10,539.55	
	<u>38,464.19</u>	<u>\$38,464.19</u>
<b>Total EQUITY/CAPITAL:</b>		
Net Income Gain / Loss	(1,778.32)	
	<u>(1,778.32)</u>	<u>(\$1,778.32)</u>
<b>Total Liabilities &amp; Equity:</b>		
		<u>\$268,791.26</u>



**Income Statement - Operating**  
**Clearbrooke Townhouse Condo Assn Inc.**  
 10/31/2024

Date: 11/5/2024  
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>REVENUE</b>							
4010 Unit Maintenance Fees	\$53,842.15	\$51,332.75	\$2,509.40	\$516,799.29	\$513,327.50	\$3,471.79	\$615,993.00
4015 Rental Income	-	722.50	(722.50)	11,450.00	7,225.00	4,225.00	8,670.00
4100 2022 Special Assessment	-	-	-	219.98	-	219.98	-
4400 Interest Income	-	-	-	44.79	-	44.79	-
4500 Application Fees	-	-	-	950.00	-	950.00	-
4800 Other Income/Legal	-	-	-	7,177.16	-	7,177.16	-
<b>Total REVENUE</b>	<b>53,842.15</b>	<b>52,055.25</b>	<b>1,786.90</b>	<b>536,641.22</b>	<b>520,552.50</b>	<b>16,088.72</b>	<b>624,663.00</b>
<b>OPERATING EXPENSES</b>							
<b>ADMINISTRATIVE</b>							
5010 Office Expense	185.00	541.67	356.67	5,021.48	5,416.70	395.22	6,500.00
5015 Bank Charges/Lockbox	816.00	68.00	(748.00)	816.00	680.00	(136.00)	816.00
5020 Website	-	49.58	49.58	-	495.80	495.80	595.00
5025 State/Bureau/Division Fees	-	47.83	47.83	250.00	478.30	228.30	574.00
5040 Storage Files 15 Boxes	765.00	60.00	(705.00)	765.00	600.00	(165.00)	720.00
5210 Termite Treatment/Annual Renewals	-	539.50	539.50	7,204.55	5,395.00	(1,809.55)	6,474.00
5300 Insurance	15,100.27	14,021.83	(1,078.44)	149,882.98	140,218.30	(9,664.68)	168,262.00
5400 Lawn & Irrigation Service	3,345.00	3,343.00	(2.00)	33,645.00	33,430.00	(215.00)	40,116.00
5410 Landscaping- Misc	280.00	166.67	(113.33)	520.00	1,666.70	1,146.70	2,000.00
5420 Irrigation Repairs	262.50	250.00	(12.50)	2,137.00	2,500.00	363.00	3,000.00
5440 Tree Trimming	900.00	333.33	(566.67)	3,025.00	3,333.30	308.30	4,000.00
5600 License/Taxes/Permits	-	-	-	320.75	-	(320.75)	-
5800 Management Fee Exp 12/24-30 day notice	1,100.00	1,100.00	-	11,000.00	11,000.00	-	13,200.00
5900 Professional - Legal	-	500.00	500.00	4,040.88	5,000.00	959.12	6,000.00
5910 Accounting Fees/Review	-	39.58	39.58	400.00	395.80	(4.20)	475.00
6100 Repair/Maint - Building	845.81	2,916.67	2,070.86	34,632.50	29,166.70	(5,465.80)	35,000.00
6120 Repair/Maintenance-Fire Protection	-	83.33	83.33	1,352.06	833.30	(518.76)	1,000.00
6200 Pool Maintenance/Supplies	924.14	734.00	(190.14)	7,704.75	7,340.00	(364.75)	8,808.00
6400 Salaries Expense	1,644.50	2,083.33	438.83	17,456.72	20,833.30	3,376.58	25,000.00
6515 Unit 1883 -Taxes	-	141.25	141.25	-	1,412.50	1,412.50	1,695.00
7000 Electric	520.45	619.83	99.38	5,577.53	6,198.30	620.77	7,438.00
7001 Utilities- Water	376.64	2,316.67	1,940.03	30,475.31	23,166.70	(7,308.61)	27,800.00
7002 Utilities -Sewer	455.34	4,032.83	3,577.49	41,587.79	40,328.30	(1,259.49)	48,394.00
7004 Utilities - Trash	936.59	959.67	23.08	9,365.90	9,596.70	230.80	11,516.00
7005 Spectrum-Ring Clubhouse	6,084.53	6,042.00	(42.53)	60,371.56	60,420.00	48.44	72,504.00
<b>Total ADMINISTRATIVE</b>	<b>34,541.77</b>	<b>40,990.57</b>	<b>6,448.80</b>	<b>427,552.76</b>	<b>409,905.70</b>	<b>(17,647.06)</b>	<b>491,887.00</b>
<b>NON OPERATING EXPENSES</b>							
9010 Reserves- Painting	3,925.25	3,925.25	-	39,252.50	39,252.50	-	47,103.00
9015 S/A Transfer to Balance Sheet	-	-	-	219.98	-	(219.98)	-
9020 Reserves- Paving & Sealing	237.17	237.17	-	2,371.70	2,371.70	-	2,846.00
9025 Reserves Paving & Sealing Long Term	312.50	312.50	-	3,125.00	3,125.00	-	3,750.00
9030 Reserves- Roof (All)	2,410.42	2,410.42	-	24,104.20	24,104.20	-	28,925.00
9040 Reserves- Pool	346.00	346.00	-	3,460.00	3,460.00	-	4,152.00
9045 Reserves-Sidewalks	416.67	416.67	-	4,166.70	4,166.70	-	5,000.00
9100 Reserves- Deferred Maintenance	3,416.67	3,416.67	-	34,166.70	34,166.70	-	41,000.00
<b>Total NON OPERATING EXPENSES</b>	<b>11,064.68</b>	<b>11,064.68</b>	<b>-</b>	<b>110,866.78</b>	<b>110,646.80</b>	<b>(219.98)</b>	<b>132,776.00</b>
<b>Total OPERATING EXPENSES</b>	<b>\$45,606.45</b>	<b>\$52,055.25</b>	<b>\$6,448.80</b>	<b>\$538,419.54</b>	<b>\$520,552.50</b>	<b>(\$17,867.04)</b>	<b>\$624,663.00</b>



**Income Statement - Operating**  
**Clearbrooke Townhouse Condo Assn Inc.**  
 10/31/2024

Date: 11/5/2024  
 Time: 11:00 am  
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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
<b>COMBINED NET INCOME</b>	\$8,235.70	\$-	\$8,235.70	(\$1,778.32)	\$-	(\$1,778.32)	\$-



**Income Statement Summary - Operating**  
 Clearbrooke Townhouse Condo Assn Inc.  
 Fiscal Period: October 2024

Date: 11/5/2024  
 Time: 11:00 am  
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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>REVENUE</b>													
4010 Unit Maintenance Fees	66,798.49	40,263.93	54,868.52	46,550.33	49,790.70	54,041.69	51,694.74	46,760.80	52,187.94	53,842.15	-	-	\$516,799.29
4015 Rental Income	1,450.00	-	5,800.00	1,400.00	1,400.00	1,400.00	-	-	-	-	-	-	11,450.00
4100 2022 Special Assessment	219.98	-	-	-	-	-	-	-	-	-	-	-	219.98
4400 Interest Income	5.25	5.27	4.90	5.36	5.21	5.37	5.07	4.99	3.37	-	-	-	44.79
4500 Application Fees	200.00	-	150.00	300.00	-	150.00	-	150.00	-	-	-	-	950.00
4800 Other Income/Legal	212.14	1,544.93	701.48	1,208.95	1,493.09	1,107.59	648.98	200.00	60.00	-	-	-	7,177.16
<b>Total REVENUE</b>	<b>68,885.86</b>	<b>41,814.13</b>	<b>61,524.90</b>	<b>49,464.64</b>	<b>52,689.00</b>	<b>56,704.65</b>	<b>52,348.79</b>	<b>47,115.79</b>	<b>52,251.31</b>	<b>53,842.15</b>	-	-	<b>536,641.22</b>
<b>OPERATING EXPENSES</b>													
<b>ADMINISTRATIVE</b>													
5010 Office Expense	1,304.00	562.88	207.00	391.00	619.88	922.72	255.00	261.00	313.00	185.00	-	-	5,021.48
5015 Bank Charges/Lockbox	-	-	-	-	-	-	-	-	-	816.00	-	-	816.00
5025 State/Bureau/Division Fees	-	-	-	-	-	-	250.00	-	-	-	-	-	250.00
5040 Storage Files 15 Boxes	-	-	-	-	-	-	-	-	-	765.00	-	-	765.00
5210 Termite Treatment/Annual Renewals	315.00	(231.45)	-	-	-	7,121.00	-	-	-	-	-	-	7,204.55
5300 Insurance	12,583.00	14,457.82	15,100.27	15,190.27	17,050.27	15,100.27	15,100.27	15,100.27	15,100.27	15,100.27	-	-	149,882.98
5400 Lawn & Irrigation Service	3,345.00	3,345.00	3,345.00	3,345.00	3,345.00	3,345.00	3,345.00	3,345.00	3,540.00	3,345.00	-	-	33,645.00
5410 Landscaping- Misc	-	-	-	-	-	-	-	-	240.00	280.00	-	-	520.00
5420 Irrigation Repairs	392.00	135.00	275.00	155.00	160.00	123.00	229.50	405.00	-	262.50	-	-	2,137.00
5440 Tree Trimming	-	-	1,700.00	-	125.00	-	-	-	300.00	900.00	-	-	3,025.00
5600 License/Taxes/Permits	-	-	-	300.00	20.75	-	-	-	-	-	-	-	320.75
5800 Management Fee Exp 12/24-30 day notice	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	-	-	11,000.00
5900 Professional - Legal	961.07	812.81	538.00	225.00	60.00	536.50	10.00	210.00	687.50	-	-	-	4,040.88
5910 Accounting Fees/Review	-	-	-	-	-	-	-	-	400.00	-	-	-	400.00
6100 Repair/Maint - Building	2,050.12	7,049.88	(4,466.81)	1,352.06	1,810.20	10,142.31	1,916.90	3,568.70	10,363.33	845.81	-	-	34,632.50
6120 Repair/Maintenance-Fire Protection	-	-	-	1,077.28	-	-	274.78	-	-	-	-	-	1,352.06
6200 Pool Maintenance/Supplies	523.70	539.00	867.85	717.87	603.46	948.02	715.42	1,137.02	728.27	924.14	-	-	7,704.75
6400 Salaries Expense	2,496.00	1,664.00	832.00	2,496.00	1,664.00	559.00	2,825.22	1,664.00	1,612.00	1,644.50	-	-	17,456.72
7000 Electric	600.99	515.71	499.85	524.21	532.08	610.17	587.37	601.93	584.77	520.45	-	-	5,577.53
7001 Utilities- Water	6,197.35	-	6,718.19	698.39	4,498.75	1,935.56	4,415.53	-	5,634.90	376.64	-	-	30,475.31
7002 Utilities -Sewer	8,393.47	-	7,547.85	554.24	7,921.83	940.78	7,809.13	-	7,965.15	455.34	-	-	41,587.79
7004 Utilities - Trash	936.59	936.59	936.59	936.59	936.59	936.59	936.59	936.59	936.59	936.59	-	-	9,365.90
7005 Spectrum-Ring Clubhouse	5,673.27	6,021.84	6,084.56	6,084.56	6,084.56	6,084.56	6,084.56	6,084.56	6,084.56	6,084.53	-	-	60,371.56
<b>Total ADMINISTRATIVE</b>	<b>46,871.56</b>	<b>36,909.08</b>	<b>41,285.35</b>	<b>35,147.47</b>	<b>46,532.37</b>	<b>50,405.48</b>	<b>45,855.27</b>	<b>34,414.07</b>	<b>55,590.34</b>	<b>34,541.77</b>	-	-	<b>427,552.76</b>
<b>NON OPERATING EXPENSES</b>													
9010 Reserves- Painting	3,925.25	3,925.25	3,925.25	3,925.25	3,925.25	3,925.25	3,925.25	3,925.25	3,925.25	3,925.25	-	-	39,252.50
9015 S/A Transfer to Balance Sheet	-	219.98	-	-	-	-	-	-	-	-	-	-	219.98
9020 Reserves- Paving & Sealing	237.17	237.17	237.17	237.17	237.17	237.17	237.17	237.17	237.17	237.17	-	-	2,371.70
9025 Reserves Paving & Sealing Long Term	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	-	-	3,125.00
9030 Reserves- Roof (All)	2,410.42	2,410.42	2,410.42	2,410.42	2,410.42	2,410.42	2,410.42	2,410.42	2,410.42	2,410.42	-	-	24,104.20
9040 Reserves- Pool	346.00	346.00	346.00	346.00	346.00	346.00	346.00	346.00	346.00	346.00	-	-	3,460.00



**Income Statement Summary - Operating**  
 Clearbrooke Townhouse Condo Assn Inc.  
 Fiscal Period: October 2024

Date: 11/5/2024  
 Time: 11:00 am  
 Page: 2

Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
9045 Reserves-Sidewalks	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	-	-	\$4,166.70
9100 Reserves- Deferred Maintenance	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	3,416.67	-	-	34,166.70
<b>Total NON OPERATING EXPENSES</b>	<b>11,064.68</b>	<b>11,284.66</b>	<b>11,064.68</b>	<b>11,064.68</b>	<b>11,064.68</b>	<b>11,064.68</b>	<b>11,064.68</b>	<b>11,064.68</b>	<b>11,064.68</b>	<b>11,064.68</b>	-	-	<b>110,866.78</b>
<b>Total OPERATING EXPENSES</b>	<b>57,936.24</b>	<b>48,193.74</b>	<b>52,350.03</b>	<b>46,212.15</b>	<b>57,597.05</b>	<b>61,470.16</b>	<b>56,919.95</b>	<b>45,478.75</b>	<b>66,655.02</b>	<b>45,606.45</b>	-	-	<b>538,419.54</b>
<b>Net Income:</b>	<b>10,949.62</b>	<b>(6,379.61)</b>	<b>9,174.87</b>	<b>3,252.49</b>	<b>(4,908.05)</b>	<b>(4,765.51)</b>	<b>(4,571.16)</b>	<b>1,637.04</b>	<b>(14,403.71)</b>	<b>8,235.70</b>	-	-	<b>(1,778.32)</b>