

MANAGEMENT REPORT & AGENDA

DATE: March 25, 2010
TO: Board of Directors
FROM: Mattison Raymond Group, Inc.
RE: February 2010
Management Report & Agenda

Determination of Quorum

President to determine that a quorum has been met

Roll Call to Determine Attendance of Quorum:

Roll Call: Indicate Present (P) or Absent (A)

___ Board Member A ___ Board Member B ___ Board Member C

Call meeting to Order-President:

Meeting to commence: 6:30 PM

Reading and Approval of Minutes-Secretary: 15 minutes

Reading of minutes from meeting by the Secretary for inclusion into the Minutes Book

Approval of the Minutes without Changes/Corrections

On a motion made by _____, seconded by _____, approval granted to accept the minutes from the Board meeting.

Roll Call:

___ Board Member A ___ Board Member B ___ Board Member C

Changes or Corrections Required

Changes or corrections are required to the minutes from meeting. Changes are noted in meeting minutes and with these changes, the minutes are accepted.

Roll Call:

___ Board Member A ___ Board Member B ___ Board Member C

**Approval of the Minutes without Changes/Corrections
Resident's Meeting:**

On a motion made by _____, seconded by _____, approval granted to accept the minutes from the Resident's meeting.

Roll Call:

___ Board Member A ___ Board Member B ___ Board Member C

Changes or Corrections Required

Changes or corrections are required to the minutes from the meeting. Changes are noted in meeting minutes and with these changes, the minutes are accepted.

Roll Call:

___ Board Member A ___ Board Member B ___ Board Member C

Reports of Officers: 10 minutes

Financial Reporting/Treasurer's Report:

The financial transactions were provided to the Treasurer for review via e-mail prior to meeting. Treasurer will report to the Board findings for the month.

Financial Reports

On a motion made by _____, seconded by _____, approval granted to accept Treasurer's Report for financial transactions.

Roll Call:

___ Board Member A ___ Board Member B ___ Board Member C

Unfinished Business

New Business

This format allows for 120 minutes. If the format is followed properly, the meeting will adjourn promptly)

Adjournment of Meeting:

Meeting to adjourn. (No motion required)

--End Report--

Sample Condominium

Balance Sheet
As of 01/31/00

ASSETS

Cash Checking - Operating	\$ 16,275.76	
Cash - Previous Mgmt.	5,500.00	
Assessments Receivable	150.00	
Late Fees Receivable	25.00	
Misc. Owner Receivables	8,500.00	
Cable TV Receivable	250.00	

TOTAL ASSETS	<hr/>	\$ 30,700.76
		=====

LIABILITIES & EQUITY

CURRENT LIABILITIES:

Accounts Payable	\$ 9,203.56	
Prepaid Owner Assessments	2,208.00	

Subtotal Current Liab.	<hr/>	\$ 11,411.56
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RESERVES:

Subtotal Reserves	<hr/>	\$.00
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EQUITY:

Prior Year Net Inc./Loss	\$ 18,187.76	
Current Year Net Income/(Loss)	1,101.44	

Subtotal Equity	<hr/>	\$ 19,289.20
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TOTAL LIABILITIES & EQUITY		\$ 30,700.76
		=====

Sample Condominium

Income/Expense Statement
Period: 01/01/00 to 01/31/00

Actual	Current Period Budget	Variance	Account	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
INCOME:								
730.00	3,000.00	(2,270.00)	06310-000	Assessment Income	730.00	3,000.00	(2,270.00)	36,000.00
25.00	.00	25.00	06340-000	Late Fee Income	25.00	.00	25.00	.00
1,050.00	.00	1,050.00	06410-000	Cable TV Income	1,050.00	.00	1,050.00	.00
8,500.00	.00	8,500.00	06920-000	Misc. Income	8,500.00	.00	8,500.00	.00
<u>10,305.00</u>	<u>3,000.00</u>	<u>7,305.00</u>		Subtotal Income	<u>10,305.00</u>	<u>3,000.00</u>	<u>7,305.00</u>	<u>36,000.00</u>
EXPENSES								
General & Administrative								
<u>.00</u>	<u>.00</u>	<u>.00</u>		General & Administrativ	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Community Room/Building								
<u>.00</u>	<u>.00</u>	<u>.00</u>		Community Room/Building	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Site Improvement								
2,500.00	.00	(2,500.00)	08510-000	Landscaping	2,500.00	.00	(2,500.00)	.00
<u>2,500.00</u>	<u>.00</u>	<u>(2,500.00)</u>		Site Improvement	<u>2,500.00</u>	<u>.00</u>	<u>(2,500.00)</u>	<u>.00</u>
Personnel Expense								
<u>.00</u>	<u>.00</u>	<u>.00</u>		Personnel Expense	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Utilities								
5,503.56	.00	(5,503.56)	08910-000	Electricity	5,503.56	.00	(5,503.56)	.00
<u>5,503.56</u>	<u>.00</u>	<u>(5,503.56)</u>		Utilities	<u>5,503.56</u>	<u>.00</u>	<u>(5,503.56)</u>	<u>.00</u>
Maintenance								
1,200.00	.00	(1,200.00)	09110-000	Gen. Maint. & Repair	1,200.00	.00	(1,200.00)	.00
<u>1,200.00</u>	<u>.00</u>	<u>(1,200.00)</u>		Maintenance	<u>1,200.00</u>	<u>.00</u>	<u>(1,200.00)</u>	<u>.00</u>
Contract Services								
<u>.00</u>	<u>.00</u>	<u>.00</u>		Contract Services	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>
Reserve Contributions								
<u>.00</u>	<u>.00</u>	<u>.00</u>		Reserve Contributions	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>

Sample Condominium

Income/Expense Statement
Period: 01/01/00 to 01/31/00

Actual	Current Period Budget	Variance	Account	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
9,203.56	.00	(9,203.56)		TOTAL EXPENSES	9,203.56	.00	(9,203.56)	.00
1,101.44	3,000.00	(1,898.56)		Current Year Net Income/(los)	1,101.44	3,000.00	(1,898.56)	36,000.00
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GENERAL LEDGER TRIAL BALANCE

Starting account #: "First"
 Ending account #: "Last"
 Profit center: 000

Starting date: 01/01/00
 Ending date: 01/31/00

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
1010-000	Cash Checking - Operating	12,687.76	3,588.00	.00	3,588.00	16,275.76
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/04/00 AR0000 AR-002 3,588.00 Owner Cash Receipts					
1020-000	Cash - Previous Mgmt.	5,500.00	.00	.00	.00	5,500.00
1310-000	Assessments Receivable	.00	730.00	580.00	150.00	150.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/01/00 AR0000 AR01 730.00 Apply Assmt/Opt Charges					
	01/04/00 AR0000 AR-002 580.00 Owner Cash Receipts					
1340-000	Late Fees Receivable	.00	25.00	.00	25.00	25.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/15/00 AR0000 AR02 25.00 Apply Late Fees					
1360-000	Misc. Owner Receivables	.00	8,500.00	.00	8,500.00	8,500.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/01/00 AR0000 AR06 3,500.00 Owner Expense Adjust.					
	01/25/00 AR0000 AR06 5,000.00 Owner Expense Adjust.					
1410-000	Cable TV Receivable	.00	1,050.00	800.00	250.00	250.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/01/00 AR0000 AR01 1,050.00 Apply Assmt/Opt Charges					
	01/04/00 AR0000 AR-002 800.00 Owner Cash Receipts					
3010-000	Accounts Payable	.00	.00	9,203.56	9,203.56CR	9,203.56CR
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/05/00 AP0000 VH28 1,200.00 ABC MAINTENANCE JAN REPAIRS					
	01/15/00 AP0000 VH29 2,500.00 LANDSHAPES SNOW REMOVAL					
	01/22/00 AP0000 VH30 5,503.56 SAMPLE UTILITY JAN BILL					
3310-000	Prepaid Owner Assessments	.00	.00	2,208.00	2,208.00CR	2,208.00CR
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/04/00 AR0000 AR-002 2,208.00 Owner Cash Receipts					
5510-000	Prior Year Net Inc./Loss	18,187.76CR	.00	.00	.00	18,187.76CR
6310-000	Assessment Income	.00	.00	730.00	730.00CR	730.00CR
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					

GENERAL LEDGER TRIAL BALANCE

Starting account #: "First"
 Ending account #: "Last"
 Profit center: 000

Starting date: 01/01/00
 Ending date: 01/31/00

Acct-#	Description	Begin-balance	Total-DR	Total-CR	Net-change	End-balance
	01/01/00 AR0000 AR01		730.00	Apply Assmt/Opt Charges		
6340-000	Late Fee Income	.00	.00	25.00	25.00CR	25.00CR
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/15/00 AR0000 AR02 25.00 Apply Late Fees					
6410-000	Cable TV Income	.00	.00	1,050.00	1,050.00CR	1,050.00CR
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/01/00 AR0000 AR01 1,050.00 Apply Assmt/Opt Charges					
6920-000	Misc. Income	.00	.00	8,500.00	8,500.00CR	8,500.00CR
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/01/00 AR0000 AR06 3,500.00 Owner Expense Adjust.					
	01/25/00 AR0000 AR06 5,000.00 Owner Expense Adjust.					
8510-000	Landscaping	.00	2,500.00	.00	2,500.00	2,500.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/15/00 AP0000 VH29 2,500.00 LANDSHAPES SNOW REMOVAL					
8910-000	Electricity	.00	5,503.56	.00	5,503.56	5,503.56
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/22/00 AP0000 VH30 5,503.56 SAMPLE UTILITY JAN BILL					
9110-000	Gen. Maint. & Repair	.00	1,200.00	.00	1,200.00	1,200.00
	DATE SOURCE REFERENCE DR-AMOUNT CR-AMOUNT DESCRIPTION A/P REFERENCE					
	01/05/00 AP0000 VH28 1,200.00 ABC MAINTENANCE JAN REPAIRS					
*** Totals do not include all accounts ***						
Gnd Total:		.00	23,096.56	23,096.56	.00	.00

AGED ACCOUNTS PAYABLE SUMMARY

Starting vendor: "First"
Cut off date: 01/31/00

Ending vendor: "Last"

Contact	Vendor Phone	Current	31-60	61-90	Over 90
ABC MAINTENANCE					
Bill Jones	301 555 1212	1,200.00	.00	.00	.00
LANDSHAPES					
Bob Farmer	301-111-2222	2,500.00	.00	.00	.00
SAMPLE UTILITY					
		5,503.56	.00	.00	.00
	Totals:	9,203.56	.00	.00	.00
	Grand total:	9,203.56			

RECONCILIATION

Bank #: 01 BANK #1
G/L Acct Bal: 16,275.76
Bank Balance: 16,275.76
Statement date: 01/31/00

1010-000 Cash Checking - Operating

Chk-#	Date	Reference	Clr-date	Uncleared Checks	Uncleared Deposits
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OUTSTANDING ITEMS:

BEGBAL	01/04/00	Owner Cash Receipts			3,588.00
		Total Outstanding		<u>.00</u>	<u>3,588.00</u>

Bank Reconciliation Summary

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Checkbook Balance	19,863.76	Reconciling Balance	16,275.76
Uncleared Checks, Credits	0.00+	Bank Stmt. Balance	16,275.76
Uncleared Deposits, Debits	3,588.00-	Difference	0.00

CHECKBOOK

Date: 01/01/00 thru 01/31/00

Bank account #: 01 BANK #1

Cleared items have "*" next to them

Item	Date	Reference	Amount	Balance
		Beginning Balance		12,687.76
Deposit *	01/04/00	Owner cash receipts - 2	3,588.00	16,275.76
Adjustmnt	01/04/00	Owner Cash Receipts	3,588.00	19,863.76
		Current checkbook balance:		19,863.76
		Current G/L balance:		16,275.76

AGED OWNER BALANCES: AS OF Jan. 31, 2010
STREET ORDER SEQUENCE

ADDRESS	NAME	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
10009 Bank Street	John & Mary Clark	Last Pmt: 00/00/00	0.00			
	A1 Maintenance Fee	0.00	0.00	0.00	30.00	30.00
	C1 Special Assess.	0.00	0.00	0.00	50.00	50.00
	01 Late Fees	0.00	0.00	0.00	5.00	5.00
	TOTAL:	0.00	0.00	0.00	85.00	85.00
10015 Bank Street	Sam Spade	Last Pmt: 00/00/00	0.00			
	A1 Maintenance Fee	0.00	0.00	0.00	30.00	30.00
	C1 Special Assess.	0.00	0.00	0.00	50.00	50.00
	01 Late Fees	0.00	0.00	0.00	5.00	5.00
	TOTAL:	0.00	0.00	0.00	85.00	85.00
850 Diamond Avenue	Micky Mouse	Last Pmt: 01/04/00	80.00			
	11 Club House Rent	0.00	0.00	0.00	5000.00	5000.00
	TOTAL:	0.00	0.00	0.00	5000.00	5000.00
400 Easy Street	Jenny Craig	Last Pmt: 00/00/00	0.00			
	A1 Maintenance Fee	0.00	0.00	0.00	30.00	30.00
	C1 Special Assess.	0.00	0.00	0.00	50.00	50.00
	01 Late Fees	0.00	0.00	0.00	5.00	5.00
	TOTAL:	0.00	0.00	0.00	85.00	85.00
500 Easy Street	Bill Smith	Last Pmt: 01/04/00	30.00			
	11 Club House Rent	0.00	0.00	0.00	3500.00	3500.00
	TOTAL:	0.00	0.00	0.00	3500.00	3500.00
900 Easy Street	Glen Johnson	Last Pmt: 00/00/00	0.00			
	A1 Maintenance Fee	0.00	0.00	0.00	30.00	30.00
	C1 Special Assess.	0.00	0.00	0.00	50.00	50.00
	01 Late Fees	0.00	0.00	0.00	5.00	5.00
	TOTAL:	0.00	0.00	0.00	85.00	85.00
950 Easy Street	Nancy Garner	Last Pmt: 00/00/00	0.00			
	A1 Maintenance Fee	0.00	0.00	0.00	30.00	30.00
	C1 Special Assess.	0.00	0.00	0.00	50.00	50.00
	01 Late Fees	0.00	0.00	0.00	5.00	5.00
	TOTAL:	0.00	0.00	0.00	85.00	85.00

Sample Condominium

AGED OWNER BALANCES: AS OF Jan. 31, 2010
STREET ORDER SEQUENCE

ADDRESS	NAME	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
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REPORT SUMMARY

CODE	N/A	DESCRIPTION	ACCOUNT #	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL
A1		Maintenance Fee	1310-000	0.00	0.00	0.00	150.00	150.00
C1		Special Assess.	1410-000	0.00	0.00	0.00	250.00	250.00
01		Late Fees	1340-000	0.00	0.00	0.00	25.00	25.00
11		Club House Rent	1360-000	0.00	0.00	0.00	8500.00	8500.00
GRAND TOTAL:				0.00	0.00	0.00	8925.00	8925.00

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	DELINQUENCY AMOUNT
01310-000	Assessments Receivable	150.00
01410-000	Cable TV Receivable	250.00
01340-000	Late Fees Receivable	25.00
01360-000	Misc. Owner Receivables	8500.00
TOTAL		\$8925.00