

Dear Cascade River Community Club Board of Directors,

Enclosed is your financial report package for the month of January 2023.

As a new community of Associa EMB Management we know it can take time to become familiar with our reports. As a supplement to the information contained within this report, below you'll find a brief executive summary of your balance sheet and any items to note from the income statement. Additionally, at the end of this report you will find some helpful information in understanding your financials as well as transitional components that will be in process the first few months of financials with EMB Management.

Balance Sheet									
Account	Balance	Notes and							
		Recommended Board Action							
Operating Cash	\$274,373.13	Due (To)/From Reserves: (\$100,084.34)							
		Please see note below							
Reserve Funds	\$458,589.92	Due (To)/From Operating: (\$100,084.34)							
Accounts Receivable	\$93,581.49								
Prepaid Expenses	\$581.52	(Taxes)							
Other Current Assets	(\$40,000.00)	Prior Management/Self-Managed Funds							
GL 1705		recorded from prior balance sheets. See							
		additional notes below.							
Accounts Payable	\$9,215.98								
Operating Net Income or Loss	\$10,033.05								
(MTD)									
Operating Net Income or Loss	\$40,819.49								
(YTD)									

	Income Statement											
GL Acct #	GL Description	Budgeted	Actual	Explanation of Variance								
GL #1650	Due (To)/From Reserves	-	-	This Due (To)/From is a result of a transfer between Bank of America Account #8767 (Reserve) to Bank of America Account #1220 (Operating). Washington State Legislation has very specific rules pertaining to the transfer of Reserve Funds to Operating. Please provide context for the transfer (i.e. reason/purpose), as well as								
GL #5000	General Administrative	\$471.00	\$2,179.15	the plan for repayment. This variance is primarily due to the costs for mailing delinquency								



				notices to owners who have not yet paid their assessments.
GL #5300	Park Caretaker Salary	\$4,792.00	\$5,427.37	These costs are based on the ADP information provided to us by the Board for salaries.
GL #5340	Payroll Taxes	\$1,792.00	\$3,318.98	These costs are based on the ADP information provided to us by the Board for payroll taxes/fees.
GL #6600	General Repair & Maintenance	\$1,925.37	\$0	This variance is due to an invoice paid for various tools/parts that were paid for from Core & Main. Please advise if this GL is accurate or if a reclass is needed.
GL #6770	Serv Equip – Fuel: Gasoline – Service Truck	\$500.00	\$658.58	This variance is due to the costs for gasoline/fuel paid for the month of December.

As always, please contact me with any questions you may have regarding the enclosed information or any other matters related to your community. Thank you for allowing us the opportunity to provide management services for your Association.

Sincerely,

Jessica Sanders, Community Association Manager



Helpful Transition Financial Information

Current Budget: The approved budget provided by prior management has been entered into our system. We have closely aligned the expense categories to match our set of GL's, and your total budget expenses match exactly.

Balance Sheet GL 1705: As we work through the closing bank account process with prior management there may be duplicate bank accounts and funds reflected on our first few month's balance sheets. This is typical as prior management will often not final close any accounts until 30 days after the contract ends to allow for all payments to clear and reflect an accurate closing total. When this final payment is sent to us, with a closing bank statement, we will reconcile these accounts down to a zero balance. This can take approximately 1-3 months after the start of contract, dependent on receipt of statements from prior management, and these duplicate balances will reflect on the balance sheet under GL 1705.

Prior Management Recorded Expenses: Actual expenses from prior management will be recorded on the financials in one lump sum for that expense category GL in the month prior to the start of the management contract. This will allow your year to date (YTD) actuals to reflect properly.

Financial Reports: Included in your financial report you will find:

- Financial Cover Letter
- Balance Sheet
- Income Statement Report to review income and expenses MTD and YTD
- Income & Expense Trend Report showing the expenses monthly
- General Ledger reflecting the details of each GL line
- Investment Listing Report which will provide an overview of all bank accounts
- Check Disbursement Report reflecting all payments made by the Association
- Bank Reconciliation Report for operating and reserve accounts
- Delinquency & Prepaid Report
- Copy of Partner Bank Statements & Non-Partner Bank Statements if provided by the board. If non-partner bank statements are not received, an unreconciled bank account disclosure form will be included.
- Additionally, your financials will be accompanied with a packet of all paid invoices for the reporting month.



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	Balance Jan 31, 2023	Balance Dec 31, 2022	Change
Assets			
Operating Funds			
1000 - PWB OPER #6266	209,905.66	229,731.45	(19,825.79)
1010 - BofA x1220	158,695.38	158,695.38	0.00
1011 - Bill.com Money Out Clearing	5,720.51	5,720.51	0.00
1220 - Petty Cash	135.92	135.92	0.00
1650 - Due (To)/From Reserves	(100,084.34)	(100,084.34)	0.00
Total Operating Funds	274,373.13	294,198.92	(19,825.79)
Reserve Funds			
1310 - BofA x8767	101,605.82	101,605.82	0.00
1312 - Pacific Premier x5480	239,929.62	239,929.62	0.00
1313 - Opus Bank x2016	(10,200.65)	(10,200.65)	0.00
1325 - PWB RSRV #2828	26,636.82	24,197.02	2,439.80
1350 - Reserve Certificate of Deposit Account 1	444.37	444.37	0.00
1351 - Reserve Certificate of Deposit Account 2	89.60	89.60	0.00
1651 - Due (To)/From Operating	100,084.34	100,084.34	0.00
Total Reserve Funds	458,589.92	456,150.12	2,439.80
Accounts Receivable			
1500 - Residential Assessments Receivable	93,581.49	96,954.03	(3,372.54)
Total Accounts Receivable	93,581.49	96,954.03	(3,372.54)
Prepaid Expenses			
1635 - Prepaid Taxes	581.52	581.52	0.00
Total Prepaid Expenses	581.52	581.52	0.00
Other Current Assets			
1705 - Receivable from Management Company	(40,000.00)	(40,000.00)	0.00

Balance Sheet Report Cascade River Community Club

	Balance Jan 31, 2023	Balance Dec 31, 2022	Change
<u>Assets</u>		-	,
Other Current Assets			
1745 - Taxes Receivable	5,168.08	5,168.08	0.00
Total Other Current Assets	(34,831.92)	(34,831.92)	0.00
Other Property & Equipment			
1950 - Other Property & Equipment	700,699.36	700,699.36	0.00
1955 - Accum Depr - Other Property & Equipment	(557,111.54)	(557,111.54)	0.00
Total Other Property & Equipment	143,587.82	143,587.82	0.00
Land			
1980 - Land	9,011.00	9,011.00	0.00
Total Land	9,011.00	9,011.00	0.00
Other Assets			
1985 - Other Assets	24,475.50	24,475.50	0.00
Total Other Assets	24,475.50	24,475.50	0.00
Total Assets	969,368.46	990,126.99	(20,758.53)
<u>Liabilities</u>			
Accounts Payable			
2015 - Returned Check Fee Payable	(100.00)	(100.00)	0.00
2025 - Transfer Fee Payable	500.00	200.00	300.00
2055 - Payable-Other	8,815.98	8,815.98	0.00
Total Accounts Payable	9,215.98	8,915.98	300.00
Payroll Tax Payable			
2100 - Payroll Tax Payable	9,706.24	9,706.24	0.00
Total Payroll Tax Payable	9,706.24	9,706.24	0.00

Balance Sheet Report Cascade River Community Club

	Balance Jan 31, 2023	Balance Dec 31, 2022	Change
<u>Liabilities</u>			
Accrued Expenses			
2395 - Other Accrued Expenses	485.45	419.52	65.93
Total Accrued Expenses	485.45	419.52	65.93
Deposits Held			
2500 - Deposits Held	30.00	30.00	0.00
Total Deposits Held	30.00	30.00	0.00
Prepaid Assessments			
2550 - Prepaid Assessments	9,942.96	8,516.10	1,426.86
2595 - Deferred Revenue	176,320.81	211,584.98	(35,264.17)
Total Prepaid Assessments	186,263.77	220,101.08	(33,837.31)
Other Liabilities			
2026 - New Account Setup Fee Payable	560.00	320.00	240.00
Total Other Liabilities	560.00	320.00	240.00
Total Liabilities	206,261.44	239,492.82	(33,231.38)
Owners' Equity			
Owners Equity - Prior Years			
3000 - Owners Equity - Prior Years	263,697.61	263,697.61	0.00
Total Owners Equity - Prior Years	263,697.61	263,697.61	0.00
Capital Reserves - Prior Years 3100 - Initial Working Capital - Prior Yrs	91,550.00	91,550.00	0.00
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Balance Sheet Report Cascade River Community Club

	Balance Jan 31, 2023	Balance Dec 31, 2022	Change
Owners' Equity			
Capital Reserves - Prior Years			
3102 - Repair & Replacement Reserve - Prior Yrs	349,972.35	349,972.35	0.00
Total Capital Reserves - Prior Years	441,522.35	441,522.35	0.00
Total Owners' Equity	705,219.96	705,219.96	0.00
Net Income / (Loss)	57,887.06	45,414.21	12,472.85
Total Liabilities and Equity	969,368.46	990,126.99	(20,758.53)



_	(Current Period -		——— Year	to Date (7 mont	ns) ———	Annual	Budget
_	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<u>Income</u>								
Assessment Income								
4000 - Annual Lot Assessment	34,608.17	32,292.00	2,316.17	240,405.19	226,043.00	14,362.19	387,502.00	147,096.81
4004 - Annual Association Dues	656.00	674.00	(18.00)	4,592.00	4,718.00	(126.00)	8,088.00	3,496.00
Total Assessment Income	35,264.17	32,966.00	2,298.17	244,997.19	230,761.00	14,236.19	395,590.00	150,592.81
User Fee Income								
4225 - Key Fees	0.00	0.00	0.00	25.00	0.00	25.00	0.00	(25.00)
4240 - Move-In & Out Fees	0.00	0.00	0.00	200.00	0.00	200.00	0.00	(200.00)
4265 - Estimate Lot Sale Income	800.00	1,667.00	(867.00)	2,600.00	11,667.00	(9,067.00)	20,000.00	17,400.00
Total User Fee Income	800.00	1,667.00	(867.00)	2,825.00	11,667.00	(8,842.00)	20,000.00	17,175.00
Collections Income								
4700 - Collection Processing Fees	1,120.00	0.00	1,120.00	4,245.00	0.00	4,245.00	0.00	(4,245.00)
4710 - Late Fees & Interest	815.82	0.00	815.82	2,588.77	0.00	2,588.77	0.00	(2,588.77)
Total Collections Income	1,935.82	0.00	1,935.82	6,833.77	0.00	6,833.77	0.00	(6,833.77)
Other Income								
4825 - Recovery of Bad Debt	0.00	1,042.00	(1,042.00)	0.00	7,292.00	(7,292.00)	12,500.00	12,500.00
Total Other Income	0.00	1,042.00	(1,042.00)	0.00	7,292.00	(7,292.00)	12,500.00	12,500.00
Total Operating Income	37,999.99	35,675.00	2,324.99	254,655.96	249,720.00	4,935.96	428,090.00	173,434.04
<u>Expense</u>								
Administrative								
5000 - General Administrative	2,179.15	471.00	1,708.15	8,211.93	3,296.00	4,915.93	5,650.00	(2,561.93)
5003 - Annual Meetings	0.00	8.00	(8.00)	0.00	58.00	(58.00)	100.00	100.00
5015 - Bank Charges	0.00	0.00	0.00	84.35	0.00	84.35	0.00	(84.35)
5020 - F&S: State Corp & Water System Fee	0.00	36.00	(36.00)	0.00	251.00	(251.00)	430.00	430.00
5027 - Social Events: Labor Day BBQ	0.00	33.00	(33.00)	0.00	233.00	(233.00)	400.00	400.00
5030 - Fixed Expenses: Rentals	0.00	192.00	(192.00)	0.00	1,342.00	(1,342.00)	2,300.00	2,300.00
5035 - F&S: Water Assoc. Membership Expe	0.00	13.00	(13.00)	0.00	88.00	(88.00)	150.00	150.00

-		Current Period -		——— Year to Date (7 months) ———		Annual	Budget	
_	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<u>Expense</u>								
Administrative								
5040 - F&S: Burn Permit	0.00	13.00	(13.00)	0.00	93.00	(93.00)	160.00	160.00
5045 - F&S: Septic Services	0.00	38.00	(38.00)	0.00	263.00	(263.00)	450.00	450.00
5050 - Emergency Response Team	0.00	83.00	(83.00)	0.00	583.00	(583.00)	1,000.00	1,000.00
5105 - Reserve Studies	0.00	667.00	(667.00)	0.00	4,667.00	(4,667.00)	8,000.00	8,000.00
5110 - Park Computer	0.00	125.00	(125.00)	0.00	875.00	(875.00)	1,500.00	1,500.00
5195 - Other Administrative Services	0.00	0.00	0.00	1,611.07	0.00	1,611.07	0.00	(1,611.07)
Total Administrative	2,179.15	1,679.00	500.15	9,907.35	11,749.00	(1,841.65)	20,140.00	10,232.65
Communications								
5215 - Postage	0.00	0.00	0.00	9.09	0.00	9.09	0.00	(9.09)
Total Communications	0.00	0.00	0.00	9.09	0.00	9.09	0.00	(9.09)
Payroll & Benefits								
5300 - Park Caretaker Salary	5,427.37	4,792.00	635.37	32,343.48	33,542.00	(1,198.52)	57,500.00	25,156.52
5302 - Assistant Caretaker Salary	2,448.36	4,083.00	(1,634.64)	26,426.76	28,583.00	(2,156.24)	49,000.00	22,573.24
5304 - Park Administrator Salary	0.00	833.00	(833.00)	0.00	5,833.00	(5,833.00)	10,000.00	10,000.00
5318 - Water Quality Manager Salary	0.00	417.00	(417.00)	0.00	2,917.00	(2,917.00)	5,000.00	5,000.00
5320 - Caretaker Training	0.00	42.00	(42.00)	0.00	292.00	(292.00)	500.00	500.00
5322 - Standby Caretaker Salary	0.00	583.00	(583.00)	0.00	4,083.00	(4,083.00)	7,000.00	7,000.00
5335 - Admin Travel	0.00	54.00	(54.00)	0.00	379.00	(379.00)	650.00	650.00
5340 - Payroll Taxes	3,318.98	1,792.00	1,526.98	23,796.87	12,542.00	11,254.87	21,500.00	(2,296.87)
6315 - Employee Uniform Allowance	0.00	83.00	(83.00)	0.00	583.00	(583.00)	1,000.00	1,000.00
Total Payroll & Benefits	11,194.71	12,679.00	(1,484.29)	82,567.11	88,754.00	(6,186.89)	152,150.00	69,582.89
Insurance								
5400 - Insurance Premiums	0.00	1,000.00	(1,000.00)	0.00	7,000.00	(7,000.00)	12,000.00	12,000.00
Total Insurance	0.00	1,000.00	(1,000.00)	0.00	7,000.00	(7,000.00)	12,000.00	12,000.00
Utilities								
6005 - Propane: Water Source Pump - Tk #1	0.00	42.00	(42.00)	48.41	292.00	(243.59)	500.00	451.59

_	(Current Period -		Year to Date (7 months)		Annual	Budget	
_	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<u>Expense</u>								
Utilities								
6010 - Propane: Restrooms - Tk #3	0.00	125.00	(125.00)	0.00	875.00	(875.00)	1,500.00	1,500.00
6015 - Propane: Cement Tank - Tk #4	0.00	42.00	(42.00)	0.00	292.00	(292.00)	500.00	500.00
6017 - Propane: Office - Tk #5	0.00	83.00	(83.00)	0.00	583.00	(583.00)	1,000.00	1,000.00
6020 - Propane: Headquarters - Tk #7	0.00	333.00	(333.00)	0.00	2,333.00	(2,333.00)	4,000.00	4,000.00
6025 - Water: Treatment & Testing	89.93	292.00	(202.07)	89.93	2,042.00	(1,952.07)	3,500.00	3,410.07
6035 - Trash and Recycling Service	419.52	417.00	2.52	2,693.52	2,917.00	(223.48)	5,000.00	2,306.48
6050 - Park: Internet/phone	289.40	458.00	(168.60)	1,534.06	3,208.00	(1,673.94)	5,500.00	3,965.94
6060 - Water: Diesel Fuel - Pumphse - Tk #2	0.00	333.00	(333.00)	7,563.26	2,333.00	5,230.26	4,000.00	(3,563.26)
6065 - Water: General Maintenance	0.00	750.00	(750.00)	0.00	5,250.00	(5,250.00)	9,000.00	9,000.00
6070 - Water: Systems Upgrades	0.00	833.00	(833.00)	1,701.85	5,833.00	(4,131.15)	10,000.00	8,298.15
6075 - Water: Engineering Study & Second V	0.00	583.00	(583.00)	0.00	4,083.00	(4,083.00)	7,000.00	7,000.00
Total Utilities	798.85	4,291.00	(3,492.15)	13,631.03	30,041.00	(16,409.97)	51,500.00	37,868.97
Operations								
5198 - Contingency	0.00	333.00	(333.00)	0.00	2,333.00	(2,333.00)	4,000.00	4,000.00
6300 - Permits & Licenses	0.00	0.00	0.00	(8.46)	0.00	(8.46)	0.00	8.46
Total Operations	0.00	333.00	(333.00)	(8.46)	2,333.00	(2,341.46)	4,000.00	4,008.46
Contracted Services								
6430 - Janitorial Services	0.00	0.00	0.00	640.14	0.00	640.14	0.00	(640.14)
Total Contracted Services	0.00	0.00	0.00	640.14	0.00	640.14	0.00	(640.14)
Repair & Maintenance								
6505 - Roads: Surface Material	0.00	1,000.00	(1,000.00)	0.00	7,000.00	(7,000.00)	12,000.00	12,000.00
6510 - Roads: Culverts, Bridges & Gates	0.00	208.00	(208.00)	3,075.00	1,458.00	1,617.00	2,500.00	(575.00)
6520 - Roads: Grading & Ditching	0.00	42.00	(42.00)	0.00	292.00	(292.00)	500.00	500.00
6525 - Serv Equip: Equipment Serv & Licens	0.00	167.00	(167.00)	0.00	1,167.00	(1,167.00)	2,000.00	2,000.00
6535 - Serv Equip: Tools&Small Equip Purch	163.98	292.00	(128.02)	1,582.35	2,042.00	(459.65)	3,500.00	1,917.65
6540 - Roads: Special Road Projects	0.00	83.00	(83.00)	0.00	583.00	(583.00)	1,000.00	1,000.00

-		Current Period -		Year to Date (7 months)		Annual	Budget	
_	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
<u>Expense</u>								
Repair & Maintenance								
6550 - Serv Equip: Large Equipment Rentals	0.00	500.00	(500.00)	0.00	3,500.00	(3,500.00)	6,000.00	6,000.00
6555 - Serv Equip: Equipment Maintenance	0.00	333.00	(333.00)	158.00	2,333.00	(2,175.00)	4,000.00	3,842.00
6600 - General Repair & Maintenance	1,925.37	0.00	1,925.37	10,339.69	0.00	10,339.69	0.00	(10,339.69)
6601 - Park Facil & Maint: Supplies	0.00	208.00	(208.00)	515.67	1,458.00	(942.33)	2,500.00	1,984.33
6615 - Park Facil. & Maint: Facilities Projects	0.00	83.00	(83.00)	0.00	583.00	(583.00)	1,000.00	1,000.00
6660 - Park Facil.&Maint:Facilities Maintenar	0.00	167.00	(167.00)	0.00	1,167.00	(1,167.00)	2,000.00	2,000.00
6685 - Park Facil. & Maint: Parks & Grounds	0.00	125.00	(125.00)	2,582.30	875.00	1,707.30	1,500.00	(1,082.30)
6770 - Serv Equip-Fuel: Gasoline- Service Tr	658.58	500.00	158.58	2,195.78	3,500.00	(1,304.22)	6,000.00	3,804.22
6775 - Serv Equip-Fuel: Diesel - Backhoe - T	133.03	208.00	(74.97)	4,394.72	1,458.00	2,936.72	2,500.00	(1,894.72)
6780 - Serv Equip-Fuel: Small Equipment Fu	0.00	38.00	(38.00)	0.00	263.00	(263.00)	450.00	450.00
6795 - Serv Equip-Fuel:Diesl-Caretaker Res-	0.00	0.00	0.00	141.64	0.00	141.64	0.00	(141.64)
Total Repair & Maintenance	2,880.96	3,954.00	(1,073.04)	24,985.15	27,679.00	(2,693.85)	47,450.00	22,464.85
Professional Services								
7000 - Audit & Tax Services	0.00	125.00	(125.00)	808.78	875.00	(66.22)	1,500.00	691.22
7005 - Certified Water Manager Services	270.50	275.00	(4.50)	1,623.00	1,925.00	(302.00)	3,300.00	1,677.00
7020 - Legal Services	246.10	625.00	(378.90)	6,896.60	4,375.00	2,521.60	7,500.00	603.40
7040 - Management Fees	7,980.00	8,233.00	(253.00)	55,860.00	57,633.00	(1,773.00)	98,800.00	42,940.00
Total Professional Services	8,496.60	9,258.00	(761.40)	65,188.38	64,808.00	380.38	111,100.00	45,911.62
Taxes								
9000 - Federal Income Tax	0.00	42.00	(42.00)	0.00	292.00	(292.00)	500.00	500.00
9015 - Property/Real Estate Tax	0.00	21.00	(21.00)	0.00	146.00	(146.00)	250.00	250.00
Total Taxes	0.00	63.00	(63.00)	0.00	438.00	(438.00)	750.00	750.00

		Current Period -		——— Year to Date (7 months) ———		Annual	Budget	
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Expense			_	-				
Other Expenses								
9105 - Reserve Contribution Expense	2,416.67	2,417.00	(0.33)	16,916.68	16,917.00	(0.32)	29,000.00	12,083.32
Total Other Expenses	2,416.67	2,417.00	(0.33)	16,916.68	16,917.00	(0.32)	29,000.00	12,083.32
Total Operating Expense	27,966.94	35,674.00	(7,707.06)	213,836.47	249,719.00	(35,882.53)	428,090.00	214,253.53
Total Operating Income / (Loss)	10,033.05	1.00	10,032.05	40,819.49	1.00	40,818.49	0.00	(40,819.49)

Income Statement Report Cascade River Community Club Reserves

-	Current Period ————			Year to Date (7 months)			Annual	Budget
_	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Remaining
Income								
Investment Income								
4905 - Reserve Contribution Income	2,416.67	2,417.00	(0.33)	16,916.68	16,917.00	(0.32)	29,000.00	12,083.32
4910 - Interest Earned - Reserve Accounts	23.13	0.00	23.13	150.89	0.00	150.89	0.00	(150.89)
Total Investment Income	2,439.80	2,417.00	22.80	17,067.57	16,917.00	150.57	29,000.00	11,932.43
Total Reserves Income	2,439.80	2,417.00	22.80	17,067.57	16,917.00	150.57	29,000.00	11,932.43
<u>Expense</u>								
Reserve Expenses								
9800 - Dedicated Funds: Equip Replace Fun	0.00	333.00	(333.00)	0.00	2,333.00	(2,333.00)	4,000.00	4,000.00
9830 - Dedicated Funds: Bernhard Bridge Fu	0.00	1,375.00	(1,375.00)	0.00	9,625.00	(9,625.00)	16,500.00	16,500.00
9900 - Dedicated Funds: Water Developmen	0.00	583.00	(583.00)	0.00	4,083.00	(4,083.00)	7,000.00	7,000.00
9906 - Dedicated Funds: New Equip Fund	0.00	125.00	(125.00)	0.00	875.00	(875.00)	1,500.00	1,500.00
Total Reserve Expenses	0.00	2,416.00	(2,416.00)	0.00	16,916.00	(16,916.00)	29,000.00	29,000.00
Total Reserves Expense	0.00	2,416.00	(2,416.00)	0.00	16,916.00	(16,916.00)	29,000.00	29,000.00
Total Reserves Income / (Loss)	2,439.80	1.00	2,438.80	17,067.57	1.00	17,066.57	0.00	(17,067.57)
Total Association Net Income / (Loss)	12,472.85	2.00	12,470.85	57,887.06	2.00	57,885.06	0.00	(57,887.06)