

**Treasurer's Report**  
**Knoll's/Ravenna Hills HOA**  
**Month of: December 31, 2018**

To Board Members,

This report will outline the activities conducted by the Treasurer in regards to the financial documents and banking transactions with Home Loan State Bank (Stephanie Bear) and Accounting CPA firm Les McPherson Consulting and Professional Accounting and bookkeeper representative (Shannon Padilla).

**Banking**

Home Loan State Bank:

Bank account statements for month ending December 31, 2018 for both HOA's were obtained for accounts 8301, 8402, 8401, 8402, and 9901. Accounts 9902 and 10001 are interest only accounts and have been updated thru September 28, 2018 for cash management purposes

The electronic bank transfers to Capital Reserve, Street Funds and RH dues to KN were transacted for the month of November.

Each account was reviewed and all activity was updated to the cash analysis spreadsheet.

**Financial Document Review**  
**(Knolls & Ravenna Hills)**  
**December 31, 2018**

The following reports were received from McPherson Consulting and Professional Accounting via email from Les McPherson, CPA, CGMA for month ending December 31, 2018 for both HOA's.

Balance Sheet  
General Ledger  
Statement of Income A  
Statement of Income B  
Schedule 1 – Multi-period Statement of Income  
Schedule 2 – Statement of Income Budget vs. Actual  
Trial Balance  
A/R Aging Summary  
A/P Aging Report  
Chart of Accounts December 2018  
Contact List Knolls/Ravenna Hills

**Balance Sheet**

Final Balance Sheets for both HOA's were reviewed and found to be reported and supported by the general ledger activity analysis for his reporting period ending December 31, 2018.

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**Statement of Income -Knolls**

The month of December profit of \$4,106 was virtually in line of budget projection of \$4,252.

Year to-date December profit of \$5,870 was higher than budget projection of \$4,326 due primarily due to expenses occurring lower than past historical costs in areas that fluxuate based on estimates of such an expense happening in some years and not in other years. The actual costs was lower than budgeted expenses for grounds maintenance, snow removal, pond 2 dredging and electricity offsetting the unanticipated expenses to cover the cost of purchasing pumps that are stored in the pump house for future availability.

The remaining partial payment for past HOA dues was received leaving a credit of \$1 of overpayment.

Bray HOA Management Company will be forwarded the Knolls November Financial Statements for posting to our webpage.

Cash was sufficient to cover the 2018 budgeted expenses, unbudgeted expense (pumps), from HOA dues received and Ravenna Hills Assessments dues paid to Knolls Master Association of common area 28% for the year.

**Statement of Income – Ravenna Hills**

The month of December profit of \$1,279 was impacted by the accrual of \$4,000 accrued for CCR update expenses that will be forthcoming in the upcoming year. The snow removal costs exceeded budget for December that contributed to the lower profit than originally budgeted.

Year to-date December profit of \$3,811 was higher than budget projection of \$2,748 due primarily due to expenses occurring lower for budget expectations of fence repairs, maintenance and ground maintenance which helped offset the purchase costs of the pumps this past summer. The income received from transfer fees by \$804 for the year increased not only the profit margin but increased the cash operating account prior to transfer to capital reserve accounts to be completed in the upcoming year.

Bray HOA Management Company will be forwarded the Ravenna Hills November Financial Statements for posting to our webpage.

Cash was sufficient to cover budgeted expenses, unbudgeted expenses (pumps) and the absorption of all cash transfers to the Knolls Master Association and the Capital Reserve accounts.

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**Other**

With the turnover of the Liaison duties to Bray HOA Management, the intensive review of Reserve Accounts will be conducted to determine a path to close the gap of covering the cost of replacement of assets identified in the Reserve Study. Our current contribution covers only 50% of the replacement costs per board direction in years past.

The other project to be undertaken will be the review of Ravenna Hills common areas contract, working with Bookcliff Gardens, to ensure that a portion of RH common areas is compensated by the Knolls homeowners as is currently done in the 28% funds transferred each month to the Knolls Master Association for their common areas portion of costs.

Another review will be conducted to determine the impact of budgeted RH assessments is compared to actual expense incurred to ensure any over/under is confirmed of not being material to these fees transferred each month currently.

Respectfully submitted

Bob Bishop  
Treasurer  
01-10-2019