

AVALON VILLAGE OWNERS ASSOCIATION

FINANCE COMMITTEE MEETING

Monday, May 11, 2020 – 10am

AGENDA

1. Call to Order
2. Approval of March 9, 2020 Finance Committee Minutes
3. Financial Summary
4. Balance Sheet
5. Operating Account
 - a) Current cash balance
 - b) Income, expense, and variances from budget
6. Reserve Account
 - a) Current cash balance
 - b) Income, expense, and variances from budget
 - c) Status of loan to operations for April real estate tax payment to town of Hampden
 - d) Tractor loan balance
7. New Vehicle
8. Questions and/or other discussion
9. Future Finance Committee meeting dates:
Monday, 07/13/2020 at 10am?
10. Adjournment

**Avalon Village Owners Association
Balance Sheet
As of April 30, 2020**

	Apr 30, 20	Apr 30, 19
ASSETS		
Current Assets		
Checking/Savings		
Avalon Owners Association		
FNB Operating Account -54410735	21,405.35	2,129.40
Reserve Fund Accounts		
FNB Reserve Checking-54410727	66,914.49	65,109.72
Certificates of Deposit		
Reserve CD-36005173 (FN 4/3/22)	274,266.90	268,837.78
Reserve CD-20 (MSB 8/1/23)	38,492.52	37,561.85
Total Certificates of Deposit	312,759.42	306,399.63
Total Reserve Fund Accounts	379,673.91	371,509.35
Savings Account (5753-00)	10.64	10.64
Savings Balance	14.34	14.34
Savings Account (5753-00) - Other	24.98	24.98
Total Avalon Owners Association	401,104.24	373,663.73
Total Checking/Savings	401,104.24	373,663.73
Accounts Receivable	-3,525.18	-5,816.82
Accounts Receivable	-3,525.18	-5,816.82
Total Accounts Receivable	-3,525.18	-5,816.82
Other Current Assets		
Reserve due from Oper (Tractor)	22,092.03	25,392.03
Undeposited Funds	5.00	5,514.08
Total Other Current Assets	22,097.03	30,906.11
Total Current Assets	419,676.09	398,753.02
Fixed Assets		
Accumulated Depreciation	-7,176,442.50	-6,878,096.10
Buildings	11,942,995.26	11,942,995.26
Company Vehicles		
Avalon Bus	44,354.41	44,354.41
John Deere Tractor	40,992.03	40,992.03
Maintenance Truck	20,775.95	20,775.95
Total Company Vehicles	106,122.39	106,122.39

**Avalon Village Owners Association
Balance Sheet
As of April 30, 2020**

	Apr 30, 20	Apr 30, 19
Lawn Mower	5,563.95	5,563.95
Wide screen television	1,861.72	1,861.72
Total Fixed Assets	4,880,100.82	5,178,447.22
TOTAL ASSETS	5,299,776.91	5,577,200.24
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	-62.20	-262.20
Operating Accounts	-62.20	-262.20
Total Accounts Payable	-62.20	-262.20
Total Accounts Payable	-62.20	-262.20
Other Current Liabilities	22,092.03	25,392.03
Oper due to Reserve (Tractor)	22,092.03	25,392.03
Total Other Current Liabilities	22,092.83	25,129.83
Total Current Liabilities	22,029.83	25,129.83
Equity		
Common Stock	11,913,521.35	11,913,521.35
Retained Earnings	-6,622,044.03	-6,211,602.30
Net Income	-13,730.24	-149,848.64
Total Equity	5,277,747.08	5,552,070.41
TOTAL LIABILITIES & EQUITY	5,299,776.91	5,577,200.24

Avalon Village Owners Association

Profit & Loss Budget vs. Actual - No Reserves, Collapsed

January through April 2020

	Jan - Apr 20	Budget	\$ Over Bud...
Ordinary Income/Expense			
Income			
Monthly Fee--Operations	194,187.33	193,509.00	678.33
Monthly Fee-- Tax Escrow	53,716.08	53,541.00	175.08
Total Income	<u>247,903.41</u>	<u>247,050.00</u>	<u>853.41</u>
Gross Profit	247,903.41	247,050.00	853.41
Expense			
Bank Service Charges	140.00		
Contingency	0.00	2,666.72	-2,666.72
Activities/Community Relations	1,029.76	2,196.72	-1,166.96
Casualty Loss	9,302.40		
Insurance	9,920.31	10,233.75	-313.44
Land Lease	16,839.68	16,839.64	0.04
Maintenance	21,674.71	33,444.07	-11,769.36
Management Fees	20,019.68	20,019.68	0.00
Manor House Support	4,760.00	4,760.00	0.00
Office Expense	2,943.58	2,046.32	897.26
Personnel Expense	66,810.63	64,019.00	2,791.63
Professional Fees	387.50	1,000.00	-612.50
Service Calls	11,180.90	9,206.96	1,973.94
Taxes	80,311.38	80,311.50	-0.12
Transportation	363.66	6,398.00	-6,034.34
Utilities	10,358.81	11,042.32	-683.51
Total Expense	<u>256,043.00</u>	<u>264,184.68</u>	<u>-8,141.68</u>
Net Ordinary Income	<u>-8,139.59</u>	<u>-17,134.68</u>	<u>8,995.09</u>
Net Income	<u><u>-8,139.59</u></u>	<u><u>-17,134.68</u></u>	<u><u>8,995.09</u></u>

Avalon Village Owners Association
Reserve Budget vs. Actual
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income	1,606.34	23,216.68	72.97
Interest Income	23,289.65	23,216.68	1,679.31
Monthly Fee--Funded Reserves	24,895.99	23,216.68	1,679.31
Total Income	24,895.99	23,216.68	1,679.31
Gross Profit	24,895.99	23,216.68	1,679.31
Expense			
Service Calls	1,858.36		
Replacement Reserve Expense	4,260.92		
Other	10,112.04		
Paint	10,251.56		
Flooring	26,482.88		
Appliances	26,482.88		
Total Replacement Reserve Expense	26,482.88		
Total Service Calls	26,482.88		
Total Expense	26,482.88		
Net Ordinary Income	-1,586.89	23,216.68	-24,803.57
Net Income	-1,586.89	23,216.68	-24,803.57

Avalon Village Owners Association
Balance Sheet
 As of April 30, 2020

	Apr 30, 20	Apr 30, 19
ASSETS		
Current Assets		
Checking/Savings		
Avalon Owners Association	66,914.49	65,109.72
Reserve Fund Accounts		
FNB Reserve Checking-544410727	274,266.90	268,837.78
Certificates of Deposit	38,492.52	37,561.85
Reserve CD-36005173 (FN 4/3/22)		
Reserve CD-20 (MSB 8/1/23)	312,759.42	306,399.63
Total Certificates of Deposit	312,759.42	306,399.63
Total Reserve Fund Accounts	379,673.91	371,509.35
Total Avalon Owners Association	379,673.91	371,509.35
Total Checking/Savings	379,673.91	371,509.35
Total Current Assets	379,673.91	371,509.35
TOTAL ASSETS	379,673.91	371,509.35
LIABILITIES & EQUITY	0.00	0.00

Avalon Village Owners Association
Profit & Loss Budget vs. Actual - No Reserves, Expanded
January through April 2020

	Jan - Apr 20	Budget	\$ Over Bud....
Ordinary Income/Expense			
Income			
Monthly Fee—Operations	194,187.33	193,509.00	678.33
Monthly Fee— Tax Escrow	53,716.08	53,541.00	175.08
Total Income	247,903.41	247,050.00	853.41
Gross Profit	247,903.41	247,050.00	853.41
Expense			
Bank Service Charges	140.00	2,666.72	-2,666.72
Contingency	0.00		
Activities/Community Relations	1,029.76	2,196.72	-1,166.96
Total Activities/Community Relations	1,029.76	2,196.72	-1,166.96
Casualty Loss	9,302.40		
Insurance			
Property	7,964.04	8,207.25	-243.21
Umbrella	631.34	663.50	-32.16
Vehicles	543.85	560.50	-16.65
Directors & Officers	776.00	796.50	-20.50
Service Fee	5.08	6.00	-0.92
Total Insurance	9,920.31	10,233.75	-313.44
Land Lease	16,839.68	16,839.64	0.04
Maintenance			
Winter Maintenance	873.22		
Snowblower	1,191.54	1,000.00	191.54
Salt & Calcium Purchases	3,571.43	6,008.31	-2,436.88
Plowing Contractors	6,596.21	7,466.63	-870.42
Salt/Calcium Contractors	0.00	4,822.17	-4,822.17
Snow Removal Contractors			
Total Winter Maintenance	12,232.40	19,297.11	-7,064.71
Spring/Summer			
Lawn & Garden	2,768.57	0.00	2,768.57
Landscape Maintenance	2,768.57	0.00	2,768.57
Total Lawn & Garden	2,768.57	0.00	2,768.57
Total Spring/Summer	2,768.57	0.00	2,768.57
Gasoline/Diesel	174.89	874.32	-699.43

Avalon Village Owners Association
Profit & Loss Budget vs. Actual - No Reserves, Expanded
 January through April 2020

	Jan - Apr 20	Budget	\$ Over Bud...
Repair/Maintenance			
Pest Control	796.00	1,343.32	-547.32
Miscellaneous Maint. & Repair	318.00	4,918.32	-4,600.32
Total Repair/Maintenance	1,114.00	6,261.64	-5,147.64
Trash Removal & Recycling	3,244.09	2,876.68	367.41
Maintenance Supplies & Parts			
Lawn & Garden Supplies			
Fertilizer, Lime, Grass Seed	0.00	200.00	-200.00
Total Lawn & Garden Supplies	0.00	200.00	-200.00
Misc. Maintenance Supplies/Parts	1,828.42	3,157.00	-1,328.58
Total Maintenance Supplies & Parts	1,828.42	3,357.00	-1,528.58
Truck/Tractor Expense	312.34	777.32	-464.98
Total Maintenance	21,674.71	33,444.07	-11,769.36
Management Fees	20,019.68	20,019.68	0.00
Manor House Support	4,760.00	4,760.00	0.00
Office Expense			
Office Supplies	531.25	166.68	364.57
Postage	203.50	89.32	114.18
Copier Expenses	821.19	788.32	32.87
Telecom & Internet Expenses	1,387.64	1,002.00	385.64
Total Office Expense	2,943.58	2,046.32	897.26
Personnel Expense			
Health Insurance	3,512.90	2,880.00	632.90
Staffing Costs	49,425.32	49,425.32	0.00
Payroll Taxes	7,413.68	7,413.68	0.00
On Call Maintenance			
Winter Maintenance Personnel	6,458.73	4,300.00	2,158.73
Total On Call Maintenance	6,458.73	4,300.00	2,158.73
Total Personnel Expense	66,810.63	64,019.00	2,791.63
Professional Fees			
Accounting	387.50	500.00	-112.50
Legal Fees	0.00	500.00	-500.00
Total Professional Fees	387.50	1,000.00	-612.50

Avalon Village Owners Association
Profit & Loss Budget vs. Actual - No Reserves, Expanded
January through April 2020

	Jan - Apr 20	Budget	\$ Over Bud...
Service Calls			
Pump Station Maintenance	199.72	1,333.32	-1,133.60
Furnace Service Plans	5,479.30	5,000.00	479.30
Furnace/Heating System	1,021.04	533.32	487.72
Repair (Other)	4,480.84	2,340.32	2,140.52
Total Service Calls	11,180.90	9,206.96	1,973.94
Taxes			
Property	80,311.38	80,311.50	-0.12
Total Taxes	80,311.38	80,311.50	-0.12
Transportation			
Bus refurbishment/replacement	0.00	5,403.00	-5,403.00
Driving	363.66	433.32	-69.66
Fuel & Maintenance (Bus)	0.00	561.68	-561.68
Total Transportation	363.66	6,398.00	-6,034.34
Utilities			
Cable TV	8,570.32	8,470.00	100.32
Common Electric	822.57	1,138.32	-315.75
Hydrants	866.02	1,434.00	-567.98
Water	99.90	0.00	99.90
Total Utilities	10,358.81	11,042.32	-683.51
Total Expense	256,043.00	264,184.68	-8,141.68
Net Ordinary Income	-8,139.59	-17,134.68	8,995.09
Net Income	<u>-8,139.59</u>	<u>-17,134.68</u>	<u>8,995.09</u>

**Avalon Village Owners Association
 Transactions by Account
 As of April 30, 2020**

Type	Date	Memo	Paid Amount	Balance
Avalon Owners Association				
Reserve Fund Accounts				
FNB Reserve Checking-54410727				
General Journal	01/17/2020	Final repayment on fall 2019 real estate tax loan	28,000.00	70,531.67
Transfer	01/31/2020	Monthly reserve transfer	5,804.17	70,531.67
Transfer	01/31/2020	Replacement Reserve Expenses thru 1-31-20	-13,150.51	98,531.67
Deposit	01/31/2020	Interest	24.86	104,335.84
Transfer	02/28/2020	Replace expense thru 2/28/20	-12,666.35	91,185.33
Transfer	02/28/2020	Monthly reserve transfer	5,804.17	91,210.19
Deposit	02/29/2020	Interest	25.17	78,543.84
Transfer	03/16/2020	Loan from Reserves to Operating for Real Estate...	-42,000.00	84,373.18
Transfer	03/30/2020	Monthly Reserve Acct Transfer	5,804.17	42,373.18
Transfer	03/30/2020	Tractor Loan Jan-Mar 2020	900.00	48,177.35
Deposit	03/31/2020	Interest	18.71	49,077.35
Transfer	04/30/2020	Monthly Reserve Fund transfer	5,804.17	49,096.06
Transfer	04/30/2020	Repayment on loan for property taxes	12,000.00	54,900.23
Deposit	04/30/2020	Interest	14.26	66,900.23
Total FNB Reserve Checking-54410727				
Total Reserve Fund Accounts			-3,617.18	66,914.49
Total Avalon Owners Association				
TOTAL			-3,617.18	66,914.49

**AVALON VILLAGE FINANCIAL SUMMARY – CASH BASIS
AS OF 4/30/2020**

	Year-to-Date As Of 04/30/2020	2020 Annual Budget	Year End As Of 12/31/2019	Year End As Of 12/31/2018	Year End As Of 12/31/2017	Year End As Of 12/31/2016
Operations Without Reserves¹						
Income	247,903.41	741,150.00	733,421.89	677,560.06	639,337.15	645,993.41
Expense	256,043.00	741,150.00	704,839.61	692,830.83	629,307.90	642,039.80
Income Minus Expense	-8,139.59		28,582.28	-15,270.77	10,029.25	3,953.61
Checking Account Balance ²	21,430.33		29,505.95	25,340.13	21,931.79	600.11
Reserves						
Income ³	24,895.99	69,650.00	73,401.49	71,804.91	67,710.47	65,693.33
Expense	26,482.88	69,650.00	67,758.69	48,236.34	85,841.01	41,360.70
Income Minus Expense	-1,586.89		5,642.80	23,568.57	-18,130.54	24,332.63
Checking Account Balance	66,914.49		70,531.67	44,725.66	49,621.77	241,468.18
CD Balance ⁴	312,759.42		310,346.01	304,232.84	297,595.10	136,919.65
Total Cash	379,673.91		380,877.68	348,958.50	347,216.87	378,387.83
Needed Reserve Balance Based on Reserve Study ⁵		410,093.00	423,840.00	470,612.00	476,980.00	449,876.00
Tractor Repayment	900.00	3,600.00	4,200.00	4,800.00	3,600.00	
Recapture of Reserve Funds	0.00	0.00	12,961.21	14,000.04		
Tax Loan Balance	30,000.00		28,000.00	43,000.00		
Tractor Loan Balance	22,092.03		22,992.03	27,192.03	31,992.03	35,592.03
Totals⁶						
Income	272,799.40	810,800.00	806,823.38	749,364.97	707,047.62	711,686.74
Expense	282,525.88	810,800.00	772,598.30	741,067.17	715,148.91	683,400.50
Income Minus Expense	-9,726.48		34,225.08	8,297.80	-8,101.29	28,286.24
Checking Account Balance	88,344.82		100,037.62	70,065.79	71,553.56	242,068.29
CD Balance	312,759.42		310,346.01	304,232.84	297,595.10	136,919.65
Total Cash	401,104.24		410,383.63	374,298.63	369,148.66	378,987.94

¹Includes Basic Service Fees and Property Tax Fees.

²Includes a small amount in savings accounts.

³Includes Reserve Contribution Fee and Interest Income.

⁴2016 balance includes \$36,220.32 in a CD and \$100,699.33 in a savings account.

⁵These figures are based on a 2014 Reserve Study for 2016 – 2018 and a 2018 Reserve Study for 2019 – 2020.

⁶Operations plus Reserves