

# Crystal Falls Association

## Monthly Treasurer's Report For the Month of December 2017

OPERATING FUNDS - West America Checking 9245

**CHECKING ACCOUNT BEGINNING BALANCE (November 30, 2017)**

**\$9,751.36**

INCOME (Deposits)

<u>Description</u>	<u>Amount</u>
Membership Dues Collected	\$8,305.00
Horse Boarding Income	\$1,868.00
Clubhouse Rental Collected	\$305.00
<b>Interest Income:</b>	
10% Late Charge Penalty	179.49
12% Per Annum Finance Charges Billed	86.41
Interest Income from Bank	<u>0.83</u>
	\$266.73
Lien Fees Billed / Lien Release Fee Received	\$250.00
TUD Reimbursement	\$2,035.00
Replacement Key Cards (Lost Key Card)	\$50.00
Convenience Fee (Credit Card Charge)	\$27.26
Refund from the credit card processing co.	\$25.44
Transfer Fees	\$600.00
Garden Deposits	<u>\$25.00</u>
<b>TOTAL INCOME (Deposits)</b>	<b><u>\$13,757.43</u></b>

WEB TRANSFERS TO CHECKING ACCOUNT (Deposits)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/01/17	Transfer from Insurance Funds - To Pay Monthly Contribution	\$645.02
12/08/17	Transfer from Insurance Funds	\$300.00
12/19/17	Transfer from Reserve Funds - To Pay 2017 Long Term Spending	<u>\$1,727.85</u>
<b>Total Web Transfer (Deposits)</b>		<b><u>\$2,672.87</u></b>

**TOTAL INCOME AND DEPOSITS TO OPERATING FUNDS**

**\$16,430.30**

OPERATING EXPENSES

CHECKS WRITTEN - CLEARED

<u>Check No.</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
17115	Adam's Stirling	Legal Fees	\$1,453.00
17121	ABS Direct Inc.	Mailing Election Ballots	\$197.19
17122	AT&T	Barn Telephone	\$111.89
17123	PG&E	All locations	\$678.54
17124	Sierra Instant Printing	Printing Services	\$256.98
17125	Tidy Tech	Janitorial Supplies	\$37.32

17126	Cash	Notary Fee, Mileage Reimbursement	\$135.09
17127	Cash	Reload Walmart Prepaid Card <i>*See details on page 7</i>	\$361.77
17128	Paycheck	Employee Payroll	\$1,496.86
17129	Paycheck	Employee Payroll	\$82.31
17130	Paycheck	Employee Payroll	\$149.75
17131	Paycheck	Employee Payroll	\$164.90
17132	Paycheck	Employee Payroll	\$1,702.08
17133	Tuolumne County Recorder	Lien Release Fee	\$34.00
17134	Paycheck	Employee's Payroll	\$1,492.81
17135	Paycheck	Employee's Payroll	\$65.84
17136	Paycheck	Employee's Payroll	\$109.16
17137	Paycheck	Employee's Payroll	\$247.49
17138	Paycheck	Employee's Payroll	\$1,515.28
17139	See's Candy	Gift for the 2017 outgoing board	\$60.00
17140	Catherine James	Election Counting	\$120.00
17141	ABS Direct Inc.	Postage Prepay for 01/01/18 Billing Mailing	\$350.00
17142	Cash	Notary Fee, Mileage Reimbursement	\$146.33
17159	Lois Alameda	Notary Fee for Liens	\$120.00
17160	Cash	Notary Fee, Mileage Reimbursement	\$86.22
17162	Paycheck	Employee's Payroll	\$1,490.60
<b>Total Checks Cleared</b>			<b>\$12,665.41</b>

OTHER WITHDRAWALS / BANK FEES

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/01/17	AT&T - Clubhouse Telephone	\$114.13
12/04/17	Bank Credit Card Processes Fee in November	\$52.24
12/05/17	Insurance Liability Payment	\$645.02
12/06/17	Annual Payroll Subscription to Quickbooks	\$400.00
12/07/17	AT&T - Gym Modem and Telephone	\$51.46
12/15/17	Payroll Taxes for November	\$2,401.50
12/26/17	Kubota Tractor Payment (Payment # 58 of 60)	\$347.71
12/29/17	Transfer to Insurance Fund for monthly contribution	\$1,000.00
<b>Total Withdrawals and Fees</b>		<b>\$5,012.06</b>

**TOTAL OPERATING EXPENSES AND WITHDRAWALS**

**\$17,677.47**

**TOTAL CHECKING ACCOUNT AS OF DECEMBER 29, 2017**

**\$8,504.19**

CHECKS WRITTEN - UNCLEARED

<u>Check No.</u>	<u>Payable To</u>	<u>Description</u>	<u>Amount</u>
17144	ABS Direct Inc.	Annual Budget Disclosure Mailing	\$258.58
17145	Adam's Stirling	Legal Fees	\$1,104.00
17146	Anchor Pest Control	Pest Control Inspection, Quarterly	\$300.00
17147	AT&T	Barn, Telephone, Clubhouse, Upperlake	\$288.86
17148	Bolton Feed	Horse Treats	\$22.73
17149	Browning Reserve	Annual Reserve Study Update & Disclosures	\$250.00

17150	Outlaw Security	Alarm System Service & Monitoring, Nov. & Dec	\$230.00
17151	Personnel Concepts	Personnel Compliance Posters for Barn	\$361.63
17152	PG&E	All locations	\$577.07
17153	Reich's Outpost	Gasoline for Association's Truck	\$46.20
17154	Sierra Instant Printing	Printing Services	\$395.28
17155	Tidy Tech	Janitorial Supplies	\$37.32
17156	TUD	Sewer for the clubhouse	\$43.00
17157	State Compensation	Workmans Comp	\$872.17
17158	Cardmember Service	Credit card minimum payment (Prev. Bal. \$5,109.17)	\$119.00
Autopay	Waste Management	Garbage/Dumpster - All locations	\$396.99
Autopay	AT&T	Office Telephone	\$106.77
17163	Paycheck	Employee's Payroll	\$204.48
17164	Paycheck	Employee's Payroll	\$106.74
17165	Paycheck	Employee's Payroll	\$447.88
17166	Paycheck	Employee's Payroll	\$1,272.98
17167	TUD	Water for all locations	\$502.60
17168	Staples Credit Plan	Office Supplies	\$117.49
	<b>Total Checks Uncleared</b>		<b><u>\$8,061.77</u></b>

**REGISTER BALANCE AS OF DECEMBER 29, 2017**

**\$442.42**

**\* Income received in January will be included in January Monthly Report**

Prepared by:

*Marife Wood*

Treasurer, CFA

## RESERVE FUND - West America Money Market Long Term 2532

<b>BEGINNING BALANCE (November 30, 2017)</b>	<b>\$13,698.78</b>
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## DEPOSITS (Disbursements from Checking Account to Reserve Fund)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
	Reserve Fund Monthly Contribution for December 2017	\$0.00
12/31/17	Interest Earned	\$0.66
	<b>Total Reserve Fund Deposits</b>	<b>\$0.66</b>

## WITHDRAWALS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/19/17	Transferred to Checking Account to pay 2017 LT Spending	\$1,727.85
	<b>Total Reserve Fund Withdrawal</b>	<b>\$1,727.85</b>

## RESERVE FUND ENDING BALANCE (December 29, 2017)

	<b>\$11,971.59</b>
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## INSURANCE FUND - West America Money Market Insurance 2524

<b>BEGINNING BALANCE (November 30, 2017)</b>	<b>\$7,450.84</b>
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## DEPOSITS (Disbursement from Checking Account to Insurance Fund)

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/29/17	Insurance Fund Monthly Contribution	\$1,000.00
12/29/17	Interest Earned	\$0.17
	<b>Total Insurance Fund Deposits</b>	<b>\$1,000.17</b>

## WITHDRAWALS

<u>Date</u>	<u>Description</u>	<u>Amount</u>
12/01/17	Transfer to Checking Account for Insurance Liability Payment	\$645.02
12/08/17	Transfer to Checking Account	\$300.00
	<b>Total Insurance Fund Withdrawals</b>	<b>\$945.02</b>

## INSURANCE FUND ENDING BALANCE (December 29, 2017)

	<b>\$7,505.99</b>
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**2017 LONG TERM (RESERVE FUND) ACCOUNT SUMMARY**

**RESERVE FUND BEGINNING BALANCE (JANUARY 1, 2017) \$9,274.28**

<u>Date</u>	<u>Deposits</u>	<u>Amount</u>
01/30/17	January Contribution @ \$5,000 per month	\$5,000.00
02/27/17	February Contribution	\$5,000.00
03/30/17	March Contribution	\$5,000.00
04/27/17	April Contribution	\$5,000.00
05/31/17	May Contribution	\$5,000.00
07/26/17	June Contribution	\$5,000.00
11/01/17	July Contribution	\$5,000.00
	August - September No Contributions	\$0.00
	October - December No Contributions	\$0.00
	Total Interest Earned	\$11.10
	<b>Total Deposits</b>	<b><u>\$35,011.10</u></b>

<u>Date</u>	<u>Withdrawals</u>	<u>Amount</u>
05/26/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$9,943.52
08/22/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$11,515.48
09/12/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$4,755.84
11/01/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$4,371.10
12/19/17	Transferred from LT to Regular Checking Account to pay 2017 LT Spending	\$1,727.85
	<b>Total Withdrawals</b>	<b><u>\$32,313.79</u></b>

**RESERVE FUND ENDING BALANCE (DECEMBER 29, 2017) \$11,971.59**

**2017 LONG TERM SPENDING**

2 Horse Trailer	\$400.00
Barn Driveway	\$2,422.31
Barn Fence	\$747.14
Barn Heater	\$789.59
Barn Railing	\$562.64
Barn Refrigerator	\$594.38
Clubhouse Lighting	\$3,192.73
Clubhouse Oven - New Module	\$451.65
Clubhouse Septic	\$310.63
2 Goats	\$100.00
Gym Plumbing	\$458.26
Gym Security - Key Card System	\$3,343.56
Gym Hot Water Heater	\$580.78
Lower Lake Gate Security - Circuit Board	\$215.00
Lower Lake Fountains	\$2,754.43
Lower Lake Pump - Airation	\$3,462.22
Park Water Fountain	\$355.86
Upper Lake Road Repair	\$2,035.00

Upper Lake Fence	\$925.14
Upper Lake Security	\$2,674.78
Lower Lake Volley Ball Court	\$1,765.17
Kubota payments (January - December)	\$4,172.52
<b>TOTAL LONG TERM SPENDING 2017</b>	<b>\$32,313.79</b>

**2017 INSURANCE FUND ACCOUNT SUMMARY**

**INSURANCE FUND BEGINNING BALANCE (JANUARY 1, 2017) \$7,293.54**

<u>Date</u>	<u>Deposits</u>	<u>Amount</u>
01/30/17	January Contribution @ \$1,500 per month	\$1,500.00
02/27/17	February Contribution	\$1,500.00
03/30/17	March Contribution	\$1,500.00
04/27/17	April Contribution	\$1,500.00
05/31/17	May Contribution	\$1,500.00
07/26/17	June Contribution	\$1,500.00
08/30/17	July Contribution	\$1,500.00
10/18/17	August Contribution	\$1,500.00
10/30/17	September Contribution	\$1,500.00
11/01/17	October Contribution	\$1,500.00
11/29/17	November Contribution	\$1,500.00
12/29/17	December Contribution	\$1,000.00
	Interest Earned	\$2.91
	<b>Total Insurance Fund Deposits</b>	<b>\$17,502.91</b>

<u>Date</u>	<u>Withdrawals</u>	<u>Amount</u>
01/03/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$827.07
02/06/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$827.07
03/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$827.07
06/29/17	Transferred to Regular Checking Account	\$3,335.15
08/04/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
08/22/17	Transferred to Regular Checking Account	\$3,988.00
08/23/17	Transferred to Regular Checking Account	\$3,931.00
08/31/17	Service Charge	\$10.00
09/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
09/28/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
09/29/17	Service Charge	\$10.00
10/31/17	Service Charge	\$10.00
11/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
12/01/17	Transferred to Regular Checking Account to Pay Insurance Liability	\$645.02
12/08/17	Transferred to Regular Checking Account	\$300.00
	<b>Total Insurance Fund Withdrawals</b>	<b>\$17,290.46</b>

**INSURANCE FUND ENDING BALANCE (DECEMBER 29, 2017) \$7,505.99**

**WALMART PREPAID CARD  
SPENDING SUMMARY  
From 11/30/2017 through 01/15/2018**

**BEGINNING BALANCE (November 30, 2017) \$138.23**

<u>Date</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>	
11/30/17		Card Reload - Check # 17127	\$361.77	\$500.00
12/01/17	Walmart	Cleaning Supplies	(\$17.15)	\$482.85
12/01/17	Arco	Union Democrat	(\$3.35)	\$479.50
12/07/17	US Postmaster	Certified Mail and Postage	(\$13.60)	\$465.90
12/26/17	Walmart		(\$3.00)	\$462.90
12/28/17		Card Reload	\$32.26	\$495.16
12/28/17	Walmart	Cleaning Supplies	(\$58.91)	\$436.25
12/28/17	Big Lots	Cleaning Supplies	(\$32.33)	\$403.92
12/28/17	Walmart	Monthly Maintenance Fee	(\$5.00)	\$398.92
01/02/18	Walmart	Cleaning Supplies	(\$42.73)	\$356.19
01/04/18	US Postmaster	Certified Mail and Postage	(\$55.59)	\$300.60
01/08/18	Titan Technology Service	Computer Repair	(\$30.00)	\$270.60
01/10/18	Tractor Supply	Cat Food at the barn	(\$11.80)	\$258.80

**WALMART PREPAID CARD ENDING BALANCE (January 10, 2018) \$258.80**

**ACTIVITIES COMMITTEE FUND SPENDING SUMMARY  
From 10/20/2017 through 12/29/2017**

<u>Date</u>	<u>Event</u>	<u>Description</u>	<u>Amount</u>
10/20/17		Beginning Balance	\$495.38
10/23/17		Bank Service	(\$1.38)
10/24/17	CFA Halloween Party	Walmart	(\$66.27)
10/24/17	CFA Halloween Party	Cost Less	(\$34.96)
10/24/17	CFA Halloween Party	Starbucks	(\$5.00)
10/24/17	CFA Halloween Party	Dollar Tree	(\$7.29)
10/24/17	CFA Halloween Party	McDonalds	(\$5.00)
10/24/17	CFA Halloween Party	99cents only Stores	(\$22.37)
10/24/17		Bank Service	(\$5.00)
10/27/17	CFA Halloween Party	Walmart	(\$42.13)
10/27/17	CFA Halloween Party	Walmart	(\$40.00)
10/27/17	CFA Halloween Party	99cents only Stores	(\$22.68)
10/30/17	CFA Halloween Party	Halloween Donation	\$138.50
10/30/17		Bank Service	(\$3.00)
11/08/17	CFA Halloween Party	Halloween Donation	\$35.00
11/08/17		Bank Service	(\$3.00)
11/24/17		Bank Service	(\$5.00)
12/02/17	CFA Christmas Party	Lowe's	(\$37.69)
12/08/17	CFA Christmas Party	Walmart	(\$23.11)

12/08/17	CFA Christmas Party	Dollar Tree	(\$7.51)
12/08/17	CFA Christmas Party	Big Lots	(\$30.00)
12/08/17	CFA Christmas Party	Safeway	(\$43.25)
12/08/17	CFA Christmas Party	Cost U Less	(\$33.71)
12/08/17	CFA Christmas Party	99cents only Stores	(\$14.69)
12/09/17	CFA Christmas Party	Dollar Tree	(\$5.36)
12/09/17	CFA Christmas Party	Little Caesars	(\$109.30)
12/09/17	CFA Christmas Party	Price Co.	(\$41.57)
12/09/17	CFA Christmas Party	Dollar General	(\$9.33)
12/09/17	CFA Christmas Party	Christmas Party Donation	\$60.00
12/19/17		Dollar Tree	(\$9.22)
12/19/17		Dollar General	(\$14.69)
12/19/17		Safeway	(\$85.42)
12/29/17		To Close Card	(\$0.95)
<b>TOTAL (CLOSE ACCOUNT 2017)</b>			<b>\$0.00</b>