

DANA POINT CONDOMINIUM
Trial Balance Worksheet

DANAPT
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Basis: Adjusted

Account	T	Description	Dec 31, 2013 Unadjusted	Adjustments Debit	Adjustments Credit	Dec 31, 2013 Adjusted
1050	A	Operating - MB	149,349.65			149,349.65
1110	A	(Due to) / Due From 19 To reverse due to/from per Lizette conversation	98,376.40			0.00
1115	L	(Due to) / Due From 19 To reverse due to/from per Lizette conversation	(98,376.40)			0.00
1150	A	Petty Cash Fund	150.00			150.00
1201	A	Mt Prospect Bank MM	275,804.89			275,804.89
1202	A	Harris MM	240,132.86			240,132.86
1310	A	Accounts Receivable	33,306.15			33,306.15
1311	A	Owner unbilled charges 16 To add additional legal chargebacks	0.00	2,712.19		2,712.19
1350	A	Allowance for Doubtful Accounts - Operating 8 To adjust Allowance	(19,000.00)		6,100.00	(25,100.00)
1640	A	Prepaid Other 6 Reverse prepaid other 7 Reclass Jan payroll riemb to prepaid 7 Reclass Jan payroll riemb to prepaid	8,225.98	5,331.20 -050.85	8,225.98	8,382.05
1660	A	Prepaid Expense 14 To reclass 2014 expenses to prep	0.00	528.00		528.00
1661	A	Audit Prepaid Insurance 3 To adjust prepaid insurance	46,349.21		1,828.29	44,520.92
1662	A	Accrued Income Tax Expenses	220.00			220.00
1663	A	Prepaid Cleaning contract 17 Reclass duplicate payment	0.00	6,500.00		6,500.00
1669	A	Allowance for doubtful accounts - reserve	(2,093.96)			(2,093.96)
1710	A	Equipment - Reserve	7,189.72			7,189.72
1711	A	Equipment - Operating	5,076.72			5,076.72
1750	L	Accumulated Depreciation - Reserves 12 To record 2013 depreciation	(2,876.00)		1,438.00	(4,314.00)
1751	L	Accumulated Depreciation - Operating 12 To record 2013 depreciation	(1,438.00)		1,015.00	(2,453.00)
2130	L	Prepaid Assessments	(60,188.46)			(60,188.46)
2140	L	Monies Return / Transfer	(84.00)			(84.00)
2351	L	Security Deposits 18 Reclass fees included in security deposit acct for prior year to correct	(5,973.00)	588.00		(5,385.00)
2352	L	Deposits	(970.00)			(970.00)
2353	L	Key Deposits	(10,294.00)			(10,294.00)
2770	L	Accounts Payable 1 2012 closing entries 1 2012 closing entries 11 To record additional ap	(62,005.47)	25,230.62 36,774.85	87,875.71	(87,875.71)

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Account	T	Description	Dec 31, 2013 Unadjusted	Adjustments Debit	Adjustments Credit	Dec 31, 2013 Adjusted
2771	L	Audit Accrued Liability	(1,110.54)			(7,574.65)
	4	Reverse payroll accrual 2012		1,110.54		
	5	to record accrued payroll			7,574.65	
2773	L	deferred laundry	(10,000.02)			(7,000.02)
	9	To record 2013 laundry income from deferred		3,000.00		
2775	L	Insurance payable	0.00			(22,273.59)
	2	To set up payable for insurance			22,273.59	
3520	L	Operating Retained Earnings	(79,495.09)			(79,495.09)
3525	L	Reserve Retained Earnings	88,933.49			88,933.49
4010	R	Assessments - Regular	(1,258,299.60)			(1,258,299.60)
4011	R	Assessment - Reserve	(485,172.00)			(485,172.00)
4012	R	Bank loan assessment	(140,652.00)			(140,652.00)
4020	R	Late Charges	(5,570.00)			(5,570.00)
4030	R	Move in / Move out fees	(7,450.00)			(7,450.00)
4050	R	Violation Income	(5,040.00)			(5,040.00)
4060	R	Locker Rental Income	(13,695.00)			(13,695.00)
4110	R	Laundry Room Income	(33,768.96)			(56,768.96)
	9	To record 2013 laundry income from deferred		100.00		
4111	R	Fitness Room Income	(185.00)			(185.00)
4130	R	Key charges	(2,305.00)			(2,305.00)
4140	R	Unit Rental Income	(66,785.00)			(66,785.00)
4995	R	Miscellaneous Income	(1,037.08)			(1,405.08)
	11	To record additional ap		250.00		
	15	Reclass to correct gl			30.00	
	18	Reclass fees included in security deposit acct for prior year to correct			588.00	
7011	E	On Site Manager	63,343.99			64,481.48
	6	Reverse prepaid other		5,178.36		
	7	Reclass Jan payroll reimb to prepaid			5,331.20	
	13	Reclass the expense to correct gl		1,290.33		
7012	E	Assistant Manager	39,774.14			38,480.58
	6	Reverse prepaid other		3,047.62		
	7	Reclass Jan payroll reimb to prepaid			3,050.85	
	13	Reclass the expense to correct gl			1,290.33	
7020	E	Maintenance Salaries	135,417.60			141,343.43
	4	Reverse payroll accrual 2012			1,110.54	
	5	to record accrued payroll		7,036.37		
7065	E	Payroll Process Fees	1,973.00			1,973.00
7082	E	FICA Tax Expense	10,359.50			10,897.78
	5	to record accrued payroll		538.28		
7083	E	Federal Unemployment Tax	126.00			126.00
7084	E	State Unemployment Tax	1,346.45			1,346.45
7085	E	Workers Comp Insurance	6,632.00			7,614.95

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Account	T	Description	Dec 31, 2013 Unadjusted	Adjustments Debit	Adjustments Credit	Dec 31, 2013 Adjusted
	1	2012 closing entries			5,753.25	
	2	To set up payable for insurance		3,311.25		
	3	To adjust prepaid insurance		3,424.95		
7086	E	Medical/Life Insurance	8,421.12			8,421.12
7210	E	Electricity	82,889.42			83,291.66
	1	2012 closing entries			6,021.97	
	11	To record additional ap		6,424.21		
7221	E	Water	126,046.95			128,534.90
	1	2012 closing entries			19,141.55	
	11	To record additional ap		152.60		
	11	To record additional ap		3,502.20		
	11	To record additional ap		4,725.60		
	11	To record additional ap		3,162.10		
	11	To record additional ap		3,756.60		
	11	To record additional ap		2,727.50		
	11	To record additional ap		3,602.90		
7230	E	Gas	74,134.99			83,311.23
	1	2012 closing entries			6,972.31	
	11	To record additional ap		7,031.52		
	11	To record additional ap		8,867.10		
	11	To record additional ap		249.31		
7410	E	Scavenger Services	35,506.54			35,506.54
7412	E	Compactor / Trash Chute	2,438.29			2,438.29
7420	E	Exterminating	3,641.00			3,806.00
	11	To record additional ap		165.00		
7431	E	Cleaning Contract	85,584.00			79,084.00
	17	Reclass duplicate paymt			6,500.00	
7433	E	Carpet Cleaning	22,800.00			22,988.00
	11	To record additional ap		180.00		
7450	E	Fire Prevention	31,502.60			31,818.47
	11	To record additional ap		117.00		
	11	To record additional ap		156.80		
	11	To record additional ap		172.20		
	11	To record additional ap		50.80		
	11	To record additional ap		72.80		
	11	To record additional ap		250.00		
	14	To reclass 2014 expenses to prepaid			285.00	
	14	To reclass 2014 expenses to prepaid			243.00	
	15	Reclass to correct gl		24.27		
7462	E	Elevator Repairs/Services	16,076.00			18,420.00
	11	To record additional ap		1,626.00		
	11	To record additional ap		718.00		
7470	E	Security Services	24.27			0.00
	15	Reclass to correct gl			24.27	
7475	E	All Uniform Expenses	1,186.48			1,186.48
7495	E	Other Building Services	1,874.49			1,874.49
7607	E	Maintenance Supplies	3,543.97			4,142.66
	11	To record additional ap		296.69		
	11	To record additional ap		302.00		
7610	E	Plumbing Repairs / Supplies	42,911.27			40,264.02
	11	To record additional ap		87.74		
	11	To record additional ap		161.01		
	15	Reclass to correct gl			2,896.00	

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Account	T	Description	Dec 31, 2013 Unadjusted	Adjustments Debit	Adjustments Credit	Dec 31, 2013 Adjusted
7620	E	Electric Repairs / Supplies 11 To record additional ap 11 To record additional ap	6,659.49	202.30 77.25		6,939.04
7621	E	Lights, Bulbs and Tubes	5,807.69			5,807.69
7632	E	HVAC Repairs / Supplies 11 To record additional ap	15,270.39	538.00		15,808.39
7642	E	Doors, Locks & Keys 11 To record additional ap 11 To record additional ap 11 To record additional ap	6,627.06	183.12 456.83 356.54		7,623.55
7646	E	Building Equipment Repairs 11 To record additional ap	1,567.50	245.00		1,812.50
7647	E	Garage Maintenance / Repairs	20,075.95			20,075.95
7651	E	Interior Painting & Decorating 11 To record additional ap	2,948.19	312.20		3,260.39
7661	E	Masonry & Tuckpointing	39,145.00			39,145.00
7670	E	Roof Repairs & Supplies 11 To record additional ap	8,525.00	500.00		8,025.00
7693	E	Cleaning Supplies 11 To record additional ap	1,735.07	162.11		1,897.18
7805	E	Contract Landscape Services	64,800.00			64,800.00
7810	E	Landscape - Additional 15 Reclass to correct [redacted]	8,706.05	2,896.00		11,602.05
7811	E	Trees & Bushes	20,827.96			20,827.96
7843	E	Ice Control 1 2012 closing entries 11 To record additional ap 11 To record additional ap	59,202.24		3,395.00	84,766.24
7870	E	Streets & Sidewalks	10,348.90			10,348.90
7890	E	Vehicle Expenses	60.07			60.07
8012	E	Pool Contract	25,135.00			25,135.00
8050	E	Pool Repairs & Supplies	3,008.69			3,008.69
8095	E	Other Pool Expenses	420.00			420.00
8155	E	Depreciation Oper Expenses 12 to record 2013 depreciation	0.00	1,015.00		1,015.00
8505	E	Management Contract	40,800.00			40,800.00
8520	E	Legal Services (Residents) 11 To record additional ap	8,261.03	653.57		10,973.22

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Account	T	Description	Dec 31, 2013 Unadjusted	Adjustments Debit	Adjustments Credit	Dec 31, 2013 Adjusted
		11 To record additional ap		653.57		
		11 To record additional ap		256.11		
		11 To record additional ap		1,148.94		
8521	E	Legal Services (Assn)	5,879.02	256.11		6,826.08
		11 To record additional ap		190.95		
		11 To record additional ap		500.00		
8525	R	Legal Services Reimb (Resident)	(8,261.03)			(10,973.22)
		16 to add additional legal chargebacks			653.57	
		16 to add additional legal chargebacks			653.57	
		16 to add additional legal chargebacks			256.11	
		16 to add additional legal chargebacks			1,148.94	
8530	E	Audit & Financial Services	8,000.00			8,000.00
8550	E	General Office Expenses	2,554.42	297.50		3,062.93
		11 To record additional ap		211.01		
8551	E	Photocopy / Reproduction	1,266.94			1,266.94
8552	E	Postage Expenses	2,853.11	537.9		3,391.10
		11 To record additional ap				
8553	E	Coupon Books / Lockbox Fee	(30.00)	30.00		0.00
		15 Reclass to correct gl				
8554	E	Bank Charges	718.44			718.44
8556	E	Dues, Fees, & Licenses	4,947.04			4,977.04
8557	E	Office Equipment Expenses	6,479.04			6,479.04
8560	E	Telephone / Pager Expense	29,623.3			24,748.66
		1 2012 closing entries				
		11 To record additional ap		2,369.31		
8562	E	Office Rent	55.97			55.97
8565	E	Internet / Website Expense	1,200.05			1,200.05
8575	E	Promotions / Social Activity	19.15			19.15
8592	E	Bad Debt Write-Offs	(451.79)			5,648.21
		8 To adjust Allowance		6,100.00		
8595	E	Other Administrative Expense	1,295.00			1,295.00
8710	E	All Association Insurance	125,967.03			123,855.34
		1 2012 closing entries				
		2 To set up payable for insurance		18,962.34		
		3 To adjust prepaid insurance			1,596.66	
8801	E	Budgeted Transfer to Reserves	485,174.00			0.00
		10 Reverse client entries			485,174.00	
8806	E	Interest Transfer to Reserve	11,949.00			0.00
		10 Reverse client entries			11,949.00	
8807	E	Loan Payment	128,702.00			0.00
		10 Reverse client entries			128,702.00	
9001	R	Budgeted Operating Fund to Reserves	(485,174.00)			0.00
		10 Reverse client entries		485,174.00		
9005	R	Budget Operating Fund to Reserve	(140,651.00)			0.00
		10 Reverse client entries		140,651.00		

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Account	T	Description	Dec 31, 2013 Unadjusted	Adjustments Debit	Adjustments Credit	Dec 31, 2013 Adjusted
9025	R	Reserve Interest Income	(132.86)			(132.86)
9101	E	Bank Service Fees	58.30			58.30
9155	E	Depreciation Expense -Reserve 12 to record 2013 depreciation	0.00	1,438.00		1,438.00
9163	E	Carpentry-Balcony Repair / Replacement	65,695.00			65,695.00
9168	E	HVAC Capital Expense	43,643.00			43,643.00
9184	E	Capital Loan Payment	7,846.96			7,846.96
<hr/>						
Total			<u>0.00</u>	<u>951,196.13</u>	<u>951,196.13</u>	<u>0.00</u>
Profit/(Loss)			<u>599,210.13</u>	<u>(51,504.97)</u>		<u>547,705.16</u>

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