

**DANA POINT CONDOMINIUM
Trial Balance Worksheet**

DANAPT
Page 1

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 |
| | | | | | 98,376.40 | |
| 1115 | L | (Due to) / Due From 19 To reverse due to/from per Lizette conversation | (98,376.40) | | | 0.00 |
| | | | | 98,376.40 | | |
| 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 | | | 8,382.05 |
| | | | | 5,331.20 | 8,225.98 | |
| | | | | 1050.85 | | |
| 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 | | | 44,520.92 |
| | | | | | 1,828.29 | |
| 1662 | A | Accrued Income Tax Expense | 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) | | | (4,314.00) |
| | | | | | 1,438.00 | |
| 1751 | L | Accumulated Depreciation - Operating 12 to record 2013 depreciation | (1,438.00) | | | (2,453.00) |
| | | | | | 1,015.00 | |
| 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) | | | (5,385.00) |
| | | | | 588.00 | | |
| 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 | (56,768.96) | | | (56,768.96) |
| | 9 | To record 2013 laundry income from deferred | | | 56,768.96 | |
| 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 riemb 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 riemb 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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DANA POINT CONDOMINIUM Trial Balance Worksheet

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Basis: Adjusted

| 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 | | 8,867.00 | | |
| | 11 | To record additional ap | | 249.30 | | |
| 7410 | E | Scavenger Services | 35,506.54 | | | 35,506.54 |
| 7412 | E | Compactor / Trash Chute | 2,438.29 | | | 2,438.29 |
| 7420 | E | Exterminating | 3,806.00 | | | 3,806.00 |
| | 11 | To record additional ap | | 65.00 | | |
| 7431 | E | Cleaning Contract | 85,584.00 | | | 79,084.00 |
| | 17 | Reclass duplicate payment | | | 6,500.00 | |
| 7433 | E | Carpet Cleaning | 22,808.00 | | | 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 | |

DANA POINT CONDOMINIUM Trial Balance Worksheet

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Basis: Adjusted

| Account | T | Description | Dec 31, 2013 Unadjusted | Adjustments Debit | Adjustments Credit | Dec 31, 2013 Adjusted |
|---------|----|--------------------------------|----------------------------|----------------------|-----------------------|--------------------------|
| 7620 | E | Electric Repairs / Supplies | 6,659.49 | | | 6,939.04 |
| | 11 | To record additional ap | | 202.30 | | |
| | 11 | To record additional ap | | 77.25 | | |
| 7621 | E | Lights, Bulbs and Tubes | 5,807.69 | | | 5,807.69 |
| 7632 | E | HVAC Repairs / Supplies | 15,270.39 | | | 15,808.39 |
| | 11 | To record additional ap | | 538.00 | | |
| 7642 | E | Doors, Locks & Keys | 6,627.06 | | | 7,623.55 |
| | 11 | To record additional ap | | 183.12 | | |
| | 11 | To record additional ap | | 456.83 | | |
| | 11 | To record additional ap | | 356.54 | | |
| 7646 | E | Building Equipment Repairs | 1,567.50 | | | 1,812.50 |
| | 11 | To record additional ap | | 245.00 | | |
| 7647 | E | Garage Maintenance / Repairs | 20,075.95 | | | 20,075.95 |
| 7651 | E | Interior Painting & Decorating | 2,948.19 | | | 3,260.39 |
| | 11 | To record additional ap | | 312.20 | | |
| 7661 | E | Masonry & Tuckpointing | 39,145.00 | | | 39,145.00 |
| 7670 | E | Roof Repairs & Supplies | 8,525.00 | | | 9,025.00 |
| | 11 | To record additional ap | | 500.00 | | |
| 7693 | E | Cleaning Supplies | 1,735.07 | | | 1,897.18 |
| | 11 | To record additional ap | | 162.11 | | |
| 7805 | E | Contract Landscape Services | 64,800.00 | | | 64,800.00 |
| 7810 | E | Landscape - Additional | 8,706.05 | | | 11,602.05 |
| | 15 | Reclass to correct | | 2,896.00 | | |
| 7811 | E | Trees & Bushes | 20,827.96 | | | 20,827.96 |
| 7843 | E | Ice Control | 59,202.24 | | | 84,766.24 |
| | 1 | 2012 closing entries | | | 3,395.00 | |
| | 11 | To record additional ap | | 250.00 | | |
| | 11 | To record additional ap | | 2,465.00 | | |
| | 11 | To record additional ap | | 4,930.00 | | |
| | 11 | To record additional ap | | 1,500.00 | | |
| | 11 | To record additional ap | | 2,465.00 | | |
| | 11 | To record additional ap | | 4,590.00 | | |
| | 11 | To record additional ap | | 1,500.00 | | |
| | 11 | To record additional ap | | 1,500.00 | | |
| | 11 | To record additional ap | | 4,930.00 | | |
| | 11 | To record additional ap | | 1,910.84 | | |
| | 11 | To record additional ap | | 2,918.16 | | |
| 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 | 0.00 | | | 1,015.00 |
| | 12 | to record 2013 depreciation | | 1,015.00 | | |
| 8505 | E | Management Contract | 40,800.00 | | | 40,800.00 |
| 8520 | E | Legal Services (Residents) | 8,261.03 | | | 10,973.22 |
| | 11 | To record additional ap | | 653.57 | | |

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**DANA POINT CONDOMINIUM
Trial Balance Worksheet**

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Basis: Adjusted

| 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 | | | 6,826.08 |
| | | 11 To record additional ap | | 256.11 | | |
| | | 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 | | | 3,062.93 |
| | | 11 To record additional ap | | 297.50 | | |
| | | 11 To record additional ap | | 211.01 | | |
| 8551 | E | Photocopy / Reproduction | 1,266.94 | | | 1,266.94 |
| 8552 | E | Postage Expenses | 2,853.11 | | | 3,391.10 |
| | | 11 To record additional ap | | 537.99 | | |
| 8553 | E | Coupon Books / Lockbox Fee | (30.00) | | | 0.00 |
| | | 15 Reclass to correct gl | | 30.00 | | |
| 8554 | E | Bank Charges | 718.44 | | | 718.44 |
| 8556 | E | Dues, Fees, & Licenses | 4,977.04 | | | 4,977.04 |
| 8557 | E | Office Equipment Expense | 6,479.04 | | | 6,479.04 |
| 8560 | E | Telephone / Pager Expense | 23,623.33 | | | 24,748.66 |
| | | 1 2012 closing entries | | | 1,244.02 | |
| | | 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 | | | 19,477.37 | |
| | | 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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**DANA POINT CONDOMINIUM
Trial Balance Worksheet**

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Basis: Adjusted

| 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 |
| 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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SUBJECT TO CHANGE