KEYSTONE VILLAS CONDOMINIUM ASSOCIATION, INC.

FINANCIAL STATEMENTS AND INDEPENDENT AUDITORS' REPORT December 31, 2019 and 2018



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March 28, 2020

To the Board of Directors Keystone Villas Condominium Association, Inc. Miami, FL.

We have reviewed the accompanying balance sheet of Keystone Villas Condominium Association, Inc. as of December 31, 2019 and 2018, and the related statements of operations, retained earnings, and cash flows for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the reviews in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in Forder for them to be in conformity with accounting principles generally accepted in the United States of America:

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KEYSTONE VILLAS CONDO BALANCE SHEET AS OF DECEMBER 31, 2019

	-					
	01	PERATING FUND	REP	LACEMENT		TOTAL
ASSETS						
Cash		32,570				32,570
Move-in-Deposits Account		23,550				23,550
Reserves Account		226,684		25,941		252,625
Accounts Receivable		22,039				22,039
Allowance for Doubtful Account		-20,000				-20,000
Prepaid Expenses		24,013				24,013
Fixed Assets (Net)	<u> </u>	28,993			- <u> </u>	28,993
TOTAL ASSETS	<u>\$</u>	337,849	\$	25,941	\$	363,790
<u>LIABILITIES</u>						
Accounts Payable & Accruals		11,061				11,061
Prepaid Monthly Assoc. Fees		9,988				9,988
Deposits Move-In		23,550				23,550
Notes Payable - LP Regions		0				0
TOTAL LIABILITIES	<u>\$</u>	44,598			\$	44,598
FUND BALANCES						
General Fund Balance		71,531		-4,965		66,566
RESERVE FUNDS BALANCES						
Paint Reserve Fund		34,271		6,280		40,551
Pool Reserve Fund		27,745		0		27,745
Roof Reserve Fund		78,411		6,284		84,695
Reserve Interest		586		3,226		3,812
Building Improvements Reserve		80,707		15,116		95,823
TOTAL RESERVE BALANCES	\$	221,719	\$	30,906	\$	252,625
TOTAL FUND BALANCES	\$	293,250	\$	25,941	\$	319,191
TOTAL LIABILITIES AND	2	<u><u></u></u>				
FUND BALANCES	\$	337,849	\$	25,941	\$	363,790
			_			



KEYSTONE VILLAS CONDO BALANCE SHEET AS OF DECEMBER 31, 2019 AND 2018

	TOTAL 2019	TOTAL 2018	DIFFERENCE
ASSETS			
Cash	\$32,570	\$15,039	\$17,531
Move-in-Deposits Account	\$23,550	\$17,365	\$6,185
Reserves Account	\$252,625	\$221,719	\$30,906
Investment Account	\$202,020	\$0	\$0
Accounts Receivable	\$22,039	\$18,643	\$3,397
Allowance for Doubtful Account	-\$20,000	-\$20,000	\$0
Prepaid Expenses	\$24,013	\$25,512	-\$1,500
Fixed Assets (Net)	\$28,993	\$9,336	\$19,657
TOTAL ASSETS	\$363,790	\$287,614	\$76,175
LIABILITIES			
Accounts Payable & Accruals	\$11,061	\$8,605	\$2,455
Prepaid Monthly Assoc. Fees	\$9,988	\$5,692	\$4,296
Deposits Move-In	\$23,550	\$17,365	\$6,185
Notes Payable - LP Regions	\$0	\$0	\$0
TOTAL LIABILITIES	\$44,598	\$31,662	\$12,936
FUND BALANCES			
RESERVE FUNDS		4	* ***
General Fund Balance	\$66,566	\$34,233	\$32,333
Paint Reserve Fund	\$40,551	\$34,271	\$6,280
Pool Reserve Fund	\$27,745	\$27,745	\$0 ¢6 084
Roof Reserve Fund	\$84,695	\$78,411	\$6,284
Reserve Interest	\$3,812	\$586	\$3,226
Building Improvements Reserve	\$95,823	\$80,707	\$15,116
TOTAL FUND BALANCES	\$319,191	\$255,952	\$63,239
TOTAL LIABILITIES AND			
FUND BALANCES	\$363,790	\$287,614	\$76,176



STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND BALANCES JANUARY 1, 2019 TO DECEMBER 31, 2019

	OPERATING FUND	REPLACEMENT FUND	TOTAL
REVENUES			
Maintenance Fees	242,927	27,000	269,927
Special Assessment	0		0
Interest Income	569		569
Rent Income	0		0
Parking Space & Parking Decal	7,655		7,655
Violations Fees and Other Fees	1,000		1,000
Other Income	16,005		16,005
TOTAL REVENUES	268,155	27,000	295,155
EXPENSES			
Air Conditioning Maintenance	4,800		4,800
Bad Debt Uncollectable Funds	1,100		1,100
Bank Charges	1,146		1,146
Building Surge Protection	_,		0
Cable	33,698		33,698
Commission Expense	3,293		3,293
Depreciation Expense	6,892		6,892
Electricity	20,393		20,393
Elevator Service	15,971		15,971
Fire Alarm Service	2,833		2,833
Insurance	52,561		52,561
Interest Expense	02,001		02,001
Internet Service	0		0
Janitorial Services	21,600		21,600
Landscaping Maintenance	4,773		4,773
Licenses and Permits	2,918		2,918
Management Fees	2,518		2,510
Office Supplies	1,422		1,422
Other Expenses	2,169		2,169
Pest Control	1,200		1,200
Pool Maintenance	3,000		3,000
Postage and Delivery	0		3,000
Professional Fees	16,409		16,409
Repairs and Maintenance	27,912	27,000	54,912
Telephone	5,710	27,000	5,710
Waste Services	4,690		4,690
Water and Sewer	17,638		17,638
TOTAL EXPENSES	252,126	27,000	279,126
	202,120	21,000	21.7,120
Excess(deficiency) of			
revenues over expenses	16,029	0	16,029
Beginning fund balances	277,221	25,941	303,162
Due to/from Operating	^	^	<u>^</u>
to Replacement Fund	0	0	0
ENDING FUND			
BALANCES	293,250	25,941	319,191



STATEMENT OF REVENUE, EXPENSES AND CHANGES IN FUND BALANCES JANUARY 1, 2019 TO DECEMBER 31, 2019 AND 2018

	TOTAL 2019	TOTAL 2018	DIFFERENCES
<u>REVENUES</u>			
Maintenance Fees	269,927	269,927	0
Special Assessment	0	0	0
Interest Income	569	0	-569
Rent Income	0	0	0
Parking Space & Parking Decal	7,655	5,580	-2,075
Violations Fees and Other Fees	1,000	2,545	1,545
Other Income	16,005	5,762	-10,243
TOTAL REVENUES	295,155	283,814	-11,342
EXPENSES			
Air Conditioning Maintenance	4,800	4,800	0
Bad Debt Uncollectable Funds	1,100	0	1,100
Bank Charges	1,146	2,235	-1,089
Building Surge Protection	0	0	0
Cable	33,698	32,406	1,292
Commission Expense	3,293	3,240	53
Depreciation Expense	6,892	21,267	-14,375
Electricity	20,393	22,824	-2,431
Elevator Service	15,971	15,506	465
Fire Alarm Service	2,833	385	2,448
Insurance	52,561	43,925	8,636
Interest Expense	0	623	-623
Internet Service	0	3,437	-3,437
Janitorial Services	21,600	21,000	600
Landscaping Maintenance	4,773	5,475	-702
Licenses and Permits	2,918	2,157	761
Management Fees	0	10,400	- 10,400
Office Supplies	1,422	1,470	-49
Other Expenses	2,169	2,651	-482
Pest Control	1,200	1,200	0
Pool Maintenance	3,000	3,000	0
Postage and Delivery	0	0	0
Professional Fees	16,409	34,480	-18,072
Repairs and Maintenance	54,912	56,560	-1,648
Telephone	5,710	2,875	2,835
Waste Services	4,690	5,908	-1,218
Water and Sewer	17,638	17,233	406
TOTAL EXPENSES	279,126	315,057	-35,930 TING PROFESSION OF PORA ACCOUNT ACCOUNT OF PORA ACCOUNT OF PORA ACCOUNT ACCOUN
Excess(deficiency) of			South Contraction of the second secon
revenues over expenses	16,029	-31,243	SFAL P
Beginning fund balances	303,162	287,195	2005
Due to/from Operating	<u>_</u>	<u>^</u>	
to Replacement Fund	0	0	in the second se
ENDING FUND			0.3. O.S.
BALANCES	319,191	255,952	

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KEYSTONE VILLAS CONDO STATEMENT OF CASH FLOWS JANUARY THROUGH DECEMBER 2019

OPERATING ACTIVITIES	
Net Income	16,029
Adjustments to reconcile Net Income	
to net cash provided by operations:	
Depreciation Expnese	6,892
Reserves Account	0
Investment Account	0
Accounts Receivable	-3,397
Allowance for Doubtful Account	0
Prepaid Expenses	1,500
Fixed Assets	-26,548
Accounts Payable & Accruals	2,455
Prepaid Monthly Assoc. Fees	4,296
Deposits Move-In	6,185
Other Assets	0
Other Liabilities	0
Net cash provided by Operating Activities	7,412
INVESTING ACTIVITIES	
Investing Activities	0
Net cash provided by Investing Activities	0
FINANCING ACTIVITIES	
Notes Payable - LP Regions	0
General Fund Balance	16,304
Paint Reserve Fund	6,280
Pool Reserve Fund	0
Roof Reserve Fund	6,284
Reserve Interest	3,226
Building Improvements Reserve	15,116
Net cash provided by Financing Activities	47,209
Net cash increase for period	54,621
Cash at beginning of period	254,123
Cash at end of period	308,744
*See Accountants Review Report	SEAL 2005 CORIDA: SOUNALS
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Keystone Villas Condominium Association, Inc. NOTES TO FINANCIAL STATEMENTS December 31, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The Keystone Villas Condominium Association (the Association) is a statutory condominium association incorporated on May 10, 2004 as a not-for-profit corporation for the purpose of maintaining and preserving common property of Keystone Villas Condominium, consisting of 61 units located in Miami, Florida.

Member assessments

Unit owners are subject to monthly assessments to provide funds for the Association's common expenses. Each unit shall have an undivided share in the common elements as an appurtenance to the unit in accordance with the provisions of the Declaration and the By-laws of the Association.

Fund Accounting

The Association's governing documents provide certain guidelines for governing its financial activities. To ensure observance of limitations and restrictions on the use of financial resources, the Association maintains its accounts using <u>fund accounting</u>. Financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

Operating fund- is used to account for financial resources available for the general operations of the Association.

Statutory replacement funds- accumulates financial resources **designated** for future major repairs and replacements for paint, pool, roof replacement, reserve number of the provide the serve funds.

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Keystone Villas Condominium Association, Inc. NOTES TO FINANCIAL STATEMENTS December 31, 2019

NOTE 1 - Continued

Income Taxes

Condominium associations may be taxed either as homeowners' associations or as regular corporations. The Association elected to be taxed as a homeowners' association. Under that election, the Association is taxed on its nonexempt function income, such as interest earnings, at a flat rate of thirty percent (30%). Exempt function income, which consists primarily of member assessments, is not taxable.

Property. Buildings, and Equipment

Real property and common areas acquired from the Developer and related improvements to such property are not recorded in the Association's financial statements due to the fact that those properties are owned by the individual unit owners in common and not by the Association.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates

Date of Financial Statements

The accompanying financial statements were prepared pursuant to the $N^{(1)}N^{(1)}P_{R}$ requirements of Section 718.301 (4) (c) of the Florida Statutes and accordingly, cover the period from January 1, 2019 to December 31, 2019. ŝ

Keystone Villas Condominium Association, Inc. NOTES TO FINANCIAL STATEMENTS December 31, 2019

NOTE 2 – Reserves and Replacement Funds Balances and Related

The Reserve and Replacement funds balances as of December 31, 2019 is \$319,191 which includes the General Fund balance of \$66,566. These are the balances in funds that are reserved for future projects (fund accounting). Each is designated for a specific building improvement or repair. The total fund balance consist the following totals:

General Fund Carrying Balance Dec. 31, 2019	\$66,566
Reserve for Replacement Funds Balances:	
Paint Reserves fund ended Dec. 31, 2019	\$40,551
Pool Reserves fund ended Dec. 31, 2019	\$27,745
Roof Reserve Fund Balance ended Dec. 31, 2019	\$84,695
Reserve Interest fund ended Dec. 31, 2019	\$ 3,812
Building Improvements Reserve Balance Dec. 31, 2019	<u>\$95,823</u>
Total fund balances as of Dec. 31, 2019	\$ <u>252,625</u>
Total Replacement and General Fund Balance	<u>\$363,189</u>

NOTE 3 - Liabilities:

Other payables and Liabilities Balances as December 31, 2019 are of amounts that have been paid in advanced to the association. This amount will be payable to the different vendors and/or tenants in the future. The amounts are:

Accounts Payable	\$11,061
Prepaid Monthly Association Fees	\$ 9,988
Deposits Move-in – Accrued	\$23,550
Current Liabilities Total as of Dec. 31, 2019	<u>\$44,598</u>



Keystone Villas Condominium Association, Inc.

NOTES TO FINANCIAL STATEMENTS

December 31, 2019

NOTE 4 - Fixed Assets - Machinery and Equipment:

The Association acquired fixed asset in 2019 in the amount of \$26,548. The equipment is depreciated using the double declining depreciation method both for book and tax purposes. The detail fixed assets purchased during 2019 are as follows:

Beginning balance	\$50,924
Water Pump	\$ 2,509
Air Conditioning Unit 8th Floor	\$ 3,100
New Elevator Driver*	\$12,490 (Note 10)
New Security Cameras System	\$ 7,999
Accumulated Depreciation at Dec. 31, 19	(\$48,481)
Total Machinery and Equipment at Dec. 31	<u>\$28,993</u>

NOTE 5 - Accounts Receivable and Allowance for Bad Debt:

At the end of 2019 the total Accounts Receivable amount was \$22,039. The association is accruing \$20,000 in the allowance for doubtful account. This amount is reserved for any future Account Receivables contingencies and or uncollectable amounts. The association writes off any uncollected fees or charges using the indirect allowance method.

NOTE 6 - Prepaid Home Owner Association Fees:

Some homeowners prepaid their monthly rental fees in advance. The total amount of such prepaid rents for 2019 was \$9.988. These amounts are posted in the Account Receivable homeowner's respective account and booked as Association fees in the correspondent period.

NOTE 7 - Other Income:

The other income amount of \$16,005 as Dec. 31, 2019 is broken down as follows:

Electrical Service Retail Late Fee Income Move in fee Income Insurance Claim Reimbursement Total Other Income \$4,800 \$175 \$590 <u>\$10,440</u> (See Note 10) **\$16,005**



Keystone Villas Condominium Association, Inc. NOTES TO FINANCIAL STATEMENTS December 31, 2019

NOTE 8 – Other Expenses:

The other expenses amount of \$2169 as Dec. 31, 2019 is broken down as follows:

Gym Equipment Service	\$1,412
Fines and Penalties	<u>\$757</u>
Total Other Expenses for 2019	<u>\$2,169</u>

NOTE 9 – Rent Income:

The association did not earn any rent income in 2019.

NOTE 10 – Insurance Claim:

The association received a total of \$10,440 from the insurance company due to elevator damages from lighting. The deductible of \$2,500 was applied to this claim. The funds were used to repair the lighting damage caused to the elevator.



Keystone Villas Condominium Association, Inc. Supplementary Information December 31, 2019



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Keystone Villas Condo Profit & Loss Budget vs. Actual January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
Income				
Application Fees	0.00	0.00	0.00	0.0%
Electricity Service Retail	4,800.00	4,800.00	0.00	100.0%
Interest Income	568.64	0.00	568.64	100.0%
Late Charge	175.00	0.00	175.00	100.0%
Monthly Assessment - Fees	242,926.80	239,024.40	3,902.40	101.63%
Monthly Reserve	27,000.00	15,603.60	11,396.40	173.04%
Parking Space Lease	5,830.00	1,440.00	4,390.00	404.86%
Parking Decal - Gate Remote	0.00	0.00	0.00	0.0%
Pet Deposit	0.00	0.00	0.00	0.0%
Violation Fee	1,000.00	0.00	1,000.00	100.0%
Total Income	282,300.44	260,868.00	21,432.44	108.22%
Other Income				100.004
Misc. Income	12,265.00	0.00	12,265.00	100.0%
Building - Keys Entry	590.00	0.00	590.00	100.00%
Total Other Income	12,855.00	0.00	12,855.00	200.00%
Total Income	295,155.44	260,868.00	34,287.44	113.14%
oss Profit	295,155.44	260,868.00	34,287.44	113.14%
Expense				
Administrative			<i>c</i>	
Bad Debt Expenses	1,100.00	7,500.00	-6,400.00	14.67%
Bank Lock Box Fees	344.00	1,010.00	-666.00	34.06%
Bank Service Charges	801.86	504.00	297.86	159.1%
Commission Expense	3,292.73	3,050.00	242.73	107.96%
Finance Charge Line Of Credit	0.00	1,755.00	-1,755.00	0.0%
Gym Equipment/ Repairs	0.00	0.00	0.00	0.0%
Licenses and Permits	0.00	0.00	0.00	0.0%
Office Maintenance & Supplies	1,421.50	800.00	621.50	177.69%
Postage And Delivery	0.00	450.00	-450.00	0.0%
Printing and Reproduction	0.00	0.00	0.00	0.0%
Total Administrative	6,960.09	15,069.00	-8,108.91	40.19%
Contract Service	A 0A	1 100 00	-1 100 00	0.0%
Carpet Cleaning	0.00 4,800.00	1,100.00 3,600.00	-1,100.00 1,200.00	133.33%
A/C Service Elevator Service	4,800.00	15,054.00	917.28	106.09%
Fire Alarm Monitoring	385.20	385.20	0.00	100.0%
Fire Alarm Service	2,447.63	0.00	2,447.63	100.0%
Garage Doors Service	0.00	700.00	-700.00	0.0%
Gym Equipment Service	1,412.40	1,410.00	2.40	100.17%
Janitorial Services	21,600.00	21,000.00	600.00	102.86%
Landscaping Service	4,772.56	4,616.00	156.56	103.39%
Pest Control Service	1,200.00	1,578.78	-378.78	76.01%
Pool Service	3,000.00	3,600.00	-600.00	83.33%
Total Contract Service	55,589.07	53,043.98	2,545.09	104.8%
Depreciation Expense	6,892.00	00,010.20	2,010.00	201.070
Insurance	0,072.00			
Bond - Crime	779.94	669.00	110.94	116.58%
Directors & Officers	1,365.27	958.00	407.27	142.51%
Liability Insurance	8,296.08	6,135.00	2,161.08	135.23%
Property Appraisal	1,121.75	0.00	1,121.75	100.0%
Property Insurance	38,838.60	36,670.00	2,168.60	105 0194
Umbrella Excess Liability	1,397.57	1,100.00	297.57	105.91% 127.05%
Workers Compensation	761.57	710.00	51.57	103.91% 127.05% 107.26%
Total Insurance	52,560.78	46,242.00	6,318.78	113.67%
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Keystone Villas Condo Profit & Loss Budget vs. Actual January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Interest Expense	0.00			
Fines Penalties	757.00			
License, Inspections & Permit				
Alarm Fire Annual Certification	0.00	428.00	-428.00	0.0%
Annual Corporate Report	61.25	62.00	-0.75	98.79%
Back Flow Inspections	500.00	255.00	245.00	196.08%
Certificate of Use Permit	246.50	250.00	-3.50	98.6%
Division of Land & Condo (DBPR)	480.00	240.00	240.00	200.0%
Elevator Certificate/Permit	403.50	404.00	-0.50	99.88%
Elevator Inspection	0.00		-800.00	0.0%
Fire Extinguisher Inspection	254.66	220.00	34.66	115.76%
Fire Sprinkler Inspection	846.54	395.00	451.54	214.31%
Pool Health Permit	125.35	125.00	0.35	100.28%
Total License, Inspections & Permit	2,917.80	3,179.00	-261.20	91.78%
Maintenance & Repairs	4,511.00	0,219.00	201.20	21.7070
A/C Equipment & Repairs	2,879.75	3,500.00	-620.25	82.28%
Building Keys/Locksmith	678.10	2,300.00	-1,621.90	29.48%
Building Surge Protection+E34	100.00	100.00	0.00	100.0%
Carpet Cleaning	1,772.99	100.00	1,772.99	100.0%
Chute Annual Cleaning & Repairs	845.00		845.00	100.0%
Electrical Repairs	662.52	1,600.00	-937.48	
Elevator Repairs & Supplies	3,889.35	1,800.00		41.41%
Fire Equipment Repairs			3,789.35	3,889.35%
Garage Door Repairs	1,890.42	750.00	1,140.42	252.06%
o i	4,218.09	1,000.00	3,218.09	421.81%
General Bldg Repairs & Maint.	8,439.70	10,568.42	-2,128.72	79.86%
Gym Equipment	304.54	1,000.00	-695.46	30.45%
Irrigation System	786.45	350.00	436.45	224.7%
Landscaping Replacement /Improv	0.00	1,000.00	-1,000.00	0.0%
Plumbing Maint.& Repairs	0.00	1,000.00	-1,000.00	0.0%
Pool Repairs & Supplies	0.00	950.00	-950.00	0.0%
Roof Maintenance/ Repairs	0.00	3,500.00	-3,500.00	0.0%
Security Cameras	0.00	700.00	-700.00	0.0%
Tile/Marble Repair	1,445.00	1,000.00	445.00	144.5%
otal Maintenance & Repairs	27,911.91	29,418.42	-1,506.51	94.88%
rofessional Services				
Accounting Services Bookkeeper	4,800.00	4,800.00	0.00	100.0%
CPA / Taxes / Annual Financial	0.00	2,940.00	-2,940.00	0.0%
Legal Representation/Collectio	808.70	5,000.00	-4,191.30	16.17%
Management Services	10,800.00	8,820.00	1,980.00	122.45%
Total Professional Services	16,408.70	21,560.00	-5,151.30	76.11%
Reserve - Expense				
Reserve Painting	6,279.96	6,280.00	-0.04	100.0%
Reserve Roof	6,284.04	6,283.60	0.44	100.01%
Reserves General/ Bldg Improvem	14,436.00	3,040.00	11,396.00	474.87%
fotal Reserve - Expense	27,000.00	15,603.60	11,396.40	173.04%
Itilities				
Comcast	33,698.00	31,282.00	2,416.00	107.72%
Electric Services	20,393.13	22,200.00	-1,806.87	91.86%
Internet Service	0.00	2,600.00	-2,600.00	0.0%
Telephone - Elevators	5,709.56	2,000.00	3,709.56	285.48%
Waste Services	4,689.80	5,200.00	-510.20	90.19%
Water & Sewer (Bldg) 8941475754	16,686.68	14,000.00	2,686.68	119.19%
Water & Sewer (Sprkl)0741677162	716.34	800.00	-83.66	89.54%
Water (Fireline) 2246016956	235.31	170.00	65.31	138.42%
otal Utilities	82,128.82	78,252.00	3,876.82	138.42% 104.95% 106.39%
al Expense	279,126.17			104.90%
ne		262,368.00	16,758.17	106.39%
4~	16,029.27	-1,500.00	17,529.27	-1,068.62%

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