



Clearwood Community Association

Accounting Manager's Report

By Jennifer Heiner, CPA

Owner of Spidle Office Solutions

Collections

As of 05/31/2026, collections are at 72%, compared to 75% for the same period in 2025.

2027 Budget

Work has also begun on 2027 capital planning. Meetings with Finance Committee members and management concluded to review, rank, and prioritize capital asset projects over the next three years.

Operating budget draft to be presented at 06/22/2026 finance committee meeting.

2025 Financial Audit

Engagement letter has been signed. Information requested by auditor sent to auditor.

2026 Off-Site Reserve Study

Engagement letter was approved and signed in previous board year for a 3-year contract. All information requested by reserve consultant has been sent to reserve consultant.

Other Activities

Processed regular payroll.

Conducted an internal audit of payroll deductions to ensure accuracy.

Held weekly meetings with the General Manager regarding Clearwood operations.

Prepared month-end closing entries and financial reports.

Completed bank reconciliations through 05/31/2026.

CDARS CD executed per Board motion.

Onsite visit for water invoices June 12, 2026. July 1 water invoices prepared.

Working to resolve payroll tax issue with PFML.