

Town of Highland Beach  
Balance Sheet  
As of July 23, 2022

	<u>Jul 23, 22</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
CFG Community Bank Money Market	5,074.88
HB Checking Account	4,127.06
HB Savings Account	50,675.94
CFG Community Bank CD #2	<u>272,972.70</u>
Total Checking/Savings	332,850.58
Accounts Receivable	
Interest Receivable	397.87
Accounts Receivable	<u>6,164.33</u>
Total Accounts Receivable	6,562.20
Other Current Assets	
Prepaid / Deposit	<u>1,407.00</u>
Total Other Current Assets	<u>1,407.00</u>
Total Current Assets	340,819.78
Fixed Assets	
Chair Lift - FDMCC	13,654.52
Gazebo / Wayman Ave Park	1,849.00
Heavy Equipment	<u>28,178.65</u>
Total Fixed Assets	<u>43,682.17</u>
<b>TOTAL ASSETS</b>	<b><u>384,501.95</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>126.54</u>
Total Accounts Payable	<u>126.54</u>
Total Current Liabilities	<u>126.54</u>
Total Liabilities	126.54
Equity	
Opening Balance Equity	5,011.45
Retained Earnings	384,641.65
Net Income	<u>-5,277.69</u>
Total Equity	<u>384,375.41</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>384,501.95</u></b>



**Town of Highland Beach**  
**Profit & Loss**  
 June 26 through July 23, 2022

	<u>Jun 26 - Jul 23, 22</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
County Community Benefit Tax	1,092.01
Highway Revenue	2,350.44
Planning and Zoning Fee	300.00
State Personal Income	7,231.21
<b>Total Income</b>	<u>10,973.66</u>
<b>Gross Profit</b>	10,973.66
<b>Expense</b>	
<b>Payroll</b>	
Town Manager	350.00
Payroll Processing fees	36.05
Payroll Taxes	30.27
<b>Total Payroll</b>	<u>416.32</u>
<b>Administrative</b>	
Administrative-Accounting	720.00
Administrative-Other	9.98
Administrative - Membership due	398.81
Administrative - Legal	1,525.35
Administrative-Insurance	2,553.00
Administrative-Govt Ops	149.90
<b>Total Administrative</b>	<u>5,357.04</u>
<b>Common Areas</b>	
Utilities	14.69
Common Area Maint	5,656.79
<b>Total Common Areas</b>	<u>5,671.48</u>
<b>F. D. Museum</b>	
Electricity	60.16
Repair & Maintenance	2,164.00
Telephone/Internet	109.98
<b>Total F. D. Museum</b>	<u>2,334.14</u>
<b>Recreation</b>	
Equipment	448.32
<b>Total Recreation</b>	<u>448.32</u>
<b>Roads</b>	
Construction-resurfacing	11,500.00
Gen Maintenance	170.01
Street Lights	370.20
Traffic Control	4,341.38
Utilities	18.81
<b>Total Roads</b>	<u>16,400.40</u>
<b>Town Hall</b>	
Bldg & grounds maintenance	44.00
Electricity/Gas	15.45
Misc	38.20
Telephone/Internet	24.14
<b>Total Town Hall</b>	<u>121.79</u>
<b>Town Manager - Admin Services</b>	24.14
<b>Total Expense</b>	<u>30,773.63</u>
<b>Net Ordinary Income</b>	<u>-19,799.97</u>
<b>Net Income</b>	<u>-19,799.97</u>



**Town of Highland Beach  
Transaction Report  
June 26 through July 23, 2022**

Type	Date	Num	Name	Memo	Split	Amount
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>County Community Benefit Tax</b>						
General Journal	06/30/2022	133	Anne Arundel County (2)	Accrue June 2022 Benefit Tax distribution	Accounts Re...	1,092.01
Deposit	07/11/2022	ACH	Anne Arundel County (2)	Vxxxx June 2022 distribution	HB Savings ...	1,092.01
General Journal	07/11/2022	133R	Anne Arundel County (2)	Accrue June 2022 Benefit Tax distribution	Accounts Re...	-1,092.01
Total County Community Benefit Tax						1,092.01
<b>Highway Revenue</b>						
General Journal	06/30/2022	134	State Highway Admin (Accrual)	Accrue V923 HWYUSERAPR22	Accounts Re...	2,350.44
Deposit	07/04/2022	0544...	State Highway Admin (Accrual)	V924 June 2022 distribution	HB Checking...	2,350.44
General Journal	07/04/2022	134R	State Highway Admin (Accrual)	Accrue V923 HWYUSERAPR22	Accounts Re...	-2,350.44
Total Highway Revenue						2,350.44
<b>Planning and Zoning Fee</b>						
Deposit	07/04/2022	3459	William McGlockton	V922 Zoning application	HB Checking...	25.00
Deposit	07/04/2022	123	Jock A Banks	V922 Alternaion application	HB Checking...	25.00
Deposit	07/11/2022	1682	Barbara Brown Brewington	V925 Permit Fee for Town Hall	HB Checking...	250.00
Total Planning and Zoning Fee						300.00
<b>State Personal Income</b>						
Deposit	06/30/2022		State Income Tax (2)	V924 June 2022 distribution	HB Savings ...	7,231.21
Total State Personal Income						7,231.21
Total Income						10,973.66
Gross Profit						10,973.66
<b>Expense</b>						
<b>Payroll</b>						
<b>Town Manager</b>						
General Journal	06/30/2022	137	Lisa Scott (2)	Accrue L Scott June 2022	Accounts Pa...	350.00
Check	07/20/2022	ACH	Lisa Scott	June 2022 Payroll L Scott	HB Checking...	350.00
General Journal	07/20/2022	137R	Lisa Scott (2)	Reverse of GJE 137 -- Accrue L Scott June 2022	Accounts Pa...	-350.00
Total Town Manager						350.00
<b>Payroll Processing fees</b>						
General Journal	06/30/2022	136	Valley Processing, Inc.	Accrue June 2022 payroll L Miller	Accounts Pa...	36.05
Check	07/20/2022	ACH	Valley Processing, Inc.	Vxxxx Monthly Payroll processing fee	HB Checking...	36.05
General Journal	07/20/2022	136R	Valley Processing, Inc.	Reverse of GJE 136 -- Accrue June 2022 payroll L Miller	Accounts Pa...	-36.05
Total Payroll Processing fees						36.05
<b>Payroll Taxes</b>						
General Journal	06/30/2022	138	Corporate ACH Tax Impound	Accrue L Scott June 2022	Accounts Pa...	30.27
Check	07/20/2022	ACH	Corporate ACH Tax Impound	Vxxxx employer FICA & Unemployment	HB Checking...	30.27
General Journal	07/20/2022	138R	Corporate ACH Tax Impound	Reverse of GJE 138 -- Accrue L Scott June 2022	Accounts Pa...	-30.27
Total Payroll Taxes						30.27
Total Payroll						416.32
<b>Administrative</b>						
<b>Administrative-Accounting</b>						
General Journal	06/30/2022	139	Tina H Smith	Accrue April - June accounting svc	Accounts Pa...	720.00
Check	07/18/2022	4736	Tina H Smith	V5315 Accounting Svc Apr-Jun 2022 Inv 173	HB Checking...	720.00
General Journal	07/18/2022	139R	Tina H Smith	Reverse of GJE 139 -- Accrue April - June accounting svc	Accounts Pa...	-720.00
Total Administrative-Accounting						720.00
<b>Administrative-Other</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Wink	HB Checking...	4.99
General Journal	06/30/2022	145	Bank of America Credit Card	Accrue Wink	Telephone/In...	4.99
Total Administrative-Other						9.98
<b>Administrative - Membership due</b>						
Check	07/09/2022	4732	Maryland Municipal League	V5311 MML 2022-2023 Dues Invoice#9280	HB Checking...	398.81
Total Administrative - Membership due						398.81
<b>Administrative - Legal</b>						
General Journal	06/30/2022	132	Law Office of Kevin J Best	Accrue V5312 Kevin J Best Legal	Accounts Pa...	212.85
General Journal	06/30/2022	140	Law Office of Midgett S. Parker, P.A.	Accrue June 2022 legal svc	Accounts Pa...	1,312.50
Check	07/09/2022	4733	Law Office of Kevin J Best	V5312 Inv 2107 & 2114 June Legal Service	HB Checking...	212.85
General Journal	07/09/2022	132R	Law Office of Kevin J Best	Reverse of GJE 132 -- Accrue V5312 Kevin J Best Legal	Accounts Pa...	-212.85
Check	07/18/2022	4737	Law Office of Midgett S. Parker, P.A.	V5316 Inv 10228 Legal Svc June 2022	HB Checking...	1,312.50
General Journal	07/18/2022	140R	Law Office of Midgett S. Parker, P.A.	Reverse of GJE 140 -- Accrue June 2022 legal svc	Accounts Pa...	-1,312.50
Total Administrative - Legal						1,525.35
<b>Administrative-Insurance</b>						
Check	07/18/2022	4738	LGIT (Local Government Insurance T...	V5317 Inv. 121466 Annual Coverage	HB Checking...	2,553.00
Total Administrative-Insurance						2,553.00
<b>Administrative-Govt Ops</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Zoom	HB Checking...	149.90
Total Administrative-Govt Ops						149.90
Total Administrative						5,357.04
<b>Common Areas</b>						
<b>Utilities</b>						
Check	06/27/2022	ACH	BGE-Acct 1747131000	V5306 BGE - 1747131000	HB Checking...	14.69
Total Utilities						14.69

Type	Date	Num	Name	Memo	Split	Amount
<b>Common Area Maint</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Amazon Cast iron Drain Grate	HB Checking...	105.99
General Journal	06/30/2022	130	Marvin's Landscaping, Inc.	Accrue V5314 Marvin's constr	Accounts Pa...	4,520.00
General Journal	06/30/2022	143	Clark Equipment Co d/b/a Bobcat Co...	Accrue June grounds maint.	Accounts Pa...	988.38
General Journal	06/30/2022	145	Bank of America Credit Card	Accrue Windwood Garden June 2022 CC	Telephone/In...	42.42
Check	07/09/2022	4735	Marvin's Landscaping, Inc.	V5314 Inv 12081 Landscape and tree removal	HB Checking...	4,520.00
General Journal	07/09/2022	130R	Marvin's Landscaping, Inc.	Reverse of GJE 130 -- Accrue V5314 Marvin's constr	Accounts Pa...	-4,520.00
Check	07/18/2022	4742	Clark Equipment Co d/b/a Bobcat Co...	V5321 Inv 2858253 Grounds maint.	HB Checking...	988.38
General Journal	07/18/2022	143R	Clark Equipment Co d/b/a Bobcat Co...	Reverse of GJE 143 -- Accrue June grounds maint.	Accounts Pa...	-988.38
Total Common Area Maint						5,656.79
Total Common Areas						5,671.48
<b>F. D. Museum</b>						
<b>Electricity</b>						
General Journal	06/30/2022	135	BGE- Acct 1008802000	Accrue V5307 June 2022	Accounts Pa...	60.16
Check	07/05/2022	ACH	BGE- Acct 1008802000	V5307 Account #1008802000	HB Checking...	60.16
General Journal	07/05/2022	135R	BGE- Acct 1008802000	Reverse of GJE 135 -- Accrue V5307 June 2022	Accounts Pa...	-60.16
Total Electricity						60.16
<b>Repair &amp; Maintenance</b>						
General Journal	06/30/2022	141	American Solar Tinting Inc.	Accrue FDM windows and doors	Accounts Pa...	2,164.00
Check	07/18/2022	4739	American Solar Tinting Inc.	V5318 FD Historic Home Inv 17825	HB Checking...	2,164.00
General Journal	07/18/2022	141R	American Solar Tinting Inc.	Reverse of GJE 141 -- Accrue FDM windows and doors	Accounts Pa...	-2,164.00
Total Repair & Maintenance						2,164.00
<b>Telephone/Internet</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Verizon 5/5/2022-6/4/2022	HB Checking...	54.99
General Journal	06/30/2022	145	Bank of America Credit Card	Accrue Verizon June 2022 CC	Telephone/In...	54.99
Total Telephone/Internet						109.98
Total F. D. Museum						2,334.14
<b>Recreation</b>						
<b>Equipment</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Amazon Pickleball nets	HB Checking...	413.35
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Amazon Pickleball	HB Checking...	34.97
Total Equipment						448.32
Total Recreation						448.32
<b>Roads</b>						
<b>Construction-resurfacing</b>						
Check	06/30/2022	4731	C. N. Cromwell	V5310 Road work - Lake-Bay Ave-Bruce	HB Checking...	11,500.00
Total Construction-resurfacing						11,500.00
<b>Gen Maintenance</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 K&B Golf Cart	HB Checking...	14.83
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Stevens Battery for Golf Cart	HB Checking...	137.75
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 K&B True Value for Golf Cart	HB Checking...	17.43
Total Gen Maintenance						170.01
<b>Street Lights</b>						
General Journal	06/30/2022	144	BGE- Acct 2613110000	Accrue June 2022 BGE	Accounts Pa...	370.20
General Journal	07/18/2022	144R	BGE- Acct 2613110000	Reverse of GJE 144 -- Accrue June 2022 BGE	Accounts Pa...	-370.20
Check	07/20/2022	ACH	BGE- Acct 2613110000	V5322 Account 2613110000	HB Checking...	370.20
Total Street Lights						370.20
<b>Traffic Control</b>						
General Journal	06/30/2022	131	Coleshire Security Services LLC	Accrue V5313 Coleshire Security Svc	Accounts Pa...	1,351.50
General Journal	06/30/2022	142	Coleshire Security Services LLC	Accrue June 2022 Svc Inv 22-8004	Accounts Pa...	408.00
Check	07/09/2022	4734	Coleshire Security Services LLC	V5313 Inv 22-8003 6/19-6/25	HB Checking...	1,351.50
General Journal	07/09/2022	131R	Coleshire Security Services LLC	Reverse of GJE 131 -- Accrue V5313 Coleshire Security Svc	Accounts Pa...	-1,351.50
Check	07/18/2022	4740	Coleshire Security Services LLC	V5313 Inv 22-8004 6/26-6/30	HB Checking...	408.00
Check	07/18/2022	4740	Coleshire Security Services LLC	V5313 Inv 22-8004 7/1-7/2	HB Checking...	408.00
Check	07/18/2022	4741	Coleshire Security Services LLC	V5320 Inv 22-8005 7/3-7/9	HB Checking...	2,173.88
General Journal	07/18/2022	142R	Coleshire Security Services LLC	Reverse of GJE 142 -- Accrue June 2022 Svc Inv 22-8004	Accounts Pa...	-408.00
Total Traffic Control						4,341.38
<b>Utilities</b>						
Check	06/27/2022	ACH	BGE- Acct 2328530000	V5305 BGE - 2328530000	HB Checking...	18.81
Total Utilities						18.81
Total Roads						16,400.40
<b>Town Hall</b>						
<b>Bldg &amp; grounds maintenance</b>						
Check	07/18/2022	4743	Arundel Gas & Water Conditioning Co.	V5323 Account 3368075 Annual maint.	HB Checking...	44.00
Total Bldg & grounds maintenance						44.00
<b>Electricity/Gas</b>						
Check	06/27/2022	ACH	BGE-Acct 3464671000	Vxxx Town Hall Electricity	HB Checking...	15.45
Total Electricity/Gas						15.45
<b>Misc</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Northern Tool & Equipment	HB Checking...	38.20
Total Misc						38.20
<b>Telephone/Internet</b>						
General Journal	06/30/2022	145	Bank of America Credit Card	Accrue Vonage June 2022 CC	-SPLIT-	24.14

Type	Date	Num	Name	Memo	Split	Amount
			Total Telephone/Internet			24.14
			Total Town Hall			121.79
<b>Town Manager - Admin Services</b>						
Check	06/30/2022	ACH	Bank of America Credit Card	V5301 Vonage 5/5/22-6/4/22	HB Checking...	24.14
			Total Town Manager - Admin Services			24.14
			Total Expense			30,773.63
			Net Ordinary Income			-19,799.97
			<b>Net Income</b>			<b>-19,799.97</b>