

Town of Highland Beach  
**Balance Sheet**  
As of July 22, 2023

	<u>Jul 22, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
HB Checking Account	-21,291.12
HB Savings Account	47,152.56
Total Checking/Savings	<u>25,861.44</u>
Accounts Receivable	
Accounts Receivable	6,164.33
Total Accounts Receivable	<u>6,164.33</u>
Other Current Assets	
Prepaid / Deposit	1,407.00
Total Other Current Assets	<u>1,407.00</u>
Total Current Assets	<u>33,432.77</u>
<b>TOTAL ASSETS</b>	<b><u>33,432.77</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	382.93
Total Accounts Payable	<u>382.93</u>
Other Current Liabilities	
ARP - Fed CLFRF	61,151.69
Total Other Current Liabilities	<u>61,151.69</u>
Total Current Liabilities	<u>61,534.62</u>
Total Liabilities	61,534.62
Equity	
Opening Balance Equity	5,011.45
Retained Earnings	49,291.70
Net Income	-82,405.00
Total Equity	<u>-28,101.85</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>33,432.77</u></b>

**Town of Highland Beach**  
**Profit & Loss**  
 June 18 through July 22, 2023

	Jun 18 - Jul 22, 23
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Electricity Sale	50.00
Highway Revenue	2,702.58
Interest Income	0.84
State Personal Income	5,188.20
<b>Total Income</b>	7,941.62
<b>Gross Profit</b>	7,941.62
<b>Expense</b>	
<b>Payroll</b>	
Town Manager	525.00
Payroll Processing fees	36.05
Payroll Taxes	45.40
<b>Total Payroll</b>	606.45
<b>Capital Maintenance/ Improvemen</b>	-40,000.00
<b>Administrative</b>	
Administrative-Accounting	720.00
Administrative-Other	364.98
Administrative - Supplies	60.28
Administrative - Legal	427.50
Administrative-Insurance	3,590.00
Administrative-Govt Ops	216.65
<b>Total Administrative</b>	5,379.41
<b>Bank Charge</b>	0.44
<b>Common Areas</b>	
Capital Exp - Shed Electric	2,507.35
Capital Exp - Gazebo/Wayman	15,970.00
Utilities	183.08
Common Area Maint	3,994.50
Misc.	2,353.40
<b>Total Common Areas</b>	25,008.33
<b>F. D. Museum</b>	
Capital Expense	31,250.00
Capital Exp - Chair Lift FDMCC	2,530.52
Electricity	9.32
Repair & Maintenance	82.62
Telephone/Internet	109.98
<b>Total F. D. Museum</b>	33,982.44
<b>Roads</b>	
Gen Maintenance	15,050.00
Street Lights	765.89
Traffic Control	3,018.75
Utilities	19.75
<b>Total Roads</b>	18,854.39
<b>Town Hall</b>	
Capital Expense	31,250.00
Bldg & grounds maintenance	142.34
Electricity/Gas	15.85
Misc	106.98
Telephone/Internet	132.52
<b>Total Town Hall</b>	31,647.69
<b>Utilities</b>	
Water	32.00
<b>Total Utilities</b>	32.00
<b>Total Expense</b>	75,511.15

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Accrual Basis

**Town of Highland Beach**  
**Profit & Loss**  
**June 18 through July 22, 2023**

	<u>Jun 18 - Jul 22, 23</u>
Net Ordinary Income	<u>-67,569.53</u>
Net Income	<u><u>-67,569.53</u></u>

**Town of Highland Beach  
Transaction Report  
June 18 through July 22, 2023**

Type	Date	Num	Name	Memo	Split	Amount
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Electricity Sale</b>						
General Journal	06/30/2023		Sol System LLC	Accrual Sol Systems June 2023	Accounts Re...	50.00
Deposit	07/03/2023		Sol System LLC	V967 FY2023 Accrual June 2023	HB Checking...	50.00
General Journal	07/03/2023		Sol System LLC	Accrual Sol Systems June 2023	Accounts Re...	-50.00
Total Electricity Sale						50.00
<b>Highway Revenue</b>						
General Journal	06/30/2023		State Highway Admin (Accrual)	Accrual HWYUSERAPR23	Accounts Re...	2,702.58
Deposit	07/03/2023		State Highway Admin (Accrual)	V968 Accrual WHYUSERAPR 23	HB Checking...	2,702.58
General Journal	07/03/2023		State Highway Admin (Accrual)	Accrual HWYUSERAPR23	Accounts Re...	-2,702.58
Total Highway Revenue						2,702.58
<b>Interest Income</b>						
Deposit	06/30/2023			Interest	HB Savings ...	0.84
Total Interest Income						0.84
<b>State Personal Income</b>						
Deposit	06/26/2023		State Income Tax (2)	V965 June 2023	HB Savings ...	5,188.20
Total State Personal Income						5,188.20
Total Income						7,941.62
Gross Profit						7,941.62
<b>Expense</b>						
<b>Payroll</b>						
<b>Town Manager</b>						
General Journal	06/30/2023		Lisa Scott (2)	Accr June 2023	-SPLIT-	525.00
Check	07/11/2023	ACH	Lisa Scott	June 2023 Payroll L Scott	HB Checking...	525.00
General Journal	07/12/2023		Lisa Scott (2)	Reverse of GJE -- Accr June 2023	-SPLIT-	-525.00
Total Town Manager						525.00
<b>Payroll Processing fees</b>						
General Journal	06/30/2023		Valley Processing, Inc.	Accr June 2023 processing fee	Accounts Pa...	36.05
Check	07/12/2023	ACH	Valley Processing, Inc.	June 2023 Monthly Payroll processing fee	HB Checking...	36.05
General Journal	07/12/2023		Valley Processing, Inc.	Reverse of GJE -- Accr June 2023 processing fee	Accounts Pa...	-36.05
Total Payroll Processing fees						36.05
<b>Payroll Taxes</b>						
General Journal	06/30/2023			Misc adjustment	Payroll Liabili...	-0.01
General Journal	06/30/2023		Lisa Scott (2)	Accr June 2023	Town Manager	45.41
Check	07/12/2023	ACH	Corporate ACH Tax Impound	June 2023 employer FICA & Unemployment	HB Checking...	45.41
General Journal	07/12/2023		Lisa Scott (2)	Accr June 2023	Town Manager	-45.41
Total Payroll Taxes						45.40
Total Payroll						606.45
<b>Capital Maintenance/ Improvemen</b>						
Deposit	06/24/2023		Caleb Solar Inc.	V966 Refund for check #4844 no service provided	HB Checking...	-40,000.00
Total Capital Maintenance/ Improvemen						-40,000.00
<b>Administrative</b>						
<b>Administrative-Accounting</b>						
General Journal	06/30/2023		Tina H Smith	Accr April - June 2023 service	Accounts Pa...	720.00
Check	07/12/2023	4859	Tina H Smith	V5501 Accounting Svc Apr-June 2023 Inv 192	HB Checking...	720.00
General Journal	07/12/2023		Tina H Smith	Reverse of GJE -- Accr April - June 2023 service	Accounts Pa...	-720.00
Total Administrative-Accounting						720.00
<b>Administrative-Other</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5468 Wink	HB Checking...	4.99
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp ceremony dinner	Common Are...	355.00
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Wink	Common Are...	4.99
Total Administrative-Other						364.98
<b>Administrative - Supplies</b>						
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Office depot	Common Are...	28.50
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Michaels	Common Are...	31.78
Total Administrative - Supplies						60.28
<b>Administrative - Legal</b>						
General Journal	06/30/2023		The Law Office of Kevin J. Best	Accrual FY23 Law Office of Kevin Best	Accounts Pa...	427.50
Check	07/07/2023	4858	The Law Office of Kevin J. Best	V5500 Inv 2263 June 12-15 2023	HB Checking...	427.50
General Journal	07/07/2023		The Law Office of Kevin J. Best	Reverse of GJE -- Accrual FY23 Law Office of Kevin Best	Accounts Pa...	-427.50
Total Administrative - Legal						427.50
<b>Administrative-Insurance</b>						
General Journal	07/01/2023		Chesapeake Employer's Insurance	FY24 Workers Comp insurance	Prepaid / De...	249.00
Check	07/16/2023	4861	LGIT (Local Government Insurance T...	V5505 Inv. 122840 Annual Coverage	HB Checking...	3,341.00
Total Administrative-Insurance						3,590.00
<b>Administrative-Govt Ops</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 K&B Battery	HB Checking...	21.19
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Zoom	HB Checking...	149.90
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Amazon batteries	Common Are...	45.56
Total Administrative-Govt Ops						216.65
Total Administrative						5,379.41

Type	Date	Num	Name	Memo	Split	Amount
<b>Bank Charge</b>						
Check	06/30/2023			Service Charge	HB Savings ...	0.44
Total Bank Charge						0.44
<b>Common Areas</b>						
<b>Capital Exp - Shed Electric</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Chesapeake Electric	HB Checking...	2,507.35
Total Capital Exp - Shed Electric						2,507.35
<b>Capital Exp - Gazebo/Wayman</b>						
Check	07/16/2023	4863	Power Factor LLC	V5507 Pavilion solar panels	HB Checking...	11,179.00
General Journal	07/16/2023		Power Factor LLC	Power Factor solar panel	Prepaid / De...	4,791.00
Total Capital Exp - Gazebo/Wayman						15,970.00
<b>Utilities</b>						
Check	06/29/2023	ACH	BGE-Acct 1747131000	V5493 BGE - 1747131000	HB Checking...	21.69
Check	06/30/2023	4857	Comcast	V5499 Internet / Pavilion	HB Checking...	161.39
Total Utilities						183.08
<b>Common Area Maint</b>						
Check	06/25/2023	4855	Nile Energy Solutions LLC	V5497 Park bench maint. 10006DMD423	HB Checking...	900.00
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Home depot	-SPLIT-	96.41
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp American Glass	Common Are...	378.28
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Lamps Plus	Common Are...	158.99
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Home depot	Common Are...	75.46
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Lamps Plus	Common Are...	52.99
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Amazon	Common Are...	180.19
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Home Depot	Common Are...	212.85
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Amazon	Common Are...	48.71
General Journal	06/30/2023		Marvin's Landscaping, Inc.	V5506 June 2023 Landscaping svc	Accounts Pa...	1,890.62
Check	07/16/2023	4862	Marvin's Landscaping, Inc.	V5506 Inv 1281 June 2023	HB Checking...	1,890.62
General Journal	07/16/2023		Marvin's Landscaping, Inc.	Reverse of GJE -- V5506 June 2023 Landscaping svc	Accounts Pa...	-1,890.62
Total Common Area Maint						3,994.50
<b>Misc.</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Lamps Plus	HB Checking...	158.99
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Lamps Plus	HB Checking...	-158.99
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Retractable banners	HB Checking...	297.88
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Rtractable banners	HB Checking...	2,055.52
Total Misc.						2,353.40
Total Common Areas						25,008.33
<b>F. D. Museum</b>						
<b>Capital Expense</b>						
Check	07/16/2023	4866	Nile Energy Solutions LLC	V5510 Franklin WH solar battery pmt #3	HB Checking...	12,500.00
Check	07/16/2023	4865	Nile Energy Solutions LLC	V5509 Franklin WH solar battery pmt #2	HB Checking...	9,375.00
Check	07/16/2023	4864	Nile Energy Solutions LLC	V5508 Franklin WH solar battery pmt #1	HB Checking...	9,375.00
Total Capital Expense						31,250.00
<b>Capital Exp - Chair Lift FDMCC</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Freedom Mobility	HB Checking...	2,530.52
Total Capital Exp - Chair Lift FDMCC						2,530.52
<b>Electricity</b>						
Check	06/30/2023	ACH	BGE- Acct 1008802000	V5492 Account #1008802000	HB Checking...	9.32
Total Electricity						9.32
<b>Repair &amp; Maintenance</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Homedepot hose	HB Checking...	82.62
Total Repair & Maintenance						82.62
<b>Telephone/Internet</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Verizon 5/5/23-6/4/2023	HB Checking...	54.99
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Verizon	Common Are...	54.99
Total Telephone/Internet						109.98
Total F. D. Museum						33,982.44
<b>Roads</b>						
<b>Gen Maintenance</b>						
Check	06/25/2023	4853	C. N. Cromwell	V5495 Patch and road work May-June 2023	HB Checking...	15,050.00
Total Gen Maintenance						15,050.00
<b>Street Lights</b>						
Check	06/22/2023	ACH	BGE- Acct 2613110000	V5488 Account 2613110000	HB Checking...	382.96
General Journal	06/30/2023		BGE- Acct 2613110000	Accr June 2023 exp	Accounts Pa...	382.93
Total Street Lights						765.89
<b>Traffic Control</b>						
Check	06/25/2023	4854	Coleshire Security Services LLC	V5496 Inv 23-6003 (6/11-6/17)	HB Checking...	1,104.00
General Journal	06/30/2023		Coleshire Security Services LLC	Accr June traffic control	Accounts Pa...	1,569.75
Check	07/16/2023	4860	Coleshire Security Services LLC	V5504 Inv 22-6004 6/18-6/30)	HB Checking...	1,569.75
General Journal	07/16/2023		Coleshire Security Services LLC	Reverse of GJE -- Accr June traffic control	Accounts Pa...	-1,569.75
Check	07/16/2023	4860	Coleshire Security Services LLC	V5504 Inv 22-6004 7/1	HB Checking...	345.00
Total Traffic Control						3,018.75
<b>Utilities</b>						
Check	06/29/2023	ACH	BGE- Acct 2328530000	V5494 BGE - 2328530000	HB Checking...	19.75

Type	Date	Num	Name	Memo	Split	Amount
Total Utilities						19.75
Total Roads						18,854.39
<b>Town Hall</b>						
<b>Capital Expense</b>						
Check	07/16/2023	4864	Nile Energy Solutions LLC	V5508 Franklin WH solar battery pmt #1	HB Checking...	9,375.00
Check	07/16/2023	4865	Nile Energy Solutions LLC	V5509 Franklin WH solar battery pmt #2	HB Checking...	9,375.00
Check	07/16/2023	4866	Nile Energy Solutions LLC	V5510 Franklin WH solar battery pmt #3	HB Checking...	12,500.00
Total Capital Expense						31,250.00
<b>Bldg &amp; grounds maintenance</b>						
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp town hall banner	Common Are...	142.34
Total Bldg & grounds maintenance						142.34
<b>Electricity/Gas</b>						
Check	06/29/2023	ACH	BGE-Acct 3464671000	Vxxxx Town Hall Electricity	HB Checking...	15.85
Total Electricity/Gas						15.85
<b>Misc</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Home Depot plants	HB Checking...	106.98
Total Misc						106.98
<b>Telephone/Internet</b>						
Check	06/29/2023	ACH	Bank of America Credit Card	V5484 Vonage 5/5/23-6/4/23	HB Checking...	66.26
General Journal	06/30/2023		Bank of America Credit Card	Accr June exp Vonage	Common Are...	66.26
Total Telephone/Internet						132.52
Total Town Hall						31,647.69
<b>Utilities</b>						
<b>Water</b>						
Check	06/30/2023	4856	Arundel Gas & Water Conditioning Co.	V5498 Acct 93358003	HB Checking...	32.00
Total Water						32.00
Total Utilities						32.00
Total Expense						75,511.15
Net Ordinary Income						-67,569.53
<b>Net Income</b>						<b>-67,569.53</b>