

**Operations/ Admin Profit and Loss**  
**Heather Glen Community Services District**  
**January 1- September 15, 2025**

<b>Distribution account</b>	<b>Total</b>
Income	
Management Committee Fee January to April Billing	641.90
Operations Fees Collected	26,736.00
<b>Total for Income</b>	<b>\$27,377.90</b>
Cost of Goods Sold	0.00
<b>Gross Profit</b>	<b>\$27,377.90</b>
Operations/ Admin Overhead Expenses	26,736.58
<b>Total Available</b>	<b>\$641.32</b>

## ADMINISTRATIVE EXPENSE REPORT - 01.01.2025 TO 09.15.2025

01/01/2025	Julie Gordon	Bookkeeping & Office Supplies (\$100)	1,300.00	1,300.00
01/02/2025	Jackie Day	Water Sales Credit - Refund for overpayment on closed acct.	375.25	1,675.25
01/13/2025	BMO Bank	Bank Fees - Admin.	42.44	1,717.69
01/24/2025	Julie Gordon	Bookkeeping (Year End - Extra Hours Charged)	900.00	2,617.69
01/27/2025	PLACER COUNTY CLERK	Admin/Election Costs (Inv# C132705)	238.75	2,856.44
02/06/2025	APPLEGATE CIVIC CENTER	Hall Rental - Board Meetings: 12/06/24 & 1/23/25	140.00	2,996.44
02/06/2025	Julie Gordon	Bookkeeping (+ \$100 for Office Supplies)	1,300.00	4,296.44
	Jensen Smith			
	CPA&#039;s			
02/13/2025		Professional Fees / 2023-2024 SCO Report	450.00	4,746.44
02/19/2025	BMO Bank	Administration - Name Plates	75.08	4,821.52
03/03/2025	Charles Williams	Admin/Office Expn. - Lock Box	124.35	4,945.87
03/04/2025	CRWRMA	Renewal Subscription 4/25-4/26 (Paid invoice# INV0677)	4,393.00	9,338.87
03/04/2025	Rachel Rose Robertson	Paying Last Payroll (see stub)	1,108.20	10,562.51
03/04/2025	US TREASURY	Last Qrtly Payroll Taxes Due	966.76	11,529.27
03/12/2025	APPLEGATE CIVIC CENTER	Hall Rental - Board Meetings: Feb/Mar (Inv's# 1213 & 1214)	140.00	11,669.27
04/01/2025	Julie Gordon	\$1200 & \$100 = Final Billing for the month of March bookkeeping	1,300.00	12,969.27
05/05/2025	Surety Bonds	POS TRANSACTION, Bank Ref: XXXXXX9223	110.00	13,079.27
05/13/2025	Cheryl Madden	Reimbursement for Staples Supplies (Rcpt# 23592)	14.46	13,093.73
05/13/2025	Rachel Rose Robertson	Paying invoice# 0001	645.00	13,738.73
05/13/2025	CA Rural Water Association	Paying Annual Membership Dues (April 2025)	538.00	14,276.73
		BANGKOK 12 THAI REST SACRAMENTO CAXXXXXX4132, Bank Ref:		
		XXXXXX2760, Customer Ref: XXXXXX4132	91.89	14,368.62
06/05/2025	Rachel Rose Robertson	GM's April Services Due (see invoice# 0002 attached)	1,698.75	16,067.37
06/05/2025	Rachel Rose Robertson	GM's May Services Due (see invoice# 0003 attached)	2,160.00	18,227.37
06/05/2025	Cheryl Madden	Reimbursement for Stamp Supplies (Rcpt# 4564)	26.56	18,253.93
06/06/2025	CLS Business Services	Contracted bookkeeping Services for April & May (Paying invoice# 1024)	2,224.76	20,478.69
07/07/2025	Cheryl Madden	Fees for HGCSO Domaine name (CC charges to be reimbursed).	265.00	20,743.69
07/07/2025	Rachel Rose Robertson	GM's June's Services Due (see invoice# 0004 attached)	2,032.50	22,776.19
		GM's Reibursement request for Ink & Pen supplies (see receipt #8250 attached)	85.09	22,861.28
07/07/2025	Rachel Rose Robertson			
07/07/2025	CLS Business Services	Contracted bookkeeping Services for June (Paying invoice# 1025)	1,402.50	24,263.78
08/30/2025	US POSTAL SERVICE	12-Months POB Rental Renewal (for POB# 715)	126.00	24,389.78

## ADMINISTRATIVE EXPENSE REPORT - 01.01.2025 TO 09.15.2025

08/30/2025	Thomas & Associates	July Legal Services - CC&R amendments (Paying Invoice# 18695)	504.00	24,893.78
08/30/2025	APPLEGATE CIVIC CENTER	Hall Rental - Board Meeting 4/17/25 (Paying Inv# 1281)	70.00	24,963.78
08/30/2025	APPLEGATE CIVIC CENTER	Board Mtg's: 3/27, 6/26, 9/25 & 12/4 (Paying Inv#1282)	280.00	25,243.78
08/30/2025	CLS Business Services	Contracted bookkeeping Services for June (Paying invoice# 1026)	1,411.00	26,654.78
08/30/2025	CLS Business Services	Reimb. for Ink, Paper & Supplies purchased (see Staples receipt herein)	81.80	26,736.58
			<u>81.80</u>	
			<b>\$26,736.58</b>	