

HOA Financial Report Template — 1 · Income statement

How much the association collected and how much it spent, over a stretch of time — usually a month or a quarter. What it does NOT show is how much money the association has: the reserve balance is on the balance sheet. All three reports, set up for a small association, with sample line items and the variance column already built in — so you're not starting from a blank spreadsheet. Fill the shaded cells. Use the same categories, laid out the same way, every month: the value is in comparing this month to last month.

Association		
Period		The month (or quarter) this report covers
Prepared by		Usually the treasurer, from the bank statements
Date sent to owners		The date is the paper trail — see the last tab

Everything the association took in					
Line item	This period	Last period	Change	Year to date	Notes
Assessments			AUTO		
Late fees			AUTO		
Interest			AUTO		
Other income			AUTO		
Total income	AUTO	AUTO	AUTO	AUTO	

Everything the association spent

Same categories as the Budget Worksheet from the budget episode, so the two chain: what you budget there is what you report against here. Rename the "Other" rows to fit.

Line item	This period	Last period	Change	Year to date	Notes
Insurance			AUTO		
Utilities			AUTO		
Landscaping			AUTO		
Cleaning			AUTO		
General maintenance			AUTO		
Admin — accounting			AUTO		
Admin — legal			AUTO		
Other			AUTO		
Other			AUTO		
Total operating expenses	AUTO	AUTO	AUTO	AUTO	

Reserve contribution — kept separate

What moved into the reserve account this period. It is reported on its own line, not mixed in with operating expenses, so nobody mistakes it for money that was spent.

Line item	This period	Last period	Change	Year to date	Notes
Reserve contribution			AUTO		

The difference — the net					
	This period	Last period	Change	Year to date	Notes
Net — took in, minus operating expenses	AUTO	AUTO	AUTO	AUTO	
Left in operating after the reserve contribution	AUTO	AUTO	AUTO	AUTO	Negative here means operating ran short this period

HOA Financial Report Template — 2 · Balance sheet

A snapshot: what the association owns and what it owes on one specific day — usually the last day of the month. The difference is the fund balance: what would be left if the association paid off everything it owes. This is where owners see the reserve balance at a glance, and it is the first number a buyer's lender asks for.

Association				
As of (date)			Usually the last day of the month	
Prepared by				

What the association owns — assets				
Line item	This month-end	Last month-end	Change	Notes
Operating account			AUTO	Bank balance on the as-of date
Reserve account			AUTO	The reserve balance — what owners and lenders ask about
Paid ahead (prepaid expenses)			AUTO	e.g. an insurance premium paid for months not yet used
Assessments owed by owners			AUTO	Dues billed and not yet paid — lenders ask how many owners are behind
Other			AUTO	
Total assets	AUTO	AUTO	AUTO	

What the association owes — liabilities				
Line item	This month-end	Last month-end	Change	Notes
Unpaid invoices			AUTO	Bills received and not yet paid
Loans			AUTO	Balance still owed on any association loan
Assessments paid in advance			AUTO	Owners who paid next month early — the association owes them that month
Other			AUTO	
Total liabilities	AUTO	AUTO	AUTO	

The difference — fund balance				
	This month-end	Last month-end	Change	Notes
Fund balance — what would be left	AUTO	AUTO	AUTO	Total assets minus total liabilities

HOA Financial Report Template — 3 · Budget vs actual

The budget you adopted, right next to what you actually spent, line by line — it answers one question: are we on track? This is the report that answers most of what owners ask (why did dues go up, where did the money go, are we about to get hit with an assessment). Enter the annual budget once; the budget-to-date and the variance columns calculate.

Association		
Months of the fiscal year completed		1 to 12 — e.g. 6 at the halfway point

Income

A negative variance here means the association collected less than budgeted — usually owners behind on dues.

Line item	Annual budget	Budget to date	Actual to date	Variance	Variance %	Flag	Why — one line for the summary
Assessments		AUTO		AUTO	AUTO	AUTO	
Late fees		AUTO		AUTO	AUTO	AUTO	
Interest		AUTO		AUTO	AUTO	AUTO	
Other income		AUTO		AUTO	AUTO	AUTO	
Total income	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	

Operating expenses

A positive variance means over budget. Say insurance was budgeted at \$12,000 and the renewal came in at \$14,000: you see it the month it happens, not at year-end.

Line item	Annual budget	Budget to date	Actual to date	Variance	Variance %	Flag	Why — one line for the summary
Insurance		AUTO		AUTO	AUTO	AUTO	
Utilities		AUTO		AUTO	AUTO	AUTO	
Landscaping		AUTO		AUTO	AUTO	AUTO	
Cleaning		AUTO		AUTO	AUTO	AUTO	
General maintenance		AUTO		AUTO	AUTO	AUTO	
Admin — accounting		AUTO		AUTO	AUTO	AUTO	
Admin — legal		AUTO		AUTO	AUTO	AUTO	
Other		AUTO		AUTO	AUTO	AUTO	
Other		AUTO		AUTO	AUTO	AUTO	
Total operating expenses	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	

Reserve contribution

Did the contribution the budget promised actually go in?

Line item	Annual budget	Budget to date	Actual to date	Variance	Variance %	Flag	Why — one line for the summary
Reserve contribution		AUTO		AUTO	AUTO	AUTO	
Total reserve	AUTO	AUTO	AUTO	AUTO	AUTO	AUTO	

Overall

	Annual budget	Budget to date	Actual to date	Variance		Notes
Income minus operating expenses minus reserve contribution	AUTO	AUTO	AUTO	AUTO		Below budget-to-date means the year is running behind plan

HOA Financial Report Template — 4 · Send and check

Email the reports to every owner, every period. Most won't open them, and that's fine — what matters is that each one went out, with a date on it. When a lender or an attorney asks later, you're not recreating anything, and the record shows the board doing its job.

The email, top to bottom

A few sentences at the top for the few who open it. Lead with the headline, then the areas running over and why. The reports go underneath, attached.

The headline	e.g. "We're on budget overall, and two areas are running over."
What's running over, and why	Pull from the Flag and Why columns on tab 3
Answers to last month's repeat questions	If the same question came in twice, answer it here
Attached	Income statement, balance sheet, budget vs actual

Before you send — check your work

A cheap first pass: drop the reports into ChatGPT or Claude and ask it to look for problems. Treat it as a first pass, not a sign-off — these tools make mistakes. Take out owner names and account numbers before you upload anything.

Check	Done?	How
The totals add up		Re-add each section; the sheet totals should match your bank statements
The three reports agree with each other		Reserve contribution matches across tabs 1 and 3; the reserve account on tab 2 moved by about that amount
Nothing looks miscategorized		A repair coded as landscaping, a reserve project paid from operating
Owner names and account numbers removed		Before uploading anything to an AI tool
A one-time CPA review, if nobody ever has		A clean starting point for the next board

Sent log — the paper trail

One row per period. Keep the past reports somewhere owners can find them; a records request is then quick, and the annual accounting is mostly your December report with a cover page.

[illegible]