RESERVE COMPONENT WORKSHEET
[ASSOCIATION NAME] Date: _____ Prepared by: _____

Copy this block for each component. Read your declaration first: list only what the association maintains.

COMPONENT 1: _____
  Quantity and unit: _____ Year installed: _____
  Useful life: ____ years Remaining life: ____ years
  Replacement cost today: $_____
  Source of the estimate (quote, contractor, past invoice): _____
  Condition notes: _____
  _____

COMPONENT 2: _____
  Quantity and unit: _____ Year installed: _____
  Useful life: ____ years Remaining life: ____ years
  Replacement cost today: $_____
  Source of the estimate (quote, contractor, past invoice): _____
  Condition notes: _____
  _____

COMPONENT 3: _____
  Quantity and unit: _____ Year installed: _____
  Useful life: ____ years Remaining life: ____ years
  Replacement cost today: $_____
  Source of the estimate (quote, contractor, past invoice): _____
  Condition notes: _____
  _____

COMPONENT 4: _____
  Quantity and unit: _____ Year installed: _____
  Useful life: ____ years Remaining life: ____ years
  Replacement cost today: $_____
  Source of the estimate (quote, contractor, past invoice): _____
  Condition notes: _____
  _____

Total replacement cost of all components today: $_____
Date of last professional reserve study: _____
Next study or update due: _____ (per your documents / state)

RESERVE FUND: ANNUAL TRACKING SHEET
[ASSOCIATION NAME] Fiscal year: _____ Date: _____

Date of the last reserve study: _____
Next study or update due: _____ (per your documents / state)
Funding plan adopted from the study: [full / threshold or baseline / other]
Percent funded, if the study reports it: _____ %

RESERVE ACCOUNT (cash roll-forward)

Opening reserve balance	$_____
+ Contributions actually made	$_____
+ Interest earned	$_____
- Spent on planned replacements	$_____
- Spent on unplanned repairs	$_____
= Closing reserve balance	$_____

COMPARISON WITH THE BUDGET AND THE STUDY (not added to the account)

Contribution budgeted for the year	$_____
Contribution actually made	$_____
Variance (over / under budget)	$_____
Balance the study projected for this date	$_____
Closing reserve balance (from above)	$_____
Difference (over / under the study)	$_____

COMPONENTS REPLACED OR REPAIRED THIS YEAR

Component	Study estimate	Actual cost
_____	$_____	$_____
_____	$_____	$_____
_____	$_____	$_____

COMPONENTS MOVED EARLIER OR LATER THAN THE STUDY ASSUMED (and why)
_____
_____

Does the study need an update now? [yes / no] Reason: _____
Reviewed by the Board on: _____ Minutes reference: _____
Signed: _____ (Treasurer)