Welcome to:

Property Management Trust Account Record Keeping Workshop

► Commission Regulations10.18–10.24

Property Management Recordkeeping Regulations

Commission Regulations 10.18-10.24

Federal or State Agency Regulated Property Management

This section does not apply to any residential property management program operated or regulated by a federal or state act or agency which includes specific record keeping requirements that the commission determines are substantially equivalent to or greater than that required by this section.

- Generally Accepted Recordkeeping Principles (GARP) is a framework for managing records in a way that supports an organization's immediate and future regulatory, legal, risk mitigation, environmental and operational requirements.
- GARP has eight principles for creating information governance best practices:

- Generally Accepted Recordkeeping Principles (GARP) is a framework for managing records in a way that supports an organization's immediate and future regulatory, legal, risk mitigation, environmental and operational requirements.
- GARP has eight principles for creating information governance best practices:

- Principle of Accountability An organization shall assign a senior executive who will oversee a recordkeeping program and delegate program responsibility to appropriate individuals, adopt policies and procedures to guide personnel and ensure program audit ability.
- Principle of Transparency The processes and activities of an organization's recordkeeping program shall be documented in an understandable manner and be available to all appropriate personnel and appropriate interested parties.
- Principle of Integrity A recordkeeping program shall be constructed so the records and information generated or managed by or for the organization have a reasonable and suitable guarantee of authenticity and reliability.

- Principle of Protection A recordkeeping program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret, or essential to business continuity.
- Principle of Compliance The recordkeeping program shall be constructed to comply with applicable laws and other binding authorities, as well as the organization's policies.

- Principle of Availability An organization shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.
- Principle of Retention An organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational and historical requirements.
- Principle of Disposition An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by laws and organizational policies.

Definitions

- "Audit trail" means a documented history of a financial transaction by which the transaction can be traced to its source.
- "Occupant" means a person who rents a property on a nightly basis.
- "Tenant " means a person who rents a property on other than a nightly basis.
- Property Manager" (PM) means a licensed principal broker or designated executive broker who performs property management activities pursuant to A.C.A. §17–42–103(9)

So How do we Keep Records to Conform with the Arkansas Real Estate **Commission Property** Management Recordkeeping Regulations?

Accounting and recordkeeping

- A property manager must retain records of all deposits in a manner in which they are traceable to the owners' and tenants' ledgers. A property manager must retain records identifying the amount of and purpose of each disbursement entered into the owner's and tenants' ledgers.
- The property manager shall disclose to the owner, in writing, the property manager's use of any employees or a business in which the property manager or any persons licensed under him has a pecuniary interest to provide billable services to the owner's property.

Property Management Agreement

- A current written agreement between a PM & the owner.
- A agreement must include the following:
 - Name, address, and other contact information of owner
 - Address or legal description of the property
 - Duties and responsibilities of the PM & owner
 - Authority & power given by the owner to the PM
 - Description of all compensation or fees to be paid to the PM
 - The management fees, application fees, screening fees, rebates, discounts, overrides and any other form of compensation to be received by the property manager for management of rental real estate including when such compensation is earned and when it will be paid,
 - Description of the monthly statements of accounting
 - Duration, rollover, renewal, and auto extensions
 - Method of termination
 - Signatures and dates
 - Owner receives copy final signed agreement

Tenant Lease Agreement

- A PM shall not lease property he manages without a written agreement with the tenant.
- Each lease or rental agreement for residential real estate managed by a PM must contain the following:
 - Name and address of PM & his firm
 - Name, address and contact info for all tenants
 - Mailing address/unit # of property being rented
 - Must state lease terms, payment amount & other payment conditions.
 - Amount and reason for all funds received at outset, like rent, security deposit, pet fees etc.
 - Location/Entity that will hold security deposit
 - Method of notification in case of termination
 - Signatures PM and tenant (except tenant refusal)
- PM may not expend the security deposit for any expenses not allowed by agreement.

Property Management Cash Receipts



PM can choose whether or not to accept cash but if PM chooses to accept cash then the following must be done:

- Receipt must be issued and must be maintained by PM
- Receipts must be consecutively pre-numbered and printed in at least duplicate format

PM Cash Receipts - Requirements

- Receipt must contain the following:
 - Date of receipt of cash funds
 - Amount of the funds
 - Reason for payment or collection of the funds received
 - Identity of the property for which the cash fund were received
 - Tenant's name
 - Payer of the funds if different than the tenant
 - Name and signaure of the individual who actually received the cash and prepared the receipt

General Ledger

What is it?



General Ledger

General Ledger (GL) is a chronological accounting record of an organization used to track changes in financial position as transactions are posted.

Property Management Trust Account General Ledger

			F	eceive	.	Refe	rence	Pa	id Out		
				nitials						nitials	Daily Balance of Trust
Date	Received From or Paid To	Description	Amount Received	<u> </u>	Date of Deposit	Ledger	Check Number	Amount Paid Out	Date of Check	_	Account
10/01/13	Will Woodberry	Oct Rent/Sec Dep	1,400.00	yh	10/01/13	T13-1	2001				1,400.00
10/01/13	Woodberry-Sec Dep Trust	Sec Dep Trust			10/01/14	T13-1 SD	1000	700.00	10/1	SS	700.00
10/15/14	Somewhere Prop. Mgmt.	Oct Mgmt Fee				T13-1	1001	70.00	10/15	SS	630.00
10/15/14	James Johnson	Oct Rental Income	700.00		44/04/44	T13-1	1002	630.00	10/15	SS	0.00
11/01/13	Will Woodberry	Nov Rent	700.00		11/01/14	T13-1	2002				700.00
11/14/14	Somewhere Prop. Mgmt.	Nov Mgmt Fee				T13-1	1003	70.00	11/14		630.00
11/14/14	James Johnson	Nov Rental Income				T13-1	1004	630.00	11/14		0.00
12/02/13	Will Woodberry	Dec Rent	700.00		12/02/13	T13-1	2004				700.00
12/02/13	Phyliss Pratt	Dec Rent /Security Dep	2,000.00		12/02/13	T13-2	1371				2,700.00
12/02/13	Pratt-Sec Dep Trust	Sec Dep Trust	2,000.00		12/02/13	T13-2 SD	1005	1,000.00	12/2		1,700.00
12/13/13	Somewhere Prop. Mgmt.	Dec Mgmt Fee			12/02/13	T13-1	1005	70.00	12/13		1,630.00
12/13/13	James Johnson	Dec Rental Income				T13-1	1007	630.00	12/13		1,000.00
12/13/13	Phyliss Pratt	Dec Mgmt Fee				T13-2	1008	100.00	12/13		900.00
12/13/13	Lonnie Lewis	Dec Rental Income				T13-2	1009	900.00	12/13		0.00
12/27/13	Tammy Temple	Sec Dep	850.00		12/30/14	T14-3	1396	300.00	12/13		850.00
12/27/13	Tammy Temple	Temple-Sec Dep Trust	830.00		12/30/14	T14-3 SD	1010	850.00	12/30		0.00
01/02/14	Will Woodberry	Jan Rent	700.00		01/02/14	T13-1	2005	030.00	12/30		700.00
01/02/14	Phyliss Pratt	Jan Rent	1,000.00		01/02/14	T13-1	1377				1,700.00
01/02/14	Curtis Coffee	Jan Rent/Sec Dep	2,000.00		01/02/14	T14-2	506				3,700.00
01/02/14	Coffee-Sec Dep Trust	Sec Dep Trust	2,000.00		01/02/14	T14-2SD	1011	1,000.00	1/2		2,700.00
01/02/14	Gerry Goucher	Jan Rent/Sec Dep	2,000.00		01/02/14	T14-1	712	1,000.00	-/-		4,700.00
01/02/14	Gerry Godener	pan kentysee sep	2,000.00		01/02/14	114 1	712				4,700.00
01/02/14	Gerry Goucher-Sec Dep Trust	Sec Dep Trust			01/02/14	T14-1 SD	1012	1,000.00	1/2		3,700.00
01/02/14	Lucille Loo	Jan Rent/Sec Dep	1,700.00		01/02/14	T14-4	1220				5,400.00
01/02/14	Lucille Loo-Sec Dep Trust	Loo-Sec Dep Trust			01/02/14	T14-4SD	1013	850.00	1/2		4,550.00
01/02/14	Tammy Temple	Jan Rent	850.00		01/02/14	T14-3	1397				5,400.00
01/03/14	Sam and Susie Saxton	Jan Rent/Sec Dep	1,700.00		01/03/14	T14-5	202				7,100.00
01/03/14	Sam and Susie Saxton	Saxton-Sec Dep Trust			01/03/14	T14-5 SD	1014	850.00	1/3		6,250.00
01/10/14	Mike and Maude Martin	Jan Rent 575.81/Sec Dep	1,425.81		01/10/14	T14-6	M/0127938561				7,675.81
01/10/14	Martin-Sec Dep Trust	Sec Dep			01/10/14	T14-6SD	1015	850.00	1/10		6,825.81
01/15/14	Somewhere Prop. Mgmt.	Jan Mgmt Fee				T13-1	1016	70.00	1/15		6,755.81
01/15/14	James Johnson	Jan Rental Income				T13-1	1017	630.00	1/15		6,125.81
01/15/14	Somewhere Prop. Mgmt.	Jan Mgmt Fee				T13-2	1018	100.00	1/15		6,025.81
01/15/14	Lonnie Lewis	Jan Rental Income				T13-2	1019	900.00	1/15		5,125.81

			F	Receive	1	Ref	erence	Pa	id Out	
Date	Received From or Paid To	Description	Amount Received	initials	Date of Deposit	Ledger	Check Number	Amount Paid Out	Date of Check	Daily Balance of Trust Accoun
02/14/14	Beverly Branton	Feb Rental Income				T14-6	1047	787.50	2/14	0.0
03/01/14	Will Woodberry	March Rent	700.00		03/03/14	T13-1	2007			700.0
03/01/14	Phyliss Pratt	March Rent	1,000.00		03/03/14	T13-2	1382			1,700.0
03/03/14	Lucille Loo	March Rent	850.00		03/03/14	T14-4	1222			2,550.0
03/10/14	Gerry Goucher	March Rent/late fee	1,025.00		03/10/14	T14-1	714			3,575.0
03/10/14	Tammy Temple	March Rent/late fee	875.00		03/10/14	T14-3	1399			4,450.0
03/10/14	Susie Saxton	March Rent/late fee	875.00		03/10/14	T14-5	204			5,325.0
03/11/14	Mike Martin	March Rent/late fee	875.00		03/10/14	T14-6	M/0127942894			6,200.0
03/11/14	Perfect Plumbers	Faucet Repair 45.00				T14-1	Invoiced #2151			6,200.0
03/14/14	Fred's Furnace	Furnace Repair 85.00				T14-4	Invoiced #6219			6,200.0
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee			03/14/14	T13-1	1048	70.00	3/14	6,130.0
03/14/14	James Johnson	March Rental Income			03/14/14	T13-1	1049	630.00	3/14	5,500.0
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee			03/14/14	T13-2	1050	100.00	3/14	5,400.0
03/14/14	Lonnie Lewis	March Rental Income			03/14/14	T13-2	1051	900.00	3/14	4,500.0
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee			03/14/14	T14-1	1052	102.50	3/14	4,397.5
03/11/14	Perfect Plumbers	Faucet Repair #2151			03/14/14	T14-1	1053	45.00	3/14	4,352.5
03/14/14	Billie and Bonnie Barnes	March Rental Income			03/14/14	T14-1	1054	877.50	3/14	3,475.0
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee			03/14/14	T14-3	1055	87.50	3/14	3,387.5
03/14/14	Beverly Branton	March Rental Income			03/14/14	T14-3	1056	787.50	3/14	2,600.0
03/14/14	Fred's Furnace	Furnace Repair #6219			03/14/14	T14-4	1057	85.00	3/14	2,515.0
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee			03/14/14	T14-4	1058	85.00	3/14	2,430.0
03/14/14	Beverly Branton	March Rental Income			03/14/14	T14-4	1059	680.00	3/14	1,750.0
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee			03/14/14	T14-5	1060	87.50	3/14	1,662.5
			F	Receive	•		erence	1	id Out	
Date	Received From or Paid To	Description	Amount Received	initials	Date of Deposit	Ledger	Check Number	Amount Paid Out	Date of Check	Daily Balance of Trust Accoun
03/14/14	Beverly Branton	March Rental Income				T14-5	1061	787.50	3/14	875.0
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee				T14-6	1062	87.50	3/14	787.5
03/14/14	Beverly Branton	March Rental Income				T14-6	1063	787.50	3/14	0.0
03/15/14	June Jepson	Pro-rated March Rent	329.03		03/17/14	T14-7	963			329.0
03/15/14	June Jepson	Security Deposit	850.00		03/17/14	T14-7	964			1,179.0
03/15/14	June Jepson	Secutiry Dep. Trust			03/17/14	T14-7 SD	1064	850.00	3/17	329.0
03/15/14	June Jepson	Non-Ref Pet DepBarnes	200.00		03/17/14	T14-7	965		3/17	529.0
03/17/14	Somewhere Prop. Mgmt.	March Mgmt Fee			22,27,27	T14-7	1065	32.90	3/17	496.1
03/17/14	ositionere (10p. Ngmt.	March Rental Income plus Non ref. Pet				(147)	1003	32.30	3) 11	450.1
03/17/14	Billie and Bonnie Barnes	deposit				T14-7	1066	496.13	3/17	0.0

Security Deposit Trust Account General Ledger

				Received		Refe	rence		Paid Out		
					initials		Check			initials	
Date	Received From or Paid To	Description	Amount Received	Date of Deposit		Ledger	Number	Amount Paid Out	Date of Check		Daily Balance of Trust Account
10/01/13	Will Woodberry	Sec. Dep. Col.	700.00	10/01/13	уу	T13-1	1000			ss	700.00
12/02/13	Phyliss Pratt	Sec. Dep. Col.	1,000.00	12/02/14		T13-2	1005				1,700.00
12/27/13	Tammy Temple	Sec. Dep. Col.	850.00	12/30/14		T14-3	1010				2,550.00
01/02/14	Gerry Goucher	Sec. Dep. Col.	1,000.00	01/02/14		T14-1	1012				3,550.00
01/02/14	Lucille Loo	Sec. Dep. Col.	850.00	01/02/14		T14-4	1013				4,400.00
01/02/14	Curtis Coffee	Sec. Dep. Col.	1,000.00	01/02/14		T14-2	1011				5,400.00
01/02/14	Sam and Susie Saxton	Sec. Dep. Col.	850.00	01/02/14		T14-5	1014				6,250.00
01/10/14	Mike and Maude Martin	Sec. Dep. Col.	850.00	01/10/14		T14-6	1015				7,100.00
03/14/14	Curtis Coffee	Sec. Dep. ref.				T14-2	101	1,000.00	03/14/14		6,100.00
03/15/14	Jeremy and June Jepson	Sec. Dep. Col.	850.00			T14-7					6,950.00
03/30/14	Claire's Carpert Cleaning	Clean Carpets				T14-5	102	100.00			6,850.00
03/30/14	Sam and Susie Saxton	Sec. Dep. ref				T14-5	103	750.00			6,100.00
03/30/14	Claire's Carpert Cleaning	Clean Carpets				T14-6	104	100.00			6,000.00
03/30/14	Beverly Branton	SD Forfeit				T14-6	105	750.00			5,250.00

PM Tenant Ledgers



PM Tenant Ledgers

A property manager must prepare and maintain at least one tenant's ledger for each unit from whom the property manager has received any funds under a property management agreement, whether or not the tenant has executed a written rental or lease agreement at the time of payment of funds to the property manager.

All tenant ledgers must contain the tenant's name and the legal description or physical address of the property sufficient to distinguish that property from other rental units, or a unique series of letters or numbers that establishes an

audit trail.

PM Tenant Ledgers – Requirements

- For each deposit of funds, all tenant ledgers must contain the following information:
 - The amount of funds received;
 - The purpose of the funds and identity of the person who tendered the funds;
 - The check number, cash receipt number or a unique series of letters or number that establishes an audit trail to the receipt of funds;
 - The date the funds were received; and
 - The balance after each recorded entry.

PM Tenant Ledgers – Requirements

- For each disbursement of funds, all tenant ledgers must contain the following information:
- The date the funds were disbursed;
 - The amount of funds disbursed;
 - The check number or bank-generated electronic tracking number;
 - The payee of the disbursement;
 - The purpose of the disbursement; and
 - The balance after each recorded entry.
 - In lieu of an individual tenant ledger a property manager may prepare and maintain a separate record of the receipt of funds from prospective tenants who do not become tenants after such payment.

	Individual Unit Property Management Ledger		Ledger#	T13-1
	Tenant Ledger			
Tenant(s):	Will Woodberry	Phone: XXX-XXX-XXXX	Sec. Dep.	700.00
Property:	270 Main St, Somewhere, AR XXXXX		Rent Amt	700.00
Owner:	James Johnson	Phone: XXX-XXX-XXXX	Mgmt Fee	10%
Owner's Address:	4567 E. Washington St. Flint, MI XXXXX			

Remarks:

	1	T	1		ı			
Date	Received From or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
10/01/13	Will Woodberry	Oct Rent/Sec. Dep	2001	1,400.00	·	<u> </u>		1,400.00
10/01/13	Will Woodberry-Sec Trust	Security Dep	1000		10/01/13		700.00	700.00
10/15/13	Somewhere Prop. Mgmt.	Oct Mgmt Fee	1001			\$70.00		630.00
10/15/13	James Johnson	Oct Rental Income	1002				630.00	0.00
11/01/13	Will Woodberry	Nov Rent	2002	700.00	11/01/13			700.00
11/15/13	Somewhere Prop. Mgmt.	Nov Mgmt Fee	1003			\$70.00		\$630.00
11/15/13	James Johnson	Nov Rental Income	1004				630.00	\$0.00
12/02/13	Will Woodberry	Dec Rent	2004	700.00	12/02/13			700.00
12/13/13	Somewhere Prop. Mgmt.	Dec Mgmt Fee	1006			\$70.00		630.00
12/13/13	James Johnson	Dec Rental Income	1007				630.00	0.00
01/02/14	Will Woodberry	Jan Rent	2005	700.00	01/02/14			700.00
01/15/14	Somewhere Prop. Mgmt.	Jan Mgmt Fee	1016			\$70.00		630.00
01/15/14	James Johnson	Jan Rental Income	1017				630.00	0.00
02/01/14	Will Woodberry	Feb Rent	2006	700.00	02/01/14			700.00
02/14/14	Somewhere Prop. Mgmt.	Feb Mgmt Fee	1032			\$70.00		630.00
02/14/14	James Johnson	Feb Rental Income	1033				630.00	0.00
03/01/14	Will Woodberry	March Rent	2007	700.00	03/03/14			700.00
03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee	1048			\$70.00		630.00
03/14/14	James Johnson	March Rental Income	1049				630.00	0.00

	Individual Unit Property Management Ledger		Ledger#	T13-2
	Tenant Ledger			
Tenant(s):	Phyliss Pratt	Phone: XXX-XXXX	Sec. Dep.	1,000.00
Property:	317 Butler St, Somewhere, AR XXXXX		Rent Amt	1,000.00
Owner:	Lonnie Lewis	Phone: XXX-XXX-XXXX	Mgmt Fee	10%
Owner's Address:	1797 Riverstone Rd., Florence, OR XXXXX			
Remarks:				

	Date	Received From or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
	12/02/13	Phyliss Pratt	Dec Rent/Sec Dep	1371	2,000.00	12/02/13			2,000.00
i	12/02/13	Phyliss Pratt-Sec Trust	Sec Dep	1005		12/02/13		1,000.00	1,000.00
	12/14/14	Somewhere Prop. Mgmt.	Dec Mgmt Fee	1008			\$100.00		900.00
	12/14/14	Lonnie Lewis	Dec Rental Income	1009				900.00	0.00
	01/02/14	Phyliss Pratt	Jan Rent	1377	1,000.00	01/02/14			1,000.00
	01/14/14	Somewhere Prop. Mgmt.	Jan Mgmt Fee	1018			\$100.00		900.00
	01/14/14	Lonnie Lewis	Jan Rental Income	1019				900.00	0.00
	02/01/14	Phyliss Pratt	Feb Rent	1381	1,000.00	02/03/14			1,000.00
	02/14/14	Somewhere Prop. Mgmt.	Feb Mgmt Fee	1034			\$100.00		900.00
	02/14/14	Lonnie Lewis	Feb Rental Income	1035				900.00	0.00
	03/01/14	Phyliss Pratt	March Rent	1382	1,000.00	03/03/14			1,000.00
	03/14/14	Somewhere Prop. Mgmt.	March Mgmt Fee	1050			\$100.00		900.00
	03/14/14	Lonnie Lewis	March Rental Income	1051				900.00	0.00

		Individual Unit Property Manage	ement Ledger				Ledger#	T14-1
		Tenant Ledger						
Tenant(s):		Gerry Goucher			Phone: XXX-XXX-XXXX		Sec. Dep.	1,000.00
Property:		712 Easy St, Somewhere, AR					Rent Amt	1,000.00
Owner:		Billy and Bonnie Barnes			Phone: XXX-XXX-XXXX		Mgmt Fee	10%
Owner's Address:		1320 Mountain Valley Rd, Longmont , CO						
Remarks:								
Date	Received From or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
01/02/14	Gerry Goucher	Jan Rent/Sec Dep	712	2,000.00	01/02/14			2,000.00
01/02/14	Gerry Goucher-Sec Dep Trust	Sec Dep	1012		01/02/14		1,000.00	1,000.00
01/15/14	Somehwhere Prop Mgmt	Jan Mgmt Fee	1020			100.00		900.00
01/15/14	Billy and Bonnie Barnes	Jan Rental Income	1021				900.00	0.00
02/01/14	Gerry Goucher	Feb Rent	713	1,000.00	02/03/14			1,000.00
02/15/14	Somehwhere Prop Mgmt	Feb Mgmt Fee	1036			100.00		900.00
02/15/14	Billy and Bonnie Barnes	Feb Rental Income	1037				900.00	0.00
03/10/14	Gerry Goucher	March Rent	714	1,025.00	03/10/14			1,025.00
03/11/14	Perfect Plumbers	Faucet Repair	#2151/1053				45.00	980.00
03/14/14	Somehwhere Prop Mgmt	March Mgmt Fee	1052			100.00	102.50	877.50
03/14/14	Billy and Bonnie Barnes	March Rental Income	1054				877.50	0.00

	Individual Unit Property Management Ledger		Ledger #	T14-2
	Tenant Ledger			
Tenant(s):	Curtis Coffee	Phone: XXX-XXX-XXXX	Sec. Dep.	1,000.00
Property:	1121 S. Willow St, Somewhere, AR		Rent Amt	1,000.00
Owner:	Russell Ryder	Phone: XXX-XXX-XXXX	Mgmt Fee	10%
Owner's Address:	1973 Carolyn Dr, Pleasant Hill, CA			
Remarks:				

Date	Received From or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
01/02/14	Curtis Coffee	Jan Rent/Sec Dep	506	2,000.00	01/02/14	y		2,000.00
01/02/14	Curtis Coffee-Sec Dep Trust	Sec Dep	1011		01/02/14		1,000.00	1,000.00
01/15/14	Somehwhere Prop Mgmt	Jan Mgmt Fee	1022			100.00		900.00
01/15/14	Russell Ryder	Jan Rental Income	1023				900.00	0.00
02/01/14	Curtis Coffee	Feb Rent	509	1,000.00	02/03/14			1,000.00
02/14/14	Somehwhere Prop Mgmt	Feb Mgmt Fee	1038			100.00		900.00
02/14/14	Russell Ryder	Feb Rental Income	1039				900.00	0.00
03/14/14	Curtis Coffee	Security Deposit Refund	101				1,000.00	
								l

								the same of the same in
		Individual Unit Property Manage	ment Ledger				Ledger#	T14-3
-		Tenant Ledger						
Tenant(s):		Tammy and Tommy Temple			Phone: XXX	K-XXX-XXXX	Sec. Dep.	850.00
Property:		511 W. Church St. #2, Somewhere, AR					Rent Amt	850.00
Owner:		Beverly Branton			Phone: XXX	(-XXX-XXXX	Mgmt Fee	10%
Owner's Address:		1915 Hillside Ct, Norwood, IL						
Remarks:								
Date	Received From or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
12/28/13	Tammy Temple	Security Deposit	1396	850.00	12/30/13			850.00
12/28/13	Tammy Temple-Sec Dep Trust	Security Deposit	1010		12/30/13		850.00	0.00
01/02/14	Tammy Temple	Jan Rent	1397	850.00	01/02/14			850.00
01/15/14	Somehwhere Prop Mgmt	Jan Mgmt Fee	1024			85.00		765.00
01/15/14	Beverly Branton	Jan Rental Income	1025				765.00	0.00
02/01/14	Tammy Temple	Feb Rent	1398	850.00	02/03/14			850.00
02/14/14	Somehwhere Prop Mgmt	Feb Mgmt Fee	1040			85.00		765.00
02/14/14	Beverly Branton	Feb Rental Income	1041				765.00	0.00
03/10/14	Tammy Temple	March Rent/Late Fee	1399	875.00	03/10/14			875.00
03/14/14	Somehwhere Prop Mgmt	March Mgmt fee	1055			87.50		787.50
03/14/14	Beverly Branton	March Rental Income	1056				787.50	0.00

	Individual Unit Property Management Ledger		Ledger#	T14-4
	Tenant Ledger			
Tenant(s):	Lucille Loo	Phone: XXX-XXX-XXXX	Sec. Dep.	850.00
Property:	511 W. Church S.t #3, Somewhere, AR		Rent Amt	850.00
Owner:	Beverly Branton	Phone: XXX-XXX-XXXX	Mgmt Fee	10%
Owner's Address:	1915 Hillside Ct, Norwood, IL			

Remarks:

			1		1			
Date	Received From or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
01/02/14	Lucille Loo	Jan Rent/Sec Dep	1220		01/02/14			1,700.00
01/02/14	Lucille Loo-Sec Dep Trust	Sec Dep	1013				850.00	850.00
01/15/14	Somehwhere Prop Mgmt	Jan Mgmt Fee	1026			85.00		765.00
01/15/14	Beverly Branton	Jan Rental Income	1027				765.00	0.00
02/01/14	Lucille Loo	Feb Rent	1221	850.00	02/03/14			850.00
02/14/14	Somehwhere Prop Mgmt	Feb Mgmt Fee	1042			85.00		765.00
02/14/14	Beverly Branton	Feb Rental Income	1043				765.00	0.00
03/03/14	Lucille Loo	March Rent	1222	850.00	03/03/14			850.00
03/14/14	Fred's Furnace	Furnace Repair	#6219/1057				85.00	765.00
03/14/14	Somehwhere Prop Mgmt	March Mgmt fee	1058			85.00		680.00
03/14/14	Beverly Branton	March Rental Income	1059				680.00	0.00

	Ledger #	T14-5			
	Tenant Ledger				
Tenant(s):	Sam and Susie Saxton Phone: XXX-XXXX-XXXX	Sec. Dep.	850.00		
Property:	Property: 511 W. Church S.t #4, Somewhere, AR				
Owner:	Mgmt Fee	10%			
Owner's Address:	1915 Hillside Ct, Norwood, IL				
Remarks:					

	Date	Received From or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
9	1/03/14	Sam and Susie Saxton	Jan Rent/Sec Dep	202	\$1,700.00	01/03/14			1,700.00
9	1/03/14	Saxton-Sec Dep Trust	Secsurity Deposit	1014		01/03/14		850.00	850.00
0	1/15/14	Somehwhere Prop Mgmt	Jan Mgmt Fee	1028			85.00		765.00
	1/15/14	Beverly Branton	Jan Rental Income	1029				765.00	0.00
	2/01/14	Sam and Susie Saxton	Feb Rent	203	\$850.00	02/03/14			850.00
		Somehwhere Prop Mgmt	Feb Mgmt Fee	1044			85.00		765.00
			Feb Rental Income	1045				765.00	0.00
		Sam and Susie Saxton	March Rent/Late Fee	204	\$875.00	03/03/14		705.00	875.00
		Somehwhere Prop Mgmt	March Mgmt fee	1060	\$873.00	03/03/14	87.50		787.50
							87.30	707.50	
		Beverly Branton	March Rental Income	1061				787.50	0.00
		Claire's Carpet Cleaning	Cleaned Carpets	102				100.00	SD
(3/30/14	Sam and Susie Saxton	Partial Sec. Dep. Refund	103				750.00	SD
1									
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i									

	Individual Unit Property Management Ledger Tenant Ledger		Ledger#	T14-6
	renant Ledger			
Tenant(s):	Mike and Maude Martin	Phone: XXX-XXX-XXXX	Sec. Dep.	850.00
Property:	511 W. Church S.t #5, Somewhere, AR		Rent Amt	850.00
Owner:	Beverly Branton	Phone: XXX-XXX-XXXX	Mgmt Fee	10%
Owner's Address:	1915 Hillside Ct, Norwood, IL			
Remarks:				

Date	Received From	or Paid To Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
01/10/14	Mike and Maude Martin	Pro rated Jan Rent 575.81 /Sec Dep	M/O38561	1,425.81	01/10/14			1,425.81
01/10/14	Martin-Sec Dep Trust	Sec Dep	1015				850.00	575.81
01/15/14	Somehwhere Prop Mgmt	Jan Mgmt Fee	1030			57.58		518.23
01/15/14	Beverly Branton	Jan Rental Income	1031				518.23	0.00
02/10/14	Mike and Maude Martin	Feb Rent/Late Fee	M/O939437	875.00	02/10/14			875.00
02/14/14	Somehwhere Prop Mgmt	Feb Mgmt Fee	1046			87.50		787.50
02/14/14	Beverly Branton	Feb Rental Income	1047				787.50	0.00
03/11/14	Mike and Maude Martin	March Rent/Late Fee	M/O942894	875.00	03/11/14			875.00
03/14/14	Somehwhere Prop Mgmt	March Mgmt fee	1062			87.50		787.50
03/14/14	Beverly Branton	March Rental Income	1063				787.50	0.00
03/30/14	Claire's Carpet Cleaning	Cleaned Carpets	104				100.00	
03/30/14	Mike and Maude Martin	Forfeit of Sec. Dep.	105				850.00	
	A 101 (101 (101 (101 (101 (101 (101 (101							CONTRACTOR OF THE

					No.				N L
			Individual Unit Property Mana	agement Ledger				Ledger#	T14-7
	Tenant Ledger								
Tenant(s):			Jeremy and June Jepson			Phone: XXX	<-xxx-xxxx	Sec. Dep.	850.00
Property:		511 W. Church S.t #1, Somewhere, AR							850.00
Owner:	Beverly Branton Phone: XXX-XXXX						Mgmt Fee	10%	
Owner's Address:	1915 Hillside Ct, Norwood, IL						Pet Dep	200.00	
Remarks:									
	Pet deposit non refundable, sent to c	owner 3/15/14							
Date	Received From	or Paid To	Description	Receipt/ Check No.	Amount Received	Date Deposited	Mgmt Fees	Amount Dispersed	Balance
03/15/14	June Jepson		Prorated March Rent	963	329.03	03/17/14			329.03
03/15/14	June Jepson		Sec Dep	964	850.00	03/17/14			1,179.03
03/15/14	June Jepson		Jepson-Sec Dep Trust	1064		03/17/14		850.00	329.03
03/17/14	Somewhere Prop Mgmt		March Mgmt Fee	1065			32.90		296.13
03/17/14	Barnes-Pet Dep		Non-ref Pet Dep	1066	200.00				496.13
03/17/14	Billy and Bonnie Barnes		March Rent + Pet Dep	1066				496.13	0.00
				+	+				

PM Owner Ledgers



PM Owner Ledgers

- A property manager must prepare and maintain at least one separate owner's ledger for each property management agreement, for all monies received and disbursed.
- If a property is utilized for nightly rentals, a separate ledger account must be maintained for that property. Each occupant of the property must be identified, including the dates of occupancy and amounts paid.
- banking or escrow account owned or controlled by the property owner pursuant to a property management agreement, the property manager may maintain either a record of receipts and disbursements or check register in lieu of an owner's ledger.

PM Owner Ledgers - Requirements

- All owner ledgers must contain the property manager's name, identification of property being managed, and the following information for each deposit of funds:
 - The amount of funds received;
 - The purpose of the funds and identity of the person who tendered the funds;
 - The check number, cash receipt number or a unique series of letters and/or numbers that establish an audit trail to the receipt of funds;
 - The date the funds were deposited; and
 - The balance of each recorded entry.

PM Owner Ledgers - Requirements

- For each disbursement of funds, all owner ledgers must contain the following information:
 - The date the funds were disbursed;
 - The amount of funds disbursed;
 - The check number or bank-generated electronic tracking number;
 - The payee of the disbursement;
 - The purpose of the disbursement; and
 - The balance after each recorded entry.

PM Owner Ledgers - Requirements

If more than one property is managed for a property owner, each entry for deposit or disbursement must identify the applicable property rather than just the owner. If a property management agreement with an owner allows the property manager to use funds collected for one property to apply to expenses of another property owned by the same owner, an overall compilation/accounting shall be prepared for the owner.

				Property O	wner Ledger					
Owner's Name:			James Johnson					Phone: XXX-XXX-XXXX		
Owner's Address:			4567 E. Washington	St. Flint, MI XXXXX				Mgmt Fee: 10%		
Remarks:										
					Funds Co	ollected		Funds Disbursed		
Date	Ledger#	Property Address	Description	Tenant(s)	Date of Deposit	Amount	Date of Check	Check Number	Amount	Account Balance
10/01/13	T13-1	270 Main St., Somewhere, AR	Rent	Will Woodberry	10/01/13	700.00				700.00
10/15/14			Mgmt Fee				10/15	1001	70.00	630.00
10/15/14			Rental Income				10/15	1002	630.00	0.00
11/01/13			Rent		11/01/13	700.00				700.00
11/15/13			Mgmt Fee				11/15	1003	70.00	630.00
11/15/14			Rental Income				11/15	1004	630.00	0.00
12/02/13			Rent		12/02/13	700.00				700.00
12/15/13			Mgmt Fee		==,=,==		12/15	1006	70.00	630.00
12/15/13			Rental Income				12/15	1007	630.00	0.00
01/02/14			Rent		01/02/14	700.00	12/13	1007	030.00	700.00
01/14/14			Mgmt Fee		01/02/14	700.00	1/14	1016	70.00	630.00
01/14/14			Rental Income				1/14	1017	630.00	0.00
02/01/14			Rent		02/03/14	700.00	1,14	1017	030.00	700.00
02/14/14			Mgmt Fee		02/03/14	700.00	2/14	1032	70.00	630.00
02/14/14			Rental Income				2/14	1032	630.00	0.00
					02/04/44	700.00	2/14	1033	630.00	
03/01/14			Rent		03/01/14	700.00				700.00
03/14/14			Mgmt Fee				3/14	1048	70.00	630.00
03/14/14			Rental Income				3/14	1049	630.00	0.00
-										

Property Owner Ledger Owner's Name: Lonnie Lewis Phone: XXX-XXX-XXXX Owner's Address: 1797 Riverstone Rd., Florence, OR XXXXX Mgmt Fee: 10% Remarks: **Funds Collected Funds Disbursed** Date Ledger# **Property Address** Description Tenant(s) **Date of Deposit** Date of Check **Check Number** Amount **Account Balance** Amount 12/02/13 T13-2 317 Butler St. Dec Rent Phyliss Pratt 12/02/13 1,000.00 1371 1,000.00 12/15/13 Mgmt Fee 12/02/13 12/15 1008 100.00 900.00 12/15/13 Rental Income 12/15 1009 900.00 0.00 01/02/14 01/02/14 1,000.00 1377 1,000.00 Jan Rent 01/14/14 Mgmt Fee 1/14 1018 100.00 900.00 01/14/14 1/14 900.00 Rental Income 1019 0.00 02/01/14 02/03/14 Feb Rent 1,000.00 1381 1,000.00 02/14/14 2/14 1034 100.00 900.00 Mgmt Fee 02/14/14 Rental Income 2/14 1035 900.00 0.00 03/01/14 March Rent 03/03/14 1,000.00 1382 1,000.00 03/14/14 Mgmt Fee 3/14 1050 100.00 900.00 03/14/14 Rental Income 3/14 1051 900.00 0.00

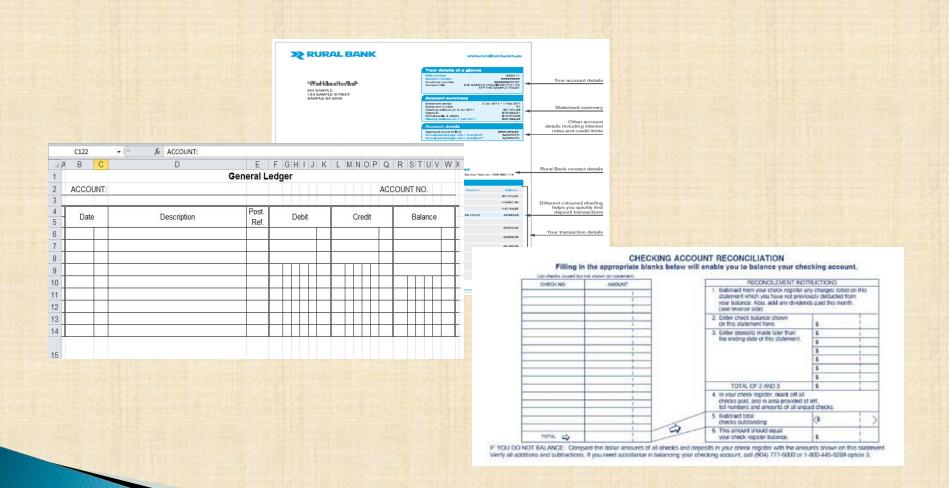
Property Owner Ledger Owner's Name: Billy and Bonnie Barnes Phone: XXX-XXX-XXXX Owner's Address: 1320 Mountain Valley Rd, Longmont, CO XXXXX Mgmt Fee: 10% Remarks: **Funds Collected Funds Disbursed Property Address Date of Deposit Date of Check Check Number** Date Ledger# Description Tenant(s) Amount Amount Account Balance 01/02/14 712 Easy St. Goucher 01/02/14 1,000.00 1/2 1,000.00 T14-1 Jan Rent 712 01/15/14 Mgmt Fee 1/15 1020 100.00 900.00 01/15/14 Rental Income 1/15 1021 900.00 0.00 02/01/14 Feb Rent 02/03/14 1,000.00 713 1,000.00 02/15/14 2/15 1036 100.00 900.00 Mgmt Fee 02/15/14 2/15 1037 900.00 Rental Income 0.00 03/10/14 03/10/14 1,025.00 1,025.00 Mar Rent/Late Fee 714 03/11/14 Faucet Repair 3/15 1053 45.00 980.00 03/15/14 Mgmt Fee 3/15 1052 102.50 877.50 03/15/14 3/15 1054 877.50 Rental Income 0.00

			The second second			A STATE OF THE PARTY OF				
				Property Ow	ner Ledger					
Owner's Name:			Russell Ryder					Phone: XXX-XXX-XXXX		
Owner's Address	:		1973 Carolyn Dr., Pleas	sant Hill, CA XXXXX				Mgmt Fee: 10%		
Remarks:			, , , , , , , , , , , , , , , , , , , ,	·						
					Funds C	Collected		Funds Disbursed		
Date	Ledger#	Property Address	Description	Tenant(s)	Date of Deposit	Amount	Date of Check	Check Number	Amount	Account Balance
01/02/14	T14-2	1121 S. Willow St.	Jan Rent	Coffee	01/02/14	1,000.00		506		1,000.0
01/15/14			Mgmt Fee				1/15	1022	100.00	900.0
01/15/14			Rental Income				1/15	1023	900.00	0.0
02/01/14			Feb Rent			1,000.00		509		1,000.0
02/14/14			Mgmt Fee				2/14	1038	100.00	900.0
02/14/14			Rental Income				2/14	1039	900.00	0.0
03/14/14			Sec Dep Ref	Coffee T14-2			3/14	101		
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Property Owner Ledger

Owner's Name:			Beverly Branton					Phone: XXX-XXX-XXXX		
Owner's Address:			1915 Hillside Ct., Norwood, IL	XXXXX				Mgmt Fee: 10%		
Remarks:										
					Funds (Collected		Funds Disbursed	1	
Date	Ledger#	Property Address	Description	Tenant(s)	Date of Deposit	Amount	Date of Check	Check Number	Amount	Account Balance
02/14/14	T14-6	#5 #1	Feb Rental Income March Rent	Martin					787.50	0.00
03/03/14				Vacant						0.00 850.00
	T14-4	#3	March Rent	Loo		850.00				
03/10/14	T14-3		March Rent	Temple		875.00				1,725.00
03/10/14	T14-5	#4	March Rent	Saxton		875.00				2,600.00
03/11/14	T14-6	#5	March Rent	Martin		875.00				3,475.00
			March Mgmt Fee	Vacant						3,475.00
			Waterwighteree	Vacant						3,473.00
03/14/14	T14-4	#3	March Mgmt Fee	Loo			3/14		85.00	3,390.00
										,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
03/14/14	T14-3	#2	March Mgmt Fee	Temple			3/14		87.50	3,302.50
03/14/14	T14-5	#4	March Mgmt Fee	Saxton			3/14		87.50	3,215.00
03/14/14	T14-6	#5	March Mgmt Fee	Martin			3/14		87.50	3,127.50
			March Rental Income	Vacant						3,127.50
03/14/14	T14-4	#3	March Rental Income	Loo			3/14		765.00	2,362.50
03/14/14	T14-3	#2	March Rental Income	Temple			3/14		787.50	1,575.00
03/14/14	1143	#2	waren kentar meone	remple			3/14		767.50	1,575.00
03/14/14	T14-5	#4	March Rental Income	Saxton			3/14		787.50	787.50
03/14/14	T14-6	#5	March Rental Income	Martin			3/14		787.50	0.00
03/15/14	T14-8	#1 Prorated	March Rent	Jepson	03/17/14	329.03				329.03
03/17/14	T14-8	#1	March Mgmt Fee	Jepson	03/17/14		3/17		32.90	296.13
03/17/14	T14-8	#1	March Rental Income	Jepson	03/17/14		3/17		296.13	0.00
							-			
							1			

Bank Reconciliation



What is a Bank Reconciliation?

A Bank reconciliation is a process that explains the difference between the bank balance shown in an organization's bank statement, as supplied by the bank, and the corresponding amount shown in the organization's own accounting records at a particular point in time.

		Property Mana	gement Tru	st Ac	count General	Ledger														
			Re	ceiv	ed	Reference	Paid Out	Daily Balance												
Date	Received From or Paid To	Description	Amount Received	itials	Date of	Check	Amount Date of	of Trust												
	3 Will Woodberry	Oct Rent/Sec Dep	1,400.00	_E vb					Si	ecurity L	eposit Trust A	ccount General	Ledger							
	3 Woodberry-Sec Dep Trust		1,400.00	yn							Rec	ived		Reference			Paid Out			
	4 Somewhere Prop. Mgmt.	Oct Mgmt Fee									nount	Date of	tials	Ch	neck	Amount Paid			Daily	Balance of Trust
	4 James Johnson	Oct Rental Income			Date		d From or Paid To	Descr			eived	Deposit			mber	Out	Date of	f Check	Ξ	Account
11/01/1	3 Will Woodberry	Nov Rent	700.00		10/01/13	Will Woodber	ry	Sec. Dep.		_	00.00	10/01/13	- / /		000			5	s	700.00
	4 Somewhere Prop. Mgmt.	Nov Mgmt Fee			12/02/13	Phyliss Pratt		Sec. Dep.		1,0		12/02/14		3-2 10	005					1,700.00
	4 James Johnson	Nov Rental Income			12/27/13	Tammy Templ	le	Sec. Dep.		8		ank of Somwher ox Something	2							2,550.00
12/02/1	Tradional Bank of Son							Sec. Dep.		1,(3,550.00
12/02/1	P. O. Box Someth 3 Phylis Somewhere, AR XX							Sec. Dep.		8										4,400.00
12/02/1			Da	te:	03/31/14	Page 1		Sec. Dep.		1,0	Somewi	iere, AR XXXXX								5,400.00
12/13/1			Ace	count	Number:	2015732	axton	Sec. Dep.		8							/31/14 mber:		age 1 015732	6,250.00
	3 Jame Somewhere Property Ma	nagement					e Martin	Sec. Dep.		8						Account Nu	mber.	_	313732	7,100.00
12/13/1	3 PhylisSecurity Deposit Trust Ac	count					Account Reconciliation	Sec. Dep.	ref.		omewhere Pr	perty Managen	nent							6,100.00
	3 Lonn 127 E. Main Street Somewhere, AR XXXXX					•	Account Reconciliatio	ii vvoiksneet				ust Account								6,950.00
12/27/1	3 Tamr											кхх								6,850.00
12/27/1		CHECK	ING ACCOUNT	4										CHECKIN	G ACCO	LINT				6,100.00
01/02/1	4 Phyli Account number	2015732		L.	ate:	4/1/2014	•							CHECKIN	G ACCO	OIVI				6,000.00
01/02/1	4 Curti Beginning Balance	7,100.00		٥٠	ate.	4/1/2014	<u> </u>							2015732						5,250.00
01/02/1		850.00 ts 1,000.00				C N	National Bank					ts		7,100.00 850.00						
	4 GerryService Charge	0.00		liv.	ame of Bank:	Somewhere N	vational Bank					/Debits		1,000.00						
	Gerry Interest paid	0.00		١.		2045722								0.00						
01/02/1		6,950.00		A	count Number:	2015732	<u>?</u>							6,950.00						
01/02/1		ACCO	UNT ACTIVITY																	
01/02/1														ACCOUN	NT ACTIV	/ITY				
	4 Tamr Date Description 4 Sam 3/15 Deposit			L								tion				Am	nount			
01/03/1	+ Juini			Ba	ank Statement B	salance as of:	04/01/14				6,950	.00 _t					850.00			
01/03/1	4 Sum																			
01/10/1	4 Mike																			
01/10/1	4 Mart	CHECKS POSTED	LINI NILINAEDICA		utstanding Depo	osits:		-	0.00											Will the State of
01/15/1		CHECKS POSTED	IN NOWERICA										CHEC	KS POSTED IN	NUME	RICAL ORDER				
01/15/1	4 Jame Date Check Numb		Da	te				-				l				Date Che			mount	
	4 Some3/14 101	1,000.00									_	Number 101	Amou	1,000.00		Date Che	eck Number	A	mount	
01/15/1	4 Lonn			Ad	dd Outstanding	Deposits:						.00								
							Total:				6,950	.00								
				0	utstanding Chec	:ks:	102		00.00											
	* Indicates Break in Chec	k Number Sequence					103	75	0.00			Check Num	ber Sequen	e						4-160-00
	17175						104	10	00.00											11 11 27
	7/10	Dailey Bal	ance Informat	ion			105	75	0.00					Dailey Balan	nce Infor	mation				
	Date Balance	Date E	Balance																	HI WILLIAM
	3/1 6,950.00	3/15	6,950.00									È. 00	Date		lance 6,950.0	Dat 0 3/1	te B	alance 6,950.00		
	3/14 5,950.00	3/14	4,950.00	Sι	ibtract Outstand	ding Checks:					1,700	.00 0.00	3/15 3/14		4,950.0		LU	0,950.00		
	177 6																			
	and the same	The same of the same	11111																	
				Ad	djusted Bank Bal	lance:					5,250	.00								
				Ba	alance Per Gene	ral Ledger:					5,250	.00								
		Maria	TO THE REAL PROPERTY.																	

			Security Deposit Tr	ust Account General Le	edger					in an issue					
				n b d		D. f.		ĺ		-110-4			Wite		
Date	Received From or Paid To	Description	Amount Received	Date of Deposit	initials	Ledger	Check Number	Amount Out	Paid	Date of Check	initials	Daily Balance of Trust Account			
10/01/13	Will Woodberry	Sec. Dep. Col.	700.00	10/01/13	уу	T13-1	1000				ss	700.00			
12/02/13	Phyliss Pratt	Sec. Dep. Col.	1,000.00	12/02/14		T13-2	1005					1,700.00			
12/27/13	Tammy Temple	Sec. Dep. Col.	850.00	12/30/14		T14-3	1010					2,550.00			
01/02/14	Gerry Goucher	Sec. Dep. Col.	1,000.00	01/02/14		T14-1	1012					3,550.00			
01/02/14	Lucille Loo	Sec. Dep.	050.00	01/02/14 Account	Poco	nciliation W	1012				<u> </u>	4,400.00			
01/02/14	Curtis Coffee	Sec. Dep.		Account	Reco	ilciliation v	vorksneet					5,400.00			
01/02/14	Sam and Susie Saxton	Sec. Dep.										6,250.00			
01/10/14	Mike and Maude Martin	Sec. Dep.										7,100.00			
03/14/14	Curtis Coffee	Sec. Dep. Date:		4/1/2014				Γ		onal Bank of Somwhe	re				
03/15/14	Jeremy and June Jepson	Sec. Dep. Name of Bar	ık. Somo	where National Ba	nk					P. O. Box Something mewhere, AR XXXXX					
03/30/14	Claire's Carpert Cleaning	Clean Car	301116	crc isational ba									Date: Account	03/31/14 Number:	Page 1 2015732
03/30/14	Sam and Susie Saxton	Sec. Dep. Account Nur	nber:							ere Property Manager			Account	rumber.	2013/32
03/30/14	Claire's Carpert Cleaning	Clean Car						9	Security D	Deposit Trust Account					
03/30/14	Beverly Branton	SD Forfeit								ein Street ere, AR XXXXX					
		Bank Statem	ent Balance as o	of: 04/0)1/14							CHECKING ACCO	TINIT		
		Dank Statem	cite Buildines us c		, 1, 1 .			Į.					20141		
									Account r Beginning	g Balance		2015732 7,100.00			
		Outstanding	Deposits:							1 Deposits 4 Checks/Debits		850.00 1,000.00			
									Service Cl	harge		0.00 0.00			
							-		nterest p Inding Ba			6,950.00			
		Add Outstan	ding Deposits:					H				ACCOUNT ACTI	VITY		
									Date	Description				Amount	
									3/15	Deposit				850.00	
						Total:									
		Outstanding	Checks:									CHECKS POSTED IN NUMI	ERICAL ORDE	P	
								t		Charl Name has					Amount
									Date 3/14	Check Number 101		Amount 1,000.00	Date	Check Number	Amount
		Subtract Out	standing Checks	:											
		Adjusted Bar	ik Balance:												
		Balance Per	General Ledger:					ľ	Indicate	es Break in Check Nun	nber S	equence			
			0-					ŀ				Dailey Balance Info	rmation		
									Date	Balance		Date Balance		Date Bal	ance
								3	3/1	6,950.00		3/14 4,950.0			6,950.00
									3/14	5,950.00		3/15 6,950.0	UU		

		Account Reconciliation Worksheet		
Date:	4/1/2014			
Name of Bank:	Somewhere National Bank		_	
Account Number:	2015732			
Bank Statement Balance as of:	-	04/01/14		6,950.00
Outstanding Deposits:			0.00	
Add Outstanding Deposits:		Total:		6,950.00
Outstanding Checks:		102 103 104 105	100.00 750.00 100.00 750.00	
Subtract Outstanding Checks:				
Adjusted Bank Balance:				
Balance Per General Ledger:				5,250.00

			Property Ma	anagement	Trus	t Account G	General Lec	dger									
				Re	ceiv	ed	Refer	ence	Pa	id Out	Daily Balar	nce					
				Amount	initials	Date of		Check	Amount	Date of	National Bank of S	omwhere					
		Received From or Paid To	•	Received			Ledger	Number	Paid Out	Check	P. O. Box Some Somewhere, AR						
- 1		,	Oct Rent/Sec Dep	1,400.00	yh	1	T13-1	2001			H			Date: Account	03/31/14 Number:		Page 1 2015731
- 1		· · · · · ·	Sec Dep Trust			10/01/14	T13-1 SD	1000	700.00	10/1	H			Account	Number.		2013/31
H		' '	Oct Mgmt Fee				T13-1	1001	70.00	10/15	Somewhere Property Rental Trust Account						
- 1			Oct Rental Income				T13-1	1002	630.00	10/15	127 E. Main Street						
- 1		Will Woodberry	Nov Rent	700.00		11/01/14	T13-1	2002	=		Somewhere, AR XXX	XX					
- 1		' '	Nov Mgmt Fee				T13-1	1003	70.00	11/14			CHECKING ACC	COUNT			
- 1		James Johnson	Nov Rental Income	=		10 (00 (10	T13-1	1004	630.00	11/14	Account number		2015732				
	12/02/13	Will Woodberry	Dec Rent	700.00		12/02/13	T13-1	2004			Beginning Balance		0.00				
	12/02/13	Phyliss Pratt	Dec Rent /Security Dep	2,000.00		12/02/13	T13-2	1371			10 Deposits 18 Checks/D	ebits	7,579.03 7,579.03				
- 1			Sec Dep	2,000.00							Service Charge		0.00				
- 1			Dec Mgn			Account R	econciliation	n Workshee	t		;e		0.00				
- 1		'	Dec Rent										ACCOUNT AC	TD (17)			
- 1			Dec Mgn										ACCOUNTAC	IIVIII			
- 1			Dec Reni Date:	4	/1/20	014					escription	on			Amount 2,550.0	0	
- 1			Sec Den								eposit				1,025.0		
	12/2//13		Temple-:	k: <u>Some</u>	wher	e National Ba	ınk				posit posit				1,750.0 875.0		
	12/27/13		Trust Account Num	her:							eposit				1,379.0		
- 1			Jan Rent			_						CHEC	CKS POSTED IN NUM	MERICAL OR	DER		
	01/02/14	Phyliss Pratt	Jan Rent														
	01/02/14	Curtis Coffee	Jan Rent								ieck Nu 104		ount 70.00	Date	Check Nur 105		Amount 85.00
	01/02/14	Coffee-Sec Dep Trust	Sec Dep Bank Statem	ent Balance as	of:	04/01	1/14			_	104	9	630.00		105	9	680.00
	01/02/14	Gerry Goucher	Jan Rent								105 105		100.00 900.00		106 106		87.50 787.50
		Gerry Goucher-Sec Dep	Outstanding	Deposits:							105	2	102.50		106	2	87.50
	01/02/14	Trust	Sec Dep								105 105		45.00 877.50	3/	17 106 106		787.50 850.00
	01/02/14	Lucille Loo	Jan Rent								105	5	87.50		106	5	32.90
	01/02/14		Loo-Sec								105 105		787.50 85.00		106	6	496.13
- 1			Jan Rent Add Outstand	ding Deposits:						_	a alula d	Sharah Maraka Ca					
	01/03/14	Sam and Susie Saxton	Jan Rent								eak in C	Check Number Se	quence				
							Total:			_			Dailey Balance Inf	formation			
										_							
											lance 2,550.0	Dat 0 3/3			Date 3/10	Balance 5,325.00	
			Outstanding	Checks:							6,200.0				3/17	0.00	
															1000		
											100						
											IEE.						
											135						
			Subtract Out:	standing Chec	ks:					_	140						
			100107								-111						
			Adjusted Ban	k Balance:						_							
			Balance Per 0	General Ledge	r:												
				_						_							

		Account Rec	conciliation Worksh	neet	
	Date:	4/1/2014			
	Name of Bank:	Somewhere National Bank		-	
	Account Number:	2015731			
	Bank Statement Balance as c	of: 04/01/14	4		0.00
	Outstanding Deposits:			0.00	
	Add Outstanding Deposits:				0.00
100			Total:		0.00
			Total.		0.00
	Outstanding Checks:				
	Subtract Outstanding Checks	s:			0.00
	Adjusted Bank Balance:				0.00
	Balance Per General Ledger:				0.00

Accounting to the Property Owner

Property Management Monthly Accounting Report Property Management Monthly Accounting Report Security Deposit Owner: Billy and Bonnie Barnes Security Deposit \$1,000.00 Monthly Rent \$1,000.00 Owner's Address: 1320 Mountain Valley Rs, Longmont, CO XXXXX Owner's Address: 1915 Hilside Ct, Norwod, IL XXXXX Monthly Rent \$1,000.00 712 Easy St., Somwhere, AR XXXXX Property Mgmt Fee 10% 10% Property Address: Property Address: 511 W. Church Units 1-5 Property Mgmt Fee Gerry Goucher Tenant(s): Invoice Owner Description **Amount Received** Draw Date Description or Ck# Amount Received Rent Received: Rent Received: Other Other **Total Rents Total Rents** Property Mgmt Fees: **Property Mgmt Fees:** Other Expenses: Other Expenses: Furnace Repair **Expenses Total:** Balance: Balance: Amount Paid to Owner: Amount Paid to Owner: Balance: Balance:

Accounting to the Property Owner

		. roperty manage		, riccounting in				
Owner:	Billy and Bonnie I	3arnes			Security Deposit			\$1,000.00
Owner's Addre	ss: 1320 Mountain V	alley Rs, Longmont, CO X	xxxx		Monthly Rent			\$1,000.00
Property Addre	ess: 712 Easy St., Som	where, AR XXXXX			Property Mgmt Fee			10%
Tenant(s):	Gerry Goucher							
Date	Description			Invoice or Ck #	Amount Received		Owner Draw	
	Rent Received:							
03/10/14					\$1,025.00			
		Other Total Rents		-	<u>\$1,025.00</u>			
		Total Rents			31,023.00	\$1,025.00		
03/14/14	Property Mgmt Fees:		102.50					
	Other Expenses:							
03/11/14	Faucet Repair		45.00					
	Expenses Total:		147.50					
	Balance:							\$877.50
03/17/14	. Amount Paid to	Owner:			\$877.5 <u>0</u>			
	Balance:							<u>\$0.00</u>
	odidiice:							30.00

Property Management Monthly Accounting Report

Other Expenses:

Owner:		Beverly Branton		Security Deposit	\$1,000.00
Owner's Address	:	1915 Hilside Ct, Norwod, IL XXXXX		Monthly Rent	\$1,000.00
Property Addres	s:	511 W. Church Units 1-5		Property Mgmt Fee	10%
Tenant(s):		Multiple			
Date	Description		Invoice or Ck #	Amount Received	Owner Draw

	Rent Reco	eived:	-				
	-	-	-				
-	<u>#1</u>	Vacant	=	=		-	
	03/10/14 #2	<u>Temple</u>	-	-		\$875.00	
	03/03/14#3	Loo	-	-		\$850.00	
	03/10/14 #4	Saxton	-	-		\$875.00	
	03/11/14 #5	Martin	-	-		\$875.00	
-	-	-	-	-	:	=	
-	-	-	-	Total Rents		\$2,600.00	
	-	-	-	-		-	\$2,600.00
	<u>03/14/14</u> Property	Mgmt Fees:			<u>260.00</u>		

03/14/14 Furnace Repair	-	<u>85.00</u>

Expenses Total:		<u>345.00</u>	-	-	-	
	-	-	=	=	-	
Balance:	-	-	-	-		\$2,255.00

03/17/14	Amount Paid to Owner:		\$2,255.00	-
		-	=	-
	Balance:	_	_	

\$0.00

Credits

State of California Department of Real Estate

http://searchcompliance.techtarget.com/definition/Generally-Accepted-Recordkeeping-Principles-GARP

www.darshanaproperties.com

www.123rf.com