

How to Read And Understand Your Rental Statement

Statement Type: Details B

Property

4 Felgrove Street, Glendene, Auckland

Tenancy: (N/A)

Income

Date	Type	Details	Transaction Ref	Amount	Fees	GST	Total
4/3/13	Rent	Simon Forres 20/2 to 19/2	10537 AP04	800.00	-80.00	-12.00	708.00
4/3/13	Recpt	Simon Forrest and Judy Brown ()	10538 AP04	10.00	0.00	0.00	10.00
5/3/13	Pay	Simon Forres 20/2 to 19/2	10594 331	-800.00	80.00	12.00	-708.00
11/3/13	Rent	Simon Forres 20/2 to 19/2	10661 AP11	800.00	-80.00	-12.00	708.00
11/3/13	Recpt	Simon Forrest and Judy Brown ()	10662 AP11	10.00	0.00	0.00	10.00
25/3/13	Rent	Simon Forres 20/2 to 19/2	10896 AP25	800.00	-80.00	-12.00	708.00
25/3/13	Recpt	Simon Forrest and Judy Brown ()	10897 AP25	10.00	0.00	0.00	10.00
Totals				\$1,630.00	-\$160.00	-\$24.00	\$1,446.00

Expenses

Date	Type	Details	Transaction Ref	Amount	Fees	GST	Total
11/3/13	Inv	Foster Plumbing	10899 2562	-65.00	-6.50	-0.98	-72.48
Totals				-\$65.00	-\$6.50	-\$0.98	-\$72.48

Payments

Date	Type	Details	Transaction Ref	Amount	Fees	GST	Total
15/3/13	Pay	Payment made to 'Owner'	10900 2536	-700.00	0.00	0.00	-700.00
Totals				-\$700.00	\$0.00	\$0.00	-\$700.00

4 **Cheque Enclosed** **\$865.00** **-\$166.50** **-\$24.98** **\$673.52**

All payments are made on working days as close to the 15th and 1st as possible.

Statement Summary

Opening Balance	\$0.00
Total Income	\$1,630.00
Total Fees On Income	-\$160.00
Total Other Fees	-\$6.50
Total GST	-\$24.98
Total Expenses	-\$65.00
Total Payments	-\$700.00
Total Keep Back Amounts	\$0.00
	\$673.52

1. **Income:** Shows the date of the transaction, what type of transaction i.e rent, who paid it in, what period it covers, the internal transaction number, the receipt reference, the amount paid and then the breakdown of the management fee and GST amounts.
2. **Expenses:** Shows the date of the transactions, what type of transaction i.e fees or invoice, the internal transaction number, the receipt reference the amount of the expense, then the fee breakdown and GST.
3. **Payments:** This will show any payments made out to you during the month but not including this month end payment.
4. **Bank Account: (Or Cheque Enclosed)** This shows how much money has been physically paid out to you.
 The first column shows the total of income – expenses for the month
 The second and third columns minus the total fees and GST amounts
 The fourth column is the total of the first column – column 2 & 3 and becomes the amount that will be paid out to you.
5. **Statement Summary:** A quick summary of the whole month with regards to income and expenditure