

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
Total	\$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

Year End Summary

From 1/04/2014 to 31/03/2015

Joe Bloggs
29 Harvey Street
Invercargill 1234

Property

7 Bottom Street, Invercargill, Web ID 12345

Year / Month	Rent	Intro. Funds	Fees	GST	Invoices	Payments	Net
2014 April	500.00	340.00	40.00	6.00	450.00	494.00	-150.00
2014 August	4,200.00	0.00	0.00	0.00	0.00	4,050.00	150.00
2014 September	8,400.00	0.00	40.00	6.00	0.00	0.00	8,354.00
2014 October	1,400.00	0.00	0.00	0.00	0.00	9,754.00	-8,354.00
2014 November	2,800.00	0.00	0.00	0.00	0.00	2,800.00	0.00
2014 December	2,100.00	0.00	0.00	0.00	0.00	2,100.00	0.00
2015 January	6,300.00	0.00	40.00	6.00	56.00	6,198.00	0.00
2015 March	1,400.00	0.00	25.00	3.75	450.00	1,371.25	-450.00
Totals	\$27,100.00	\$340.00	\$145.00	\$21.75	\$956.00	\$26,767.25	-\$450.00

Invoice Analysis (Incl. GST) - Expenses

Cleaning	450.00
Gardening / Lawns	450.00
Repairs / Maintenance	56.00
Total	\$956.00

The YTD statement shows you the income and expenditure for a property (or properties) over the financial year. Each column is explained below:

Year/Month: Each month by year in the date range you have selected

Rent: The amount of money received in through receipting as Rent

Intro.Funds: This is any money that was receipted in that was not rent, i.e Water rates, tenant invoices and money paid to you by the Owner.

Fees: This covers the management, maintenance, inspections and admin fees

GST: The GST component of the Fees

Invoices: This is any Creditor Invoice or Payment Expense that has come from the property

Payments: Any Owner Payments made. This does not necessarily mean the owner got the money, it just means that a Transaction was done using Payment Owner

Net: This column is the total of the whole line. For instance line 1 says that it was overpaid for the month of April. This usually means that there was an opening balance in the month before. You take the rent amount and add any intro funds, then you minus the fees, GST, Invoices and Payments, the total is the Net amount.

Invoice Analysis (incl.GST) – Expenses: Every invoice that went against this property during the selected date range will be broken down into an expense type. This is the expense type that was selected against the Creditor