

1 Expense Register

*Property=ame411

*mm/yy=03/2011 - 03/2011

*All Checks=Yes

2 Property Payable #	3 Chk#	Bank Code	4 Vendor	5 Check Date	6 Amount	7 Account	8 Invoice Notes
ame411							
P-219992	2063	ame411	BEVEN & BROCK	02/01/2011 (02/11)	265.00	51250000 - MANAGEMENT CONTRACT	Monthly fee
P-219771	2064	ame411	JACK GARDENER (JACGAR)	02/01/2011 (02/11)	110.00	51200000 - LANDSCAPING CONTRACT	February service
P-219771	2064	ame411	JACK GARDENER (JACGAR)	02/01/2011 (02/11)	20.00	59180000 - SPRINKLERS	February sprinkler
P-220940	2065	ame411	AMERICA'S HOA (as.411.)	02/01/2011 (02/11)	448.00	60000000 - RESERVE CONTRIBUTIONS	CITIZENS #254-690857
P-220561	2066	ame411	ATHENS SERVICES (rbs.02)	02/01/2011 (02/11)	196.40	51550000 - RUBBISH CONTRACT	#120213-000 February
P-220500	2067	ame411	CITY OF PASADENA (utl.30)	02/01/2011 (02/11)	54.60	55250000 - WATER & SEWER	#93587-6 02/03-02/28/11
P-221493	2068	ame411	PETE'S PEST (pst.76)	02/01/2011 (02/11)	40.00	51300000 - PEST CONTROL CONTRACT	#01327 general pest
P-221823	2069	ame411	A.L.FIRE EXT. CO (fir.01)	02/01/2011 (02/11)	24.00	57370000 - FIRE PREV./SUPPLIES	
P-222412	2070	ame411	JACK GARDENER (JACGAR)	02/01/2011 (02/11)	110.00	51200000 - LANDSCAPING CONTRACT	February service
P-222412	2070	ame411	JACK GARDENER (JACGAR)	02/01/2011 (02/11)	20.00	59180000 - SPRINKLERS	Feb. sprinkler system
Total ame411					1,288.00		

Understanding Your Monthly Expense Register

1. Expense Register

The Expense Register is organized by check number and displays important information that has been printed on each check and check stub. The total spent for the month is listed at the bottom of the Amount column.

2. Property Payable

This is an internal number in our system and can be ignored.

3. Check

Each check issued to a vendor for payment has its own number. The Expense Register may seem to be confusing since at times there are two or more rows with the same check number. Sometimes a vendor may be charging for two or more items on an invoice which the property manager or the HOA board wishes to break up into separate expenses. In this case, the same check number will be displayed, showing the same vendor, a different expense account, and most likely a different amount paid.

4. Vendor

Each vendor's name is listed on this report. Any codes in parentheses can be ignored. It is extremely important to make sure that the HOA provides up-to-date tax information and insurance documentation on each vendor it employs.

5. Check Date

This report also shows the date each check was printed. Our accounting department processes all invoices received each week and provides a list of those invoices to the property manager who will authorize which ones to be paid (sometimes also coordinating with and/or receiving approval from the HOA board.) Please coordinate with your property manager so that invoices are not submitted at the last minute, but rather provided with plenty of time to be paid in the normal weekly check run.

6. Amount

The Expense Register shows the amount paid for each type of expense. For example, a gardener was paid for two invoices which are both included on one check. The check is cut for \$130.00 because he was paid for LANDSCAPING CONTRACT (\$110.00) and SPRINKLERS (\$20.00).

7. Account

When a vendor submits an invoice for payment, the invoice is coded with an expense account. The invoice is entered into the system and a check is issued. That expense shows on this report and is added into the total for that expense account on the Budget Comparison Cash Flow report.

8. Invoice Notes

This section contains pertinent account information that was originally printed on the check stub. Please remember to leave the check stubs attached to the checks so that when vendors receive their checks, the payments can be applied correctly to the association's accounts. Many times when the stubs are removed from checks, vendors will not know where to apply the checks, causing the payments to be delayed or returned to Beven and Brock.