

1 Receivable Summary by Tenant Charge

*Property=ame411

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

Name	2 Balance Forward	3 Charge	4 Receipt	5 Ending Balance
1 - Wilson, Woodrow				
dues - Dues	0.00	255.00	255.00	0.00
Total 1 - Wilson, Woodrow	0.00	255.00	255.00	0.00
2 - Roosevelt, Franklin D.				
dues - Dues	0.00	255.00	255.00	0.00
Total 2 - Roosevelt, Franklin D.	0.00	255.00	255.00	0.00
3 - Adams, John				
dues - Dues	0.00	255.00	255.00	0.00
Total 3 - Adams, John	0.00	255.00	255.00	0.00
4 - Washington, George				
dues - Dues	0.00	255.00	260.00	-5.00
late - Late Fee	0.00	5.00	0.00	5.00
Total 4 - Washington, George	0.00	260.00	260.00	0.00
5 - Lincoln, Abraham				
-	-255.00	0.00	0.00	-255.00
dues - Dues	0.00	255.00	510.00	-255.00
Total 5 - Lincoln, Abraham	-255.00	255.00	510.00	-510.00
6 - Tyler, John				
dues - Dues	0.00	255.00	255.00	0.00
Total 6 - Tyler, John	0.00	255.00	255.00	0.00
7 - Grant, Ulysses S.				
dues - Dues	0.00	255.00	510.00	-255.00
late - Late Fee	0.00	5.00	5.00	0.00
Total 7 - Grant, Ulysses S.	0.00	260.00	515.00	-255.00
8 - Hoover, Herbert				
-	-2235.00	0.00	0.00	-2235.00
dues - Dues	0.00	255.00	255.00	0.00
Total 8 - Hoover, Herbert	-2,235.00	255.00	255.00	-2,235.00
	6 -2,490.00	2,050.00	2,560.00	-3,000.00

Understanding Your Monthly Summary by Tenant Charge

1. Receivable Summary by Tenant/Charge

This report displays each owner by unit number with any balance forward from the previous month, the current charges, payments made (receipts), along with the ending balance. Any owner who has a positive amount in the Ending Balance column has not paid that charge by the last day of the reporting month (shown under the heading at the top of the report.)

2. Balance Forward

The Balance Forward on a homeowner's account is their Ending Balance from the previous month's financial, which shows as a zero-balance, a positive number (amount still due), or a negative number (amount paid in advance.)

3. Charge

A Charge is any assessment applied to a homeowner's account such as Dues, Special Assessment, Late Fee, etc.

4. Receipt

A Receipt is the payment that was received from a homeowner. All payments are allocated to outstanding Dues charges first. Any overage will be applied to other charges or may remain on the account as a prepayment if all charges are already paid.

5. Ending Balance

The Ending Balance column shows whether the charges on each homeowner's account have been paid or not. A positive number shows a balance still outstanding while a negative number refers to an amount that has been paid in advance.

6. Totals

At the bottom line of each homeowner's section, there are totals for each column (Balance Forward, Charge, Receipt, and Ending Balance) which shows each homeowner's balance at the end of the month. At the bottom of the report is an unmarked total for the entire association. A negative total in the Ending Balance column indicates that somehow the association has paid in advance as a collective group. There may be one person who still has a balance owed while another has a larger credit.