

SAMPLE PROPERTY
Statement of Receipts and Disbursements
For the periods ended July 31, 2010

Description	Current Month	Prior Year Month	Variance		Current Year	Prior Year	Variance	
INCOME								
RENTAL INCOME								
BASE RENT	80,261.83	81,440.09	(1,178.26)	-1.45%	334,461.84	342,117.67	(7,655.83)	-2.24%
FORFEITED S/D	3,327.52	0.00	3,327.52	0.00%	3,327.52	0.00	3,327.52	0.00%
REAL ESTATE TAX	7,411.92	11,822.24	(4,410.32)	-37.31%	85,633.93	89,133.72	(3,499.79)	-3.93%
INSURANCE	4,041.81	4,696.61	(654.80)	-13.94%	18,367.59	19,046.37	(678.78)	-3.56%
COMMON AREA MAINTENANCE	12,493.16	12,129.44	363.72	3.00%	49,273.80	48,114.31	1,159.49	2.41%
TOTAL RENTAL INCOME	107,536.24	110,088.38	(2,552.14)	-2.32%	491,064.68	498,412.07	(7,347.39)	-1.47%
MISCELLANEOUS INCOME								
INTEREST INCOME	0.00	0.00	0.00	0.00%	60.19	7.30	52.89	724.52%
INTEREST ON ESCROW	44.79	79.05	(34.26)	-43.34%	129.55	174.93	(45.38)	-25.94%
MISCELLANEOUS	0.00	0.00	0.00	0.00%	150.00	0.00	150.00	0.00%
RECEIPTS--FORMER TENANTS	7.91	7.91	0.00	0.00%	31.63	79.12	(47.49)	-60.02%
TOTAL MISC. INCOME	52.70	86.96	(34.26)	-39.40%	371.37	261.35	110.02	42.10%
TOTAL INCOME	107,588.94	110,175.34	(2,586.40)	-2.35%	491,436.05	498,673.42	(7,237.37)	-1.45%
EXPENSES								
CLEANING EXPENSES								
CNTRCT SRVCS-PORTER	416.00	416.00	0.00	0.00%	1,664.00	1,760.00	(96.00)	-5.45%
REFUSE REMOVAL	6,825.31	6,675.61	149.70	2.24%	27,138.04	26,646.34	491.70	1.85%
WINDOW CLEANING	10.65	65.00	(54.35)	-83.62%	21.30	160.00	(138.70)	-86.69%
EXTERMINATOR	381.27	381.27	0.00	0.00%	1,525.08	1,525.08	0.00	0.00%
TOTAL CLEANING EXPENSE	7,633.23	7,537.88	95.35	1.26%	30,348.42	30,091.42	257.00	0.85%
REPAIRS/MAINTENANCE								
FICA	0.00	0.00	0.00	0.00%	0.00	139.68	(139.68)	-100.00%
FUTA	0.00	0.00	0.00	0.00%	0.00	56.00	(56.00)	-100.00%
PAINT/DECOR R & M/MTLS	125.95	119.63	6.32	5.28%	243.54	119.63	123.91	103.58%
HVAC R & M/MATERIALS	0.00	0.00	0.00	0.00%	132.93	0.00	132.93	0.00%
ELECTRIC R & M/MATERIALS	240.00	0.00	240.00	0.00%	328.02	0.00	328.02	0.00%
LAMPS/BALLASTS	0.00	0.00	0.00	0.00%	48.88	797.69	(748.81)	-93.87%

SAMPLE PROPERTY

Statement of Receipts and Disbursements For the periods ended July 31, 2010

Description	Current Month	Prior Year Month	Variance		Current Year	Prior Year	Variance	
PLUMBING CONTRACTS	98.00	0.00	98.00	0.00%	392.00	1,146.40	(754.40)	-65.81%
PLUMBING R & M/MATERIALS	0.00	4,949.00	(4,949.00)	-100.00%	0.00	6,712.95	(6,712.95)	-100.00%
FIRE/LIFE SAFETY CONTRACT	0.00	350.00	(350.00)	-100.00%	600.00	700.00	(100.00)	-14.29%
FIRE/LIFE SAFETY R&M/MTLS	0.00	0.00	0.00	0.00%	2,782.00	335.48	2,446.52	729.26%
FIRE/LIFE SAFETY MONITOR	0.00	0.00	0.00	0.00%	1,616.70	1,616.70	0.00	0.00%
FIRE/LIFE SAFETY PHONE	148.00	296.00	(148.00)	-50.00%	740.00	740.00	0.00	0.00%
FEES/PERMITS	0.00	0.00	0.00	0.00%	0.00	25.00	(25.00)	-100.00%
EXTERIOR BUILDING R & M	0.00	143.94	(143.94)	-100.00%	448.74	536.97	(88.23)	-16.43%
LOCKS AND HARDWARE	0.00	0.00	0.00	0.00%	159.75	202.35	(42.60)	-21.05%
SIGNS/DIRECTORIES	0.00	0.00	0.00	0.00%	399.38	665.63	(266.25)	-40.00%
TOTAL REPAIRS/MAINTENANCE	611.95	5,858.57	(5,246.62)	-89.55%	7,891.94	13,794.48	(5,902.54)	-42.79%
UTILITIES								
ELECTRIC	2,213.06	2,479.79	(266.73)	-10.76%	8,871.23	11,300.49	(2,429.26)	-21.50%
WATER	350.10	342.59	7.51	2.19%	1,435.62	1,362.17	73.45	5.39%
SEWER	300.18	274.29	25.89	9.44%	1,196.90	1,122.01	74.89	6.67%
TOTAL UTILITIES	2,863.34	3,096.67	(233.33)	-7.53%	11,503.75	13,784.67	(2,280.92)	-16.55%
ROADS/GROUNDS								
EXTERIOR LIGHTING-R & M	0.00	0.00	0.00	0.00%	0.00	13.18	(13.18)	-100.00%
LOT SWEEPING	866.67	866.67	0.00	0.00%	3,466.68	3,466.68	0.00	0.00%
PRESSURE WASH-R&M	0.00	0.00	0.00	0.00%	0.00	175.00	(175.00)	-100.00%
PRESSURE WASH-CONTRACT	1,100.00	1,100.00	0.00	0.00%	5,500.00	4,400.00	1,100.00	25.00%
LANDSCAPE CONTRACT	2,750.00	1,250.00	1,500.00	120.00%	11,000.00	5,000.00	6,000.00	120.00%
LANDSCAPE R & M/MATERIALS	0.00	0.00	0.00	0.00%	650.00	615.00	35.00	5.69%
ASPHALT	0.00	0.00	0.00	0.00%	250.00	0.00	250.00	0.00%
TOTAL ROADS/GROUNDS	4,716.67	3,216.67	1,500.00	46.63%	20,866.68	13,669.86	7,196.82	52.65%
PARKING OPERATIONS								
CLEANING EXPENSE	0.00	0.00	0.00	0.00%	150.00	0.00	150.00	0.00%
ROADS/GROUNDS/SECURITY	1,640.12	2,094.08	(453.96)	-21.68%	7,439.06	7,073.04	366.02	5.17%
TOTAL PARKING OPERATIONS	1,640.12	2,094.08	(453.96)	-21.68%	7,589.06	7,073.04	516.02	7.30%

SAMPLE PROPERTY

Statement of Receipts and Disbursements For the periods ended July 31, 2010

Description	Current Month	Prior Year Month	Variance		Current Year	Prior Year	Variance	
LEASING EXPENSES								
COMMISSIONS	0.00	0.00	0.00	0.00%	28,518.87	4,081.51	24,437.36	598.73%
TENANT ALTERATIONS	628.00	0.00	628.00	0.00%	903.00	0.00	903.00	0.00%
LEGAL FEES	0.00	808.50	(808.50)	-100.00%	0.00	4,626.50	(4,626.50)	-100.00%
TOTAL LEASING EXPENSES	628.00	808.50	(180.50)	-22.33%	29,421.87	8,708.01	20,713.86	237.87%
SECURITY EXPENSES								
SECURITY CNTRCT SERVICES	79.84	79.84	0.00	0.00%	159.68	159.68	0.00	0.00%
TOTAL SECURITY EXPENSES	79.84	79.84	0.00	0.00%	159.68	159.68	0.00	0.00%
ADMINISTRATIVE EXPENSES								
PAYROLL SALARIES	3,125.00	3,125.00	0.00	0.00%	12,500.00	12,500.00	0.00	0.00%
FUTA	0.00	0.00	0.00	0.00%	56.00	56.00	0.00	0.00%
SUTA	25.20	0.00	25.20	0.00%	25.20	0.00	25.20	0.00%
FICA	239.06	239.06	0.00	0.00%	956.24	1,195.30	(239.06)	-20.00%
MANAGEMENT FEES	1,351.77	1,104.79	246.98	22.36%	5,162.72	5,091.15	71.57	1.41%
TELEPHONE	226.33	446.31	(219.98)	-49.29%	1,305.12	1,312.60	(7.48)	-0.57%
POSTAGE	0.00	7.60	(7.60)	-100.00%	10.44	34.78	(24.34)	-69.98%
MESSENGER AND DELIVERY	0.00	112.20	(112.20)	-100.00%	403.25	562.00	(158.75)	-28.25%
GENERAL OFFICE EXPENSE	0.00	21.70	(21.70)	-100.00%	64.72	75.88	(11.16)	-14.71%
OFFICE SUPPLIES	0.00	137.16	(137.16)	-100.00%	368.64	423.53	(54.89)	-12.96%
OFFICE FURNITUR AND EQUIP	35.95	43.94	(7.99)	-18.18%	151.79	153.40	(1.61)	-1.05%
FURNITURE AND EQUIP R & M	0.00	0.00	0.00	0.00%	0.00	222.59	(222.59)	-100.00%
INTERNET FEES	69.95	240.04	(170.09)	-70.86%	590.03	600.10	(10.07)	-1.68%
TRAVEL AND ENTERTAINMENT	0.00	783.36	(783.36)	-100.00%	0.00	783.36	(783.36)	-100.00%
LICENSES/FEES	35.00	0.00	35.00	0.00%	60.00	0.00	60.00	0.00%
PRINTING AND STATIONARY	0.00	35.09	(35.09)	-100.00%	0.00	67.79	(67.79)	-100.00%
OTHER ADMINISTRATIVE	0.00	29.33	(29.33)	-100.00%	1,389.97	424.50	965.47	227.44%
TOTAL ADMINISTRATIVE	5,108.26	6,325.58	(1,217.32)	-19.24%	23,044.12	23,502.98	(458.86)	-1.95%
FIXED EXPENSES								
MUNICIPAL TAX	33.26	34.25	(0.99)	-2.89%	137.74	139.52	(1.78)	-1.28%
R/E TAX-PROFESSIONAL	7,118.23	0.00	7,118.23	0.00%	7,118.23	4,734.05	2,384.18	50.36%

SAMPLE PROPERTY

Statement of Receipts and Disbursements

For the periods ended July 31, 2010

Description	Current Month	Prior Year Month	Variance		Current Year	Prior Year	Variance	
HEALTH CARE INSURANCE	1,311.00	1,127.00	184.00	16.33%	4,876.00	4,158.00	718.00	17.27%
PROPERTY TAX	0.00	0.00	0.00	0.00%	17.74	419.27	(401.53)	-95.77%
TOTAL FIXED EXPENSES	8,462.49	1,161.25	7,301.24	628.74%	12,149.71	9,450.84	2,698.87	28.56%
FINANCIAL INCOME EXPENSE								
INTEREST EXPENSE	40,253.88	40,930.19	(676.31)	-1.65%	161,384.09	164,064.35	(2,680.26)	-1.63%
TOTAL FINANCIAL EXPENSES	40,253.88	40,930.19	(676.31)	-1.65%	161,384.09	164,064.35	(2,680.26)	-1.63%
TOTAL EXPENSES	71,997.78	71,109.23	888.55	1.25%	304,359.32	284,299.33	20,059.99	7.06%
NET PROFIT / (LOSS)	35,591.16	39,066.11	(3,474.95)	-8.90%	187,076.73	214,374.09	(27,297.36)	-12.73%