

What You Need to Know About Management Reports

Czarnowski & Beer, LLP

CB

What You Need to Know About Management Reports

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CB CZARNOWSKI & BEER LLP
Auditors | Advisors

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Our Agenda



- Introduction
- Monthly Management Reports
- About Internal Controls
- Additional Resources

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Why is monitoring important?

- Protects:
 - Your investment and yourself
 - Your Board from public scrutiny
- Is a necessary part of basic internal controls

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CIRA (Common Interest Realty Association) Industry

- Minimal use of written policies and procedures
- Reliance on:
 - Overwhelmed property managers
 - Busy volunteer board members
- Volunteer Board members
 - Varying backgrounds
 - Personalities and traits
- This is a niche industry!

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Tonight ...

- Focus is on Management Reports
- Visit www.czarbeer.com for more information and recorded webinar on Internal Controls

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What You Need to Know About Management Reports

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Monthly Closing Reports Should Include....

- Financial highlights
- Budget comparison
- Aged arrears report
- Aged payable report
- Journal entries
- Bank reconciliation
- Cash receipts
- Cash disbursements, including copies of paid invoices
- Payroll records

Financial Highlights

Financial Highlights

- Read commentary by property manager
- Monitor the changes in cash balances
 - Operating cash approximately 1/2 month carrying charges
- Review activity in reserves and other bank accounts
- How does activity relate to the capital plan?

Financial Highlights

December 2011 Financial Management Update

Financial Highlights

CASH AND CASH EQUIVALENTS	CURRENT MO	PRIOR MO	NET CHANGE
Total Operating Accounts	58,137.70	78,605.04	(20,467.34)
Total Operating Funds	58,137.70	78,605.04	(20,467.34)
SIGNATURE BANK	175,997.72	254,250.72	(78,253.00)
ESQUIRE BANK	255,548.21	255,391.36	156.85
INVESTORS	250,127.02	250,031.10	95.92
CAPITAL ONE BANK	174,339.12	252,592.12	(78,253.00)
Total Reserve Funds	856,012.07	1,012,265.30	(156,253.23)
Total Cash & Cash Equivalents	914,149.77	1,090,870.34	(176,720.57)

Financial Highlights

- Look at changes in accounts receivable summary and aging, if provided
- Look at changes in accounts payable summary and aging, if provided

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Financial Highlights

	CURRENT MO	PRIOR MO	NET CHANGE
ACCOUNT RECEIVABLES			
A/R CURRENT	(37,430.13)	(29,126.46)	(8,303.67)
A/R OVER 30 DAYS	3,694.20	4,844.30	(1,150.10)
A/R OVER 60 DAYS	2,845.61	3,443.93	(598.32)
A/R OVER 90 DAYS	28,718.83	25,873.66	2,845.17
-----TOTAL-----	<u>(2,171.49)</u>	<u>5,035.43</u>	<u>(7,206.92)</u>

Financial Highlights

	CURRENT MO	PRIOR MO	NET CHANGE
ACCOUNTS PAYABLE			
A/P CURRENT	14,027.52	25,883.39	(11,855.87)
A/P OVER 30 DAYS	3,700.31	1,318.21	2,382.10
A/P OVER 60 DAYS	0.00	7,550.36	(7,550.36)
A/P OVER 90 DAYS	4,858.80	0.00	4,858.80
-----TOTAL-----	<u>22,586.63</u>	<u>34,751.96</u>	<u>(12,165.33)</u>

Budget Comparison

akam ASSOCIATES, INC. THE [REDACTED] CONDOMINIUM STATEMENT OF RECEIPTS AND DISBURSEMENTS FOR PERIOD ENDED 11/30/2011

LINE	DESCRIPTION	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR	TOTAL	REMAINING
INCOME									
100	TENANT & OTHER INCOME	146,009.72	163,430	-17,420	1,845,921.08	1,797,730	48,191	1,961,181	115,260
101	ASSESSMENT/SURCHARGE	.00	0	0	.00	0	0	0	0
	TOTAL OPERATING INCOME	146,009.72	163,430	-17,420	1,845,921.08	1,797,730	48,191	1,961,181	115,260
DISBURSEMENTS									
200	PAYROLL	61,513.76	59,835	1,679	767,166.47	703,481	63,685	833,947	66,781
201	UTILITIES	23,934.15	33,496	-9,562	628,303.61	489,195	139,108	520,380	-107,924
202	REPAIRS & MAINTENANCE	18,702.38	17,210	1,492	303,468.69	208,810	94,659	236,560	-66,849
203	ADMINISTRATIVE	2,041.77	6,789	-4,747	43,071.54	77,679	34,608	88,000	44,928
204	INSURANCE	6,626.00	7,000	-374	63,780.79	63,232	548	91,232	27,451
205	PROFESSIONAL	12,151.65	9,150	3,002	94,834.33	119,400	24,566	154,300	59,466
206	FINANCIAL	.00	0	0	.00	0	0	0	0
207	FEDERAL & LOCAL TAXES	.00	0	0	1,786.00	1,700	86	5,000	3,214
208	ABATEMENTS & EXEMPTIONS	.00	0	0	.00	0	0	0	0
209	SUPT. APT. EXPENSES	.00	1,208	-1,208	.00	0	0	14,500	14,500
	TOTAL DISBURSEMENTS	124,969.71	134,688	-9,718	1,902,351.43	1,678,785	223,566	1,943,919	41,568
	NET CASH FLOW FROM OPER.	21,040.01	28,742	-7,702	-56,430.35	118,945	173,625	17,262	73,692

- ### Budget Comparison
- Monitor significant variations in expenses
 - Determine significant amount
 - Scan for positive or negative variances greater than the significant amount
 - Inquire reason for variance (Consider seasonal expenses)
 - Ask common sense questions - experience is not required!

Budget Comparison

LINE	DESCRIPTION	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR	TOTAL	REMAINING
INCOME									
100	TENANT & OTHER INCOME	146,009.72	163,430	-17,420	1,845,921.08	1,797,730	48,191	1,961,181	115,260
101	ASSESSMENT/SURCHARGE	.00	0	0	.00	0	0	0	0
	TOTAL OPERATING INCOME	146,009.72	163,430	-17,420	1,845,921.08	1,797,730	48,191	1,961,181	115,260
DISBURSEMENTS									
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203	ADMINISTRATIVE	2,041.77	6,789	-4,747	43,071.54	77,679	34,608	88,000	44,928
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206	FINANCIAL	.00	0	0	.00	0	0	0	0
207	FEDERAL & LOCAL TAXES	.00	0	0	1,786.00	1,700	86	5,000	3,214
208	ABATEMENTS & EXEMPTIONS	.00	0	0	.00	0	0	0	0
209	SUPT. APT. EXPENSES	.00	1,208	-1,208	.00	0	0	14,500	14,500
	TOTAL DISBURSEMENTS	124,969.71	134,688	-9,718	1,902,351.43	1,678,785	223,566	1,943,919	41,568
	NET CASH FLOW FROM OPER.	21,040.01	28,742	-7,702	-56,430.35	118,945	173,625	17,262	73,692

Budget Comparison

LINE	DESCRIPTION	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	VAR	TOTAL	REMAINING
INCOME									
100	TENANT & OTHER INCOME	146,009.72	163,430	-17,420	1,845,921.08	1,797,730	48,191	1,961,181	115,260
DISBURSEMENTS									
300	COMMON CHARGES INCOME	139,163.19	154,550	-15,387	1,595,166.77	1,700,050	-104,883	1,854,610	261,423
301	SUBLET FEES	1,589.13	0	1,589	19,402.02	0	19,402	0	-19,402
302	MISC INCOME	740.00	500	240	1,990.00	5,500	-3,510	6,000	-1,010
303	BIKE STORAGE	190.00	0	190	3,275.00	0	3,275	0	-3,275
304	INSURANCE REFUND	.00	0	0	2,044.12	0	2,044	0	-2,044
305	INTEREST INCOME	.00	1,250	-1,250	1,277.00	13,750	-12,473	15,000	13,723
306	LATE FEES	738.70	1,000	-261	5,351.65	11,000	-5,648	12,000	6,648
307	LAUNDRY	1,235.19	1,172	63	11,788.90	12,892	-1,103	14,071	2,282
308	LEGAL FEE INCOME	.00	2,083	-2,083	47,676.36	22,913	24,763	29,000	-22,619
309	MOVE IN/OUT FEES	.00	0	0	-1,000.00	0	1,000	0	1,000
310	PROCESSING FEES	.00	0	0	1,200.00	0	1,200	0	-1,200
311	R/E TAX	.00	0	0	130,599.92	0	130,600	0	-130,600
312	REC ROOM RENTAL	.00	700	-700	-2,810.00	7,700	10,510	8,400	11,210
313	STORAGE BINS	2,375.21	2,175	199	26,937.14	23,925	3,012	26,100	-837
	TOTAL TENANT & OTHER INCOME	146,009.72	163,430	-17,420	1,845,921.08	1,797,730	48,191	1,961,181	115,260

What You Need to Know About Management Reports

Czarnowski & Beer, LLP

Aged Arrears Report

- Collection status
 - If totals presented, match to expected amounts

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Aged Arrears Report

Collection Status Report

STATEMENT OF COLLECTIONS
FINAL STATUS FOR PERIOD ENDING: 11/30/2011

INCOME CATEGORY	ACCT CHARGE TYPE	ACCT CODE	OPENING BALANCE	CURRENT CHARGES	PAYMENTS RECEIVED	CLOSING BALANCE
BASE CHARGE	ARREARS		65,243.28			
BASE CHARGE	PREPAYS		19,191.50			
VACANCY LOSS	UNITS	200 UNITS		153,439.06		
VACANCY LOSS	UNITS	2 UNITS		.00	-139,163.19	
LATE FEE	ARREARS			8,400.00		
LATE CHARGE	ARREARS	6-13		3,300.00		
ADJUSTMENT	ARREARS	6-16		-1,622.56	-738.70	9,346.80
ADJUSTMENT	PREPAYS					-219.86
SUBLET FEE	ARREARS		302.24			
SUBLET FEE	PREPAYS		-286.21	1,998.34	-1,549.13	1,125.79
STORAGE	ARREARS			1,278.52		
STORAGE	PREPAYS		-110.43		-2,325.00	-2,373.21
STORAGE	ARREARS	13-20		2,325.00		1,204.40
STORAGE	PREPAYS					-384.94
LAUNDRY	ARREARS			.00		
LAUNDRY	PREPAYS			1,235.19	-1,235.19	.00

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Aged Payables Report

Douglas Elmer PROPERTY MANAGEMENT CONDOMINIUM JOURNAL ENTRIES FOR PERIOD ENDING 03/31/2011

DATE	ACCT #	ACCOUNT NAME	JE NO	AMOUNT	DESCRIPTION
03/01/11	110-000	MONEY MARKET	J02000	75,000.00	Transfer to Operating
03/01/11	110-000	MONEY MARKET	J02010	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02020	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02030	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02040	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02050	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02060	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02070	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02080	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02090	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02100	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02110	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02120	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02130	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02140	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02150	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02160	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02170	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02180	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02190	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02200	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02210	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02220	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02230	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02240	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02250	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02260	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02270	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02280	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02290	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02300	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02310	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02320	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02330	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02340	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02350	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02360	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02370	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02380	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02390	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02400	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02410	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02420	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02430	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02440	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02450	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02460	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02470	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02480	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02490	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02500	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02510	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02520	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02530	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02540	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02550	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02560	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02570	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02580	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02590	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02600	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02610	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02620	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02630	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02640	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02650	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02660	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02670	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02680	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02690	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02700	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02710	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02720	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02730	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02740	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02750	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02760	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02770	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02780	100.00	CCNY INTEREST
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03/01/11	110-000	MONEY MARKET	J02860	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02870	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02880	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02890	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02900	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02910	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02920	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02930	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02940	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02950	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02960	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02970	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02980	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J02990	100.00	CCNY INTEREST
03/01/11	110-000	MONEY MARKET	J03000	100.00	CCNY INTEREST

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Aged Payables Report

- This is the unpaid bills listing
- Monitor total balance to prior months
- Evaluate ages of date of service

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Journal Entries

Douglas Elmer PROPERTY MANAGEMENT CONDOMINIUM JOURNAL ENTRIES FOR PERIOD ENDING 03/31/2011

DATE	ACCT #	ACCOUNT NAME	JE NO	AMOUNT	DESCRIPTION
03/01/11	900-000	PAYROLL	J02010	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02020	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02030	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02040	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02050	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02060	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02070	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02080	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02090	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02100	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02110	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02120	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02130	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02140	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02150	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02160	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02170	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02180	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02190	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02200	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02210	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02220	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02230	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02240	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02250	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02260	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02270	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02280	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02290	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02300	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02310	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02320	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02330	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02340	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02350	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02360	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02370	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02380	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02390	1,000.00	PAYROLL
03/01/11	900-000	PAYROLL	J02400	1,	

What You Need to Know About Management Reports

Czarnowski & Beer, LLP

Bank Reconciliation

CONDOMINIUM
BANK RECONCILIATION
 AS OF 11/30/2011

OPENING BOOK BALANCE	11/01/11	150,438.99
ADD: CASH RECEIPTS		144,609.72
LESS: CASH DISBURSEMENTS		124,569.71
CLOSING BOOK BALANCE	11/11	171,478.99
ADD: OUTSTANDING CHECKS		24,718.15
ADJUSTMENTS		-3,478.95
ADJUSTED BOOK BALANCE	11/30/11	192,718.19
BALANCE AS PER BANK STATEMENT		192,718.19

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- ## Bank Reconciliation
- Review for reasonableness
 - Auditors' trick – trace outstanding checks and deposits in transit to next statement
 - Verify that the balances are reasonable
 - Scan for unusual transactions
 - ACH
 - Journalized items
 - Out of order check numbers
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Bank Reconciliation

CONDOMINIUM
BANK RECONCILIATION
 AS OF 11/30/2011

OUTSTANDING CHECK LIST

CHECK	PAID	TRUNC	ACCT / BANK	MEMO-ITEM	BUILDING OWNER	AMOUNT
10244	C	11/02/11	3933	344-43243	THE GRAMMICKY CONDOMINIUM	-380.00
10248	B	11/02/11	3933	344-43278	THE GRAMMICKY CONDOMINIUM	-380.00
10273	B	11/23/11	5701	344-55513	THE GRAMMICKY CONDOMINIUM	-302.43
10272	B	11/23/11	3944	344-14371	THE GRAMMICKY CONDOMINIUM	-416.00
10273	B	11/23/11	5881	344-10339	THE GRAMMICKY CONDOMINIUM	-403.20
10274	B	11/23/11	5031	344-10313	THE GRAMMICKY CONDOMINIUM	-1489.79
10275	B	11/23/11	4931	344-10320	THE GRAMMICKY CONDOMINIUM	-864.47
10276	B	11/23/11	4641	344-10317	THE GRAMMICKY CONDOMINIUM	-1049.98
10277	B	11/23/11	4639	344-10340	THE GRAMMICKY CONDOMINIUM	-2184.84
10278	B	11/23/11	4939	344-10303	THE GRAMMICKY CONDOMINIUM	-1349.70
10279	B	11/23/11	5281	344-10329	THE GRAMMICKY CONDOMINIUM	-873.03
10280	B	11/23/11	5039	344-10348	THE GRAMMICKY CONDOMINIUM	-2054.64
10281	B	11/23/11	4934	344-10306	THE GRAMMICKY CONDOMINIUM	-349.17
10282	B	11/23/11	4939	344-10323	THE GRAMMICKY CONDOMINIUM	-1717.76
10283	B	11/23/11	4931	344-10312	THE GRAMMICKY CONDOMINIUM	-237.70
10284	B	11/23/11	5031	344-10349	THE GRAMMICKY CONDOMINIUM	-138.10
10285	B	11/23/11	4831	344-10324	THE GRAMMICKY CONDOMINIUM	-38.70
10286	B	11/23/11	4391	344-10311	THE GRAMMICKY CONDOMINIUM	-300.00
10287	B	11/23/11	4931	344-43738	THE GRAMMICKY CONDOMINIUM	-79.00

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Bank Reconciliation

ADJUSTMENT LISTING
 FOR 10/31/11

DATE: 12/12/2011
 PAGE: 1

REFERENCE	NUMBER	DATE	DESCRIPTION	AMOUNT
BANK CREDITS				
1	09/21/11		VERIZON EDI PAYMENTS	\$800.00
				TOTAL: 800.00
BANK DEBITS				
1	11/30/11		ADP TAX ON BANK NOT BOOKS	-4,478.95
				TOTAL: -4,478.95
				TOTAL ADJUSTMENTS: -3,678.95

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- ## Bank Reconciliation
- Utilize the usual three distinct property funds
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Cash Receipts

Collection Status Report

akam ASSOCIATES, INC.
 Condominium Management
 Improvable regulations
 at your service

THE CONDOMINIUM
COLLECTION STATUS
 FOR PERIOD ENDED 11/30/2011

DAILY RECEIPTS SUMMARY FOR BUILDING

DATE	AMOUNT
11/1/11	-1847.78
11/2/11	-1554.03
11/3/11	-361.79
11/4/11	-834.06
11/5/11	-3833.31
11/6/11	-68.00
11/7/11	-498.13
11/8/11	-1329.07
11/9/11	-323.51
11/10/11	-437.08
11/11/11	-1096.63
11/12/11	-88.00
11/13/11	-884.33
11/14/11	-164.88
11/15/11	-272.81
11/16/11	-543.59
11/17/11	-1462.87
11/18/11	-20.00
11/19/11	-104.24
11/20/11	-111.52
11/21/11	-261.00
11/22/11	-113.52
11/23/11	-1137.75
11/24/11	-203.44
11/25/11	-1320.20
11/26/11	-88.00
11/27/11	-732.78
11/28/11	-
11/29/11	-
11/30/11	-

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What You Need to Know About Management Reports

Czarnowski & Beer, LLP

CB **Cash Receipts**

- Does the total deposited agree to the receipts total on the rent roll?
- Is all miscellaneous income deposited?
 - Parking
 - Storage
 - Laundry
 - Insurance settlements

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CB **Cash Disbursements**

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CB **Cash Disbursements**

- Invoice copies should have documentation attached
- Written approval from an individual not authorized to sign checks
- Are any paid bills missing?
- Are payments being made reasonably close to bill dates?
- Have amounts requiring board approval been approved?

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CB **Cash Disbursements**

- Check for emergency payments of invoice not following standard procedures
 - Was there subsequent review and approval?
 - Was it indeed an emergency?

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CB **Payroll Records**

- Confirm employee names to actual staff
- Scan hours worked
 - Reasonable based on work schedules?
- Check for overtime
 - This is often where biggest savings can be found

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CB **Basic Internal Controls**

- Ask common sense questions!
- Don't accept confusing answers AND do not agree until you understand!
- When bidding, Board submits a vendor name from outside source
 - Internet
 - CNYC
 - Cooperator Guide
 - Other buildings

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What You Need to Know About Management Reports

Czarnowski & Beer, LLP

Best Practices in Internal Controls

- Establish written policies and procedures
- Require staff to follow procedures
- Approval of adjustments to accounting records

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Handy Websites

- NYC Real Estate Taxes
 - <http://www.nyc.gov/html/dof/html/property/property.shtml>
- NYC J51 Exemption
 - <http://webapps.nyc.gov:8084/cics/cwba/dfhw/bta/abhq>
- NYC Water
 - <http://nycprop.nyc.gov>

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Handy Websites

- Con Ed
 - <http://www.coned.com/>
- National Grid
 - <http://www2.nationalgridus.com/>
- Energy Star
 - <https://www.energystar.gov/>

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Upcoming Webinars

www.czarbeer.com

Winter & Spring 2012		
Feb. 7, 2012	7 pm	Long Term Planning - The Key to Successful Properties
Mar. 5, 2012	7 pm	Understanding Condominium Financial Statements
Apr. 18, 2012	7 pm	Board Member Responsibilities
May 25, 2012	6 pm	Understanding Cooperative Financial Statements

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Questions?

- Send an email to: info@czarbeer.com
- Put "Monitoring" in the subject

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