

# How to read your rental management statement

## Example of a Large Portfolio Statement

### Statement Of Account As At 19/09/2016

Bucktoo Family Trust (4567)  
P O Box 4  
Rarangi

Tax Invoice  
ABN 012 012 012  
Statement No. 78

Opening Balance (01/08/2016) \$1,041.00

Income							
Property	Details		Amount	Fees	GST	Total	
2/17 Ghuznee St, Wellington	Rent - Jane Smiley	29/7 to 1/9	3,300.00	-330.00	-49.50	2,920.50	
99 Glenhaven Place, Te Atatu	Rent - Graeme Rama	3/8 to 30/8	1,060.00	-120.84	-18.12	921.04	
61/40 Hargreaves Road, Rarangi	Rent - Lucy Locket	15/6 to 30/8	5,425.00	-542.50	-81.40	4,801.10	
2/17 Ghuznee St, Wellington	Receipt - Jane Smiley		150.00	0.00	0.00	150.00	
<b>Totals</b>			<b>\$9,935.00</b>	<b>-\$993.34</b>	<b>-\$149.02</b>	<b>\$8,792.64</b>	
Expenses							
Date	Property	Details	Ref	Amount	Fees	GST	Total
6/08/2016	2/17 Ghuznee St, Wellington	Fees-Monthly Admin Fee		0.00	-5.00	-0.75	-5.75
27/08/201	2/17 Ghuznee St, Wellington	Fees-Monthly Admin Fee		0.00	-5.00	-0.75	-5.75
15/09/201	61/40 Hargreaves Road, Rarangi	Fees-Inspection		0.00	0.00	0.00	0.00
<b>Totals</b>				<b>\$0.00</b>	<b>-\$10.00</b>	<b>-\$1.50</b>	<b>-\$11.50</b>
Payments							
Date	Details			Amount	Fees	GST	Total
31/08/201	Payment made to 'Owner'			-8,781.14	0.00	0.00	-8,781.14
<b>Totals</b>				<b>-\$8,781.14</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$8,781.14</b>
<b>Account Total</b>				<b>\$1,153.86</b>	<b>-\$1,003.34</b>	<b>-\$150.52</b>	<b>\$0.00</b>

All payments are made on working days as close to the 15th and 1st as possible.

#### Statement Summary

Opening Balance	\$1,041.00
Total Income	\$9,935.00
Total Fees On Income	-\$993.34
Total Other Fees	-\$10.00
Total GST	-\$150.52
Total Expenses	\$0.00
Total Payments (Owner)	-\$8,781.14
Total Keep Back Amounts	-\$1,041.00
Total Uncleared Funds	\$0.00
	<b>\$0.00</b>

This statement has been designed for Owners of larger portfolios

1. The Income area shows all the rent brought in for each property on one line. It shows the total rent, the management fees coming off and the GST content, then shows the Total that the Owner will get.
2. The Expenses area shows any charges, like Inspections Fees and all invoices. These are listed by invoice so if there are 4 invoices for a property each will show.
3. The Payments area shows every time a payment is made to a client, normally at mid month but also any other payment. Then it is all totalled.
4. The Summary part is just a quick look to look at the total money