

How to Read And Understand Your Rental Statement

Statement Type: Details B

Property										
84 Beach Road (acckb), Mairangi Bay, Auckland 01310						Opening Balance (01/10/2009)				
Tenancy: Diana Reese - Started: 25/01/2006 - Rent: \$350.00 / Week						\$1,048.20				\$1,048.20
Income										
Date	Type	Details		Transaction Ref	Amount	Fees	GST	Total		
8/10/09	Rent	Diana Reese	7/10 to 13/10	15760 AP08	350.00	-35.00	-4.38	310.62		
11/10/09	Rent	Diana Reese	14/10 to 20/10	15792 AP11	350.00	-35.00	-4.38	310.62		
28/10/09	Rent	Diana Reese	21/10 to 27/10	15866 AP28	350.00	-35.00	-4.38	310.62		
10/11/09	Rent	Diana Reese	28/10 to 3/11	15960 AP10	350.00	-35.00	-4.38	310.62		
Totals					\$1,400.00	-\$140.00	-\$17.52	\$1,242.48		
Expenses										
Date	Type	Details		Transaction Ref	Amount	Fees	GST	Total		
3/11/09	Fees	Inspection		15908		-40.00	-5.00	-45.00		
3/11/09	Fees	bank charge		15919		-25.00	-3.13	-28.13		
11/11/09	Fees	Inspection		16007		-40.00	-5.00	-45.00		
11/11/09	Inv	Annes Executive Services		16012 6789	-50.00	-5.00	-0.63	-55.63		
Totals					-\$50.00	-\$110.00	-\$13.76	-\$173.76		
4 → Keep Back (\$1,000 for rates. To fix flusher)					-\$1,192.57			-\$1,192.57		
5 → Credited To Your Account Bank Acc. (Rothmans C - 010158018776000)					\$1,205.63	-\$250.00	-\$31.28	\$924.35		
Statement Summary										
Opening Balance					\$1,048.20					
Total Income					\$1,400.00					
Total Fees On Income					-\$140.00					
Total Other Fees					-\$110.00					
Total GST					-\$31.28					
Total Expenses					-\$50.00					
Total Payments					\$0.00					
Total Keep Back Amounts					-\$1,192.57					
					\$924.35					

1. Opening Balance: The amount brought forward from last month. In most cases this is 0.00 but sometimes money may have been held back for some reason i.e to pay an invoice.
2. Income: Shows the date of the transaction, what type of transaction i.e rent, who paid it in, what period it covers, the internal transaction number, the receipt reference, the amount paid and then the breakdown of the management fee and GST amounts.
3. Expenses: Shows the date of the transactions, what type of transaction i.e fees or invoice, the internal transaction number, the receipt reference the amount of the expense, then the fee breakdown and GST.
4. Keep Back: This will only show if your Property Manager has needed to keep back some money to pay an upcoming expense.
5. Bank Account: This shows how much money has been physically paid out to you.
The first column shows the total of income – expenses for the month
The second and third columns minus the total fees and GST amounts
The fourth column is the total of the first column – column 2 & 3 and becomes the amount that will be paid out to you.
6. Statement Summary: A quick summary of the whole month with regards to income and expenditure