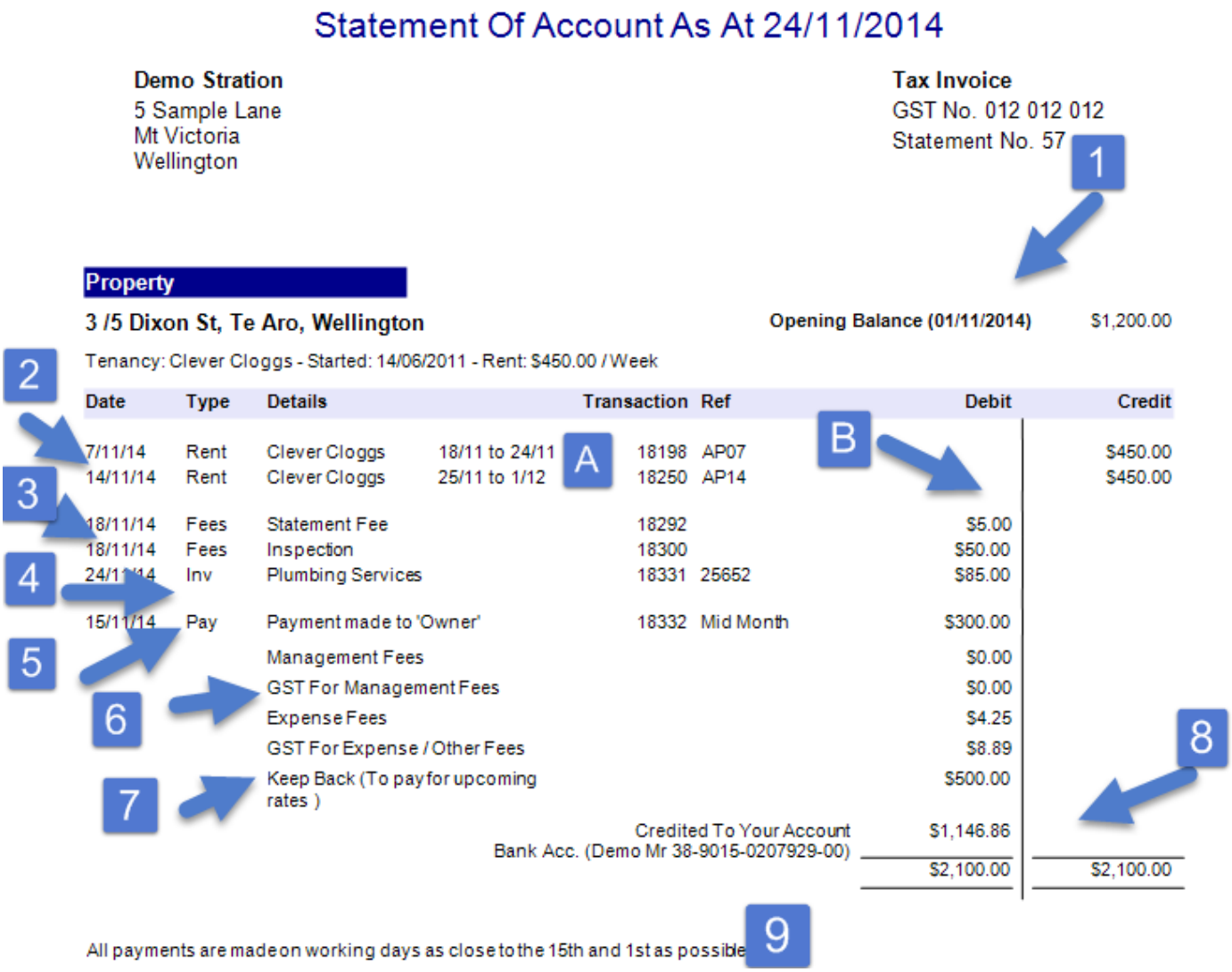
How to Read and Understand Your Statement

Statement Type: Details C



Statement Of Account As At 24/11/2014

Demo Stration
5 Sample Lane
Mt Victoria
Wellington

Tax Invoice
GST No. 012 012 012
Statement No. 57

1

Property

3 /5 Dixon St, Te Aro, Wellington

Opening Balance (01/11/2014) $1,200.00

2

Tenancy: Clever Cloggs - Started: 14/06/2011 - Rent: $450.00 / Week

Date	Type	Details		Transaction	Ref	Debit	Credit
7/11/14	Rent	Clever Cloggs	18/11 to 24/11	18198	AP07		$450.00
14/11/14	Rent	Clever Cloggs	25/11 to 1/12	18250	AP14		$450.00
18/11/14	Fees	Statement Fee		18292		$5.00	
18/11/14	Fees	Inspection		18300		$50.00	
24/11/14	Inv	Plumbing Services		18331	25652	$85.00	
15/11/14	Pay	Payment made to 'Owner'		18332	Mid Month	$300.00	
		Management Fees				$0.00	
		GST For Management Fees				$0.00	
		Expense Fees				$4.25	
		GST For Expense / Other Fees				$8.89	
		Keep Back (To pay for upcoming rates)				$500.00	
					Credited To Your Account Bank Acc. (Demo Mr 38-9015-0207929-00)	$1,146.86	
						$2,100.00	$2,100.00

A

B

3

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

9

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. Transactions: This shows the date of the transactions, what type of transaction i.e rent or invoice etc,
   (a.) if rent it will show the period that the rental amount covers, the internal transaction number, the receipt reference,
   (b) then the amount that was either paid in (credit) or the amount that was paid out (debit)
3. Fees: Any transaction that is taken as a charge. i.e Inspections
4. Maintenance Invoices paid to Creditors show here.
5. Any payments made to you during the month, most commonly midmonth payments.
6. Management/maintenance commissions and the GST component
7. Keep Back: This will only show if your Property Manager has needed to keep back some money to pay an upcoming expense.
8. Credited to your Account: This shows how much money has been physically paid out to you. Which is the total income (credits) minus the expenses (debits)
9. Any comment that has been added to your statement by your Property Manager.