

# Association Reporting Overview

**CONNECTED PROPERTY MANAGEMENT**  
Condominium Association Division



## Reporting Overview

Connected Management's financial reporting system provides board members with around-the-clock access to their association's financial reports. Reports stored by month allowing you to view, download or print the reports from the current, or any previous, month. Eight key reports provide multiple views into your association's finances.

You can access your reports, day or night, directly from your Owner's Forum. From managing your account to posting updates for your owners, the Owner's Forum should be your central hub for supporting your association. If you have lost or forgotten the website address for your association's Owners Forum please contact your primary operations manager.

### Accessing your reports

This section explains the various methods available to access your association's financial reports.

#### Quick-Links

To make it quick and easy to view the most current reports, your Owner's Forum contains links on the home page providing immediate access to each of the 8 available reports. Just click the name of the report that you would like to view; that's it! (See Graphic 1)



[Graphic 1: Owner's Forum quick-links]

#### Traditional Access

To access all of the available reports click on the "Financial Reports" icon on the home page of the Owner's Forum. (See Graphic 2)



[Graphic 2: Financial Reports icon]

For security purposes the reporting system is protected with a username and password so you will be presented with a pop up box prompting you to enter login credentials. After your



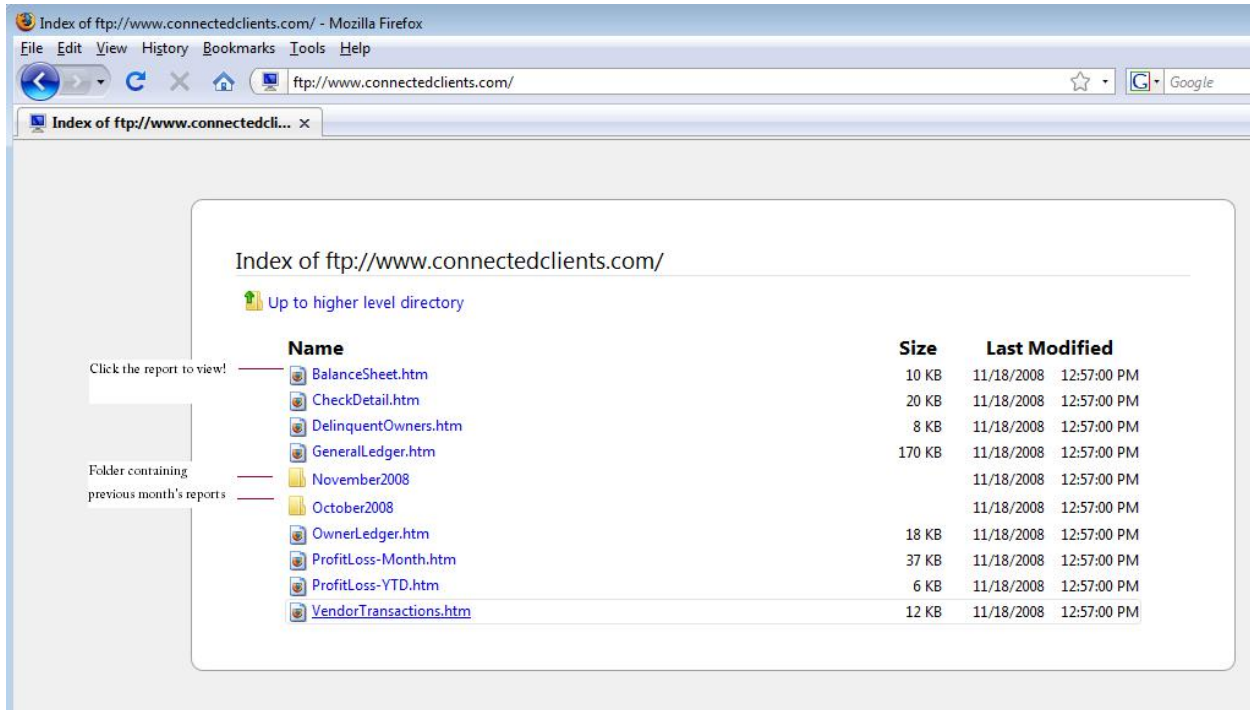
initial visit you will likely not be asked for your username and password again unless you delete your offline content.

**Note:** By default, owners must have board approval to receive the login credentials. Please contact your operations manager or email support@connectedmanagement.com if you would like access. We will contact the board for approval.

### Viewing current reports

After entering the correct username and password you will see a list of the most current reports (containing the financial results from the previous month) along with folders containing all previous month's reports. To view any of the current month's reports simply click on the name of the report you are interested in. (See Graphic 3)

**Note:** Reports will not appear until after the first full month of management.



[Graphic 3: Reporting Directory]

### Viewing historical reports

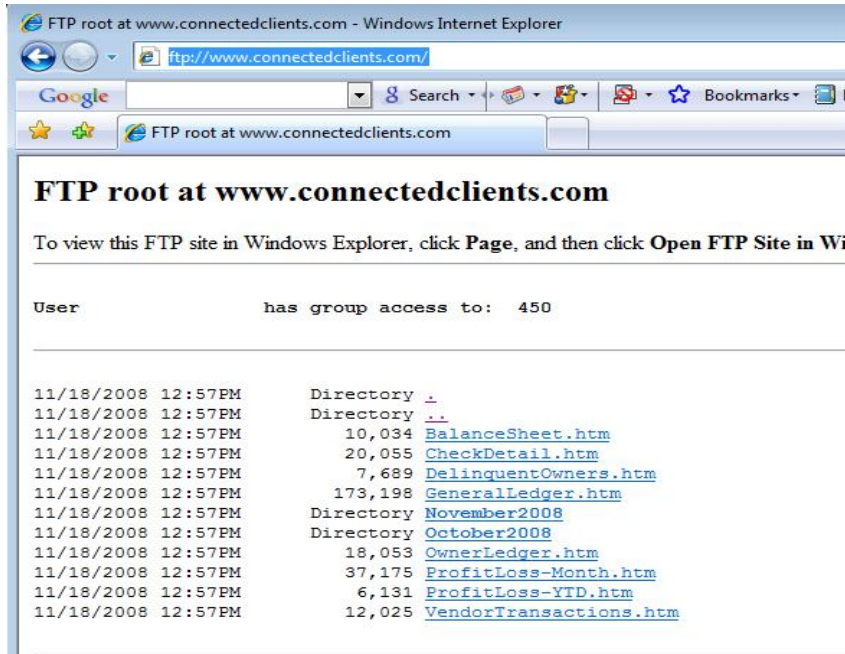
After clicking the "financial reports" icon from your Owner's Forum you will see folders labeled for each previous month where reports were generated. To access any previous month's reports, double-click the folder named the month that you are interested in. You will be presented with that month's reports which can be viewed, downloaded or printed.

**Note:** Reporting history is limited to the months under management by Connected Management or 10/1/08, whichever is most recent.



## Differences in web browsers

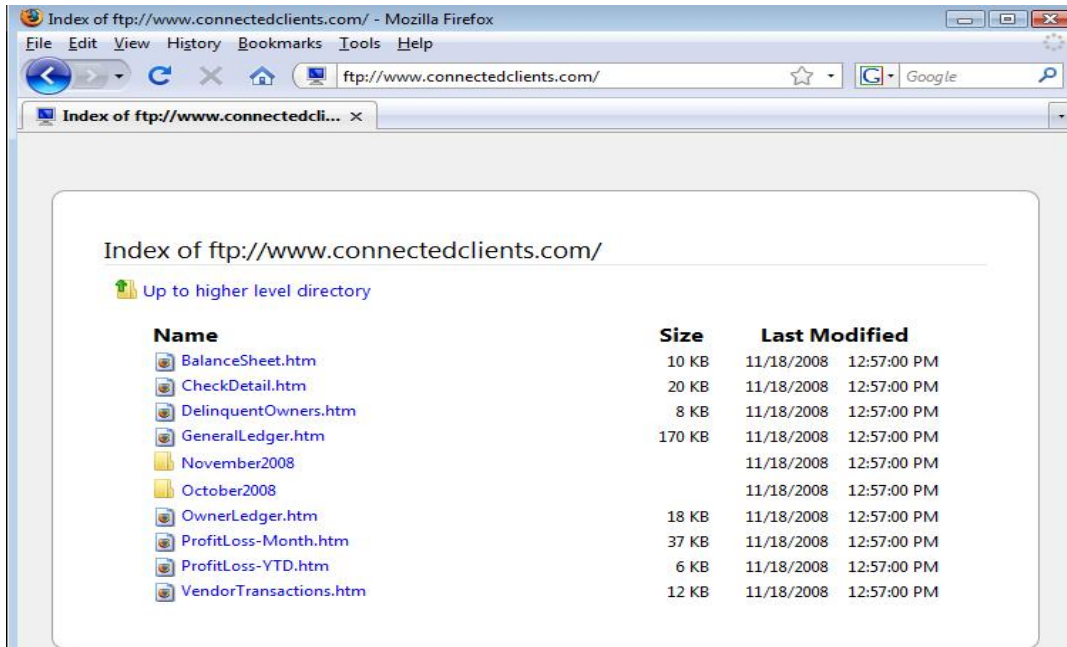
The format in which the report links and folders are displayed is dependent on the browser that you are using. Internet Explorer, or IE, is the most popular web browser but unfortunately provides a very "plain" layout when viewing the reporting directories. (See Graphic 4)



[Graphic 4: Reporting Directory in Internet Explorer]

While there is nothing functionally wrong with the provided layout, it is plain and can make the folders difficult to distinguish from the reports. The folders, or directories, containing a particular month's reports are labeled with "Directory" whereas individual reports are prefaced with the size of the reports as shown in the graphic above. A screenshot of the same reporting directory viewed in Firefox (Mozilla) is below. You can choose to use whichever browser you prefer.





[Graphic 5: Reporting Directory in Mozilla Firefox]

## Saving Reports

There are multiple ways to save reports, but the following are easiest:

- 1) **From the directory:** When viewing the list of available reports, as shown above, place your cursor over the name of the report that you'd like to save, right click and choose either "Save Target As" or "Save Link As" depending on the web browser you are using. Provide a name and destination where you would like the report saved on your computer and save the report. If prompted, enter the username and password used to access the reporting system.
- 2) **From the report:** While viewing the report you can save the report by using your web browser's toolbar. (Typically File -> Save)

## Printing Reports

To print a report, click the report name to open and view the report in your web browser. Then use the browser's toolbar to print the document. (Typically 'File -> Print' or by clicking the printer icon)

## Accessing reports with FTP client

Power users can connect to the reporting server via FTP using ftp clients such as WS\_FTP or CuteFTP. The use of an ftp client will allow you to download all reports and folders to your computer at the same time, but will still require the use of a web browser to view the reports. Use the following parameters along with the normal username and password in your ftp client settings:

Server: www.connectedclients.com  
Starting directory: <blank>



# Reports Reviewed

## Report #1: Balance Sheet

This report provides a financial snapshot of your association as of a specific date. The report calculates how much your association is worth by subtracting all the money the association owes (liabilities) from everything it owns (assets). We produce this report showing all year-to-date data. Note that the total amount of your assets must equal your liabilities. A sample report follows: (use the zoom feature for a closer look)

[Figure 1: Balance Sheet Report]



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Sample Association

### Balance Sheet

Accrual Basis - As of October 31, 2008

|                                       |                 | Oct 31, 08 |
|---------------------------------------|-----------------|------------|
| <b>ASSETS</b>                         |                 |            |
| <b>Current Assets</b>                 |                 |            |
| <b>Checking/Savings</b>               |                 |            |
| WaMu Checking Account                 | 13257.07        |            |
| Money Market                          | 19074.07        |            |
| <b>Total Checking/Savings</b>         | <b>32331.14</b> |            |
| <b>Accounts Receivable</b>            |                 |            |
| Assessments Receivable                | -720.00         |            |
| <b>Total Accounts Receivable</b>      | <b>-720.00</b>  |            |
| <b>Total Current Assets</b>           | <b>31611.14</b> |            |
| <b>TOTAL ASSETS</b>                   |                 |            |
|                                       | <b>31611.14</b> |            |
| <b>LIABILITIES &amp; EQUITY</b>       |                 |            |
| <b>Liabilities</b>                    |                 |            |
| <b>Current Liabilities</b>            |                 |            |
| <b>Accounts Payable</b>               |                 |            |
| Accounts Payable                      | -11.77          |            |
| <b>Total Accounts Payable</b>         | <b>-11.77</b>   |            |
| <b>Total Current Liabilities</b>      | <b>-11.77</b>   |            |
| <b>Total Liabilities</b>              | <b>-11.77</b>   |            |
| <b>Equity</b>                         |                 |            |
| Opening Bal Equity                    | 27461.41        |            |
| Net Income                            | 4161.50         |            |
| <b>Total Equity</b>                   | <b>31622.91</b> |            |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>31611.14</b> |            |



**Report #2: Check Detail**

This report includes detailed information about the checks (payments) written throughout the month.

The **Account column** shows the accounts affected by each check. Usually, these are expense accounts.

The **Original Amount column** shows how you distributed the total amount of the check among the accounts.

The **Paid Amount column** applies to bill payments. When a bill payment pays part of the original bill, this column shows how the payment was allocated among the accounts affected by the bill.

A sample report follows: (use the zoom feature for a closer look)

[Figure 2: Check Detail Report]



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Sample Association

**Check Detail**

Accrual Basis - October 2008

| Type             | Num      | Date       | Name                          | Item | Account                  | Paid Amount    | Original Amount |
|------------------|----------|------------|-------------------------------|------|--------------------------|----------------|-----------------|
| Bill Pmt - Check |          | 2008-10-07 | Accountant                    |      | WaMu Checking Account    |                | -225.00         |
| Bill             |          | 2008-10-07 |                               |      | Tax Preparation          | -225.00        | 225.00          |
| <b>TOTAL</b>     |          |            |                               |      |                          | <b>-225.00</b> | <b>225.00</b>   |
| Bill Pmt - Check |          | 2008-10-07 | Secretary of State            |      | WaMu Checking Account    |                | -5.00           |
| Bill             | 62011111 | 2008-10-07 |                               |      | Professional Fees        | -5.00          | 5.00            |
| <b>TOTAL</b>     |          |            |                               |      |                          | <b>-5.00</b>   | <b>5.00</b>     |
| Bill Pmt - Check | online   | 2008-10-28 | AT&T                          |      | WaMu Checking Account    |                | -28.25          |
| Bill             |          | 2008-10-28 |                               |      | Telephone                | -28.25         | 28.25           |
| <b>TOTAL</b>     |          |            |                               |      |                          | <b>-28.25</b>  | <b>28.25</b>    |
| Bill Pmt - Check | online   | 2008-10-15 | ComEd                         |      | WaMu Checking Account    |                | -80.73          |
| Bill             |          | 2008-10-15 |                               |      | Gas and Electric         | -80.73         | 80.73           |
| <b>TOTAL</b>     |          |            |                               |      |                          | <b>-80.73</b>  | <b>80.73</b>    |
| Bill Pmt - Check | online   | 2008-10-02 | City of Chicago (water)       |      | WaMu Checking Account    |                | -126.30         |
| Bill             |          | 2008-10-02 |                               |      | Water                    | -126.30        | 126.30          |
| <b>TOTAL</b>     |          |            |                               |      |                          | <b>-126.30</b> | <b>126.30</b>   |
| Bill Pmt - Check | 1007     | 2008-10-01 | Connected Property Management |      | WaMu Checking Account    |                | -320.00         |
| Bill             |          | 2008-10-01 |                               |      | Property Management Fees | -320.00        | 320.00          |
| <b>TOTAL</b>     |          |            |                               |      |                          | <b>-320.00</b> | <b>320.00</b>   |



**Report #3: Delinquent Owners (A/R Aging Summary)**

This report summarizes the balance of each owner in your association so you can evaluate all delinquencies. For each owner that owes money, the report shows:

- What the owner owes for the current billing period
- What the owner hasn't paid from previous billing periods
- Subtotal balances

Based on this report we will ask the Board to approve ongoing collection activities, up to legal eviction of the owner from their unit, if required.

A sample report follows: (use the zoom feature for a closer look)

**IMPORTANT:** Please note that owners may be detailed in the report even if they are not truly delinquent. Past due charges are shown as a **positive** value. A negative value indicates that the owner pre-paid assessments or has a credit on his/her account.

**Delinquent balances are always shown with positive values.**

[Figure 3: Delinquent Owners Report]



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Sample Association

**A/R Aging Summary**

Accrual Basis - As of October 31, 2008

|                      | Current     | 1 - 30        | 31 - 60        | 61 - 90        | > 90        | TOTAL          |
|----------------------|-------------|---------------|----------------|----------------|-------------|----------------|
| John and Joy Johnson | 0.00        | -320.00       | 0.00           | 0.00           | 0.00        | -320.00        |
| Adam Cacceh          | 0.00        | 0.00          | -260.00        | 0.00           | 0.00        | -260.00        |
| Dave Kenzie          | 0.00        | 220.00        | 0.00           | -220.00        | 0.00        | 0.00           |
| Ben Gordon           | 0.00        | 300.00        | 0.00           | 0.00           | 0.00        | 300.00         |
| Christopher Johanson | 0.00        | 0.00          | -220.00        | -220.00        | 0.00        | -440.00        |
| <b>TOTAL</b>         | <b>0.00</b> | <b>200.00</b> | <b>-480.00</b> | <b>-440.00</b> | <b>0.00</b> | <b>-720.00</b> |



**Report #4: Profit & Loss (Income Statement) –Detail**

This report summarizes your association’s operations (revenues and expenses) for the month. All monthly transactions for income and expense accounts are detailed. This report allows the Board to quickly analyze the monthly assessments collected and all expenses incurred during the month.

The top section, or first half, of the report will show all the monthly income for your association. In most cases this will simply be the assessments being collected from your owners.

The second half of the report details all of the expenses incurred by the association during the month. This allows you to see exactly how much was spent and to which vendors. The remainder of the report provides the net income (total income minus all expenses) which should be a positive value in most cases. A negative value indicates that your association did not collect enough assessments to cover the monthly expenses; therefore deductions were most likely required from your reserves (savings).

[Figure 4: Profit & Loss - Detail]



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Sample Association

**Profit & Loss Detail**

Accrual Basis - October 2008

| Type                                  | Date       | Num | Name                          | Memo                 | Clr        | Split                 | Amount         | Balance        |
|---------------------------------------|------------|-----|-------------------------------|----------------------|------------|-----------------------|----------------|----------------|
| <b>Ordinary Income/Expense</b>        |            |     |                               |                      |            |                       |                |                |
| <b>Income</b>                         |            |     |                               |                      |            |                       |                |                |
| <b>Condo Income</b>                   |            |     |                               |                      |            |                       |                |                |
| Invoice                               | 2008-10-01 | 46  | John and Joy Johnson          | Monthly Assessments  | NotCleared | Assesments Receivable | 200.00         | 200.00         |
| Invoice                               | 2008-10-01 | 47  | Adam Cacceh                   | Monthly Assessments  | NotCleared | Assesments Receivable | 320.00         | 520.00         |
| Invoice                               | 2008-10-01 | 48  | Dave Kenzie                   | Monthly Assessments  | NotCleared | Assesments Receivable | 200.00         | 720.00         |
| Invoice                               | 2008-10-01 | 49  | Ben Gordon                    | Monthly Assessments  | NotCleared | Assesments Receivable | 260.00         | 980.00         |
| Invoice                               | 2008-10-01 | 50  | Christopher Johanson          | Monthly Assessments  | NotCleared | Assesments Receivable | 280.00         | 1260.00        |
| Invoice                               | 2008-10-01 | 51  | David Brunnet                 | Monthly Assessments  | NotCleared | Assesments Receivable | 220.00         | 1480.00        |
| Invoice                               | 2008-10-01 | 52  | Tom Watson                    | Monthly Assessments  | NotCleared | Assesments Receivable | 300.00         | 1780.00        |
| Invoice                               | 2008-10-01 | 53  | Glen Ellen                    | Monthly Assessments  | NotCleared | Assesments Receivable | 220.00         | 2000.00        |
| Deposit                               | 2008-10-06 |     | Shannon Totter                | Deposit              | NotCleared | WaMu Checking Account | 220.00         | 2220.00        |
| Deposit                               | 2008-10-06 |     | Jack Johnson                  | Deposit              | NotCleared | WaMu Checking Account | 220.00         | 2440.00        |
| Deposit                               | 2008-10-06 |     | Michael Fox                   | Deposit              | NotCleared | WaMu Checking Account | 260.00         | 2700.00        |
| <b>Total Condo Income</b>             |            |     |                               |                      |            |                       | <b>2700.00</b> | <b>2700.00</b> |
| <b>Total Income</b>                   |            |     |                               |                      |            |                       | <b>2700.00</b> | <b>2700.00</b> |
| <b>Expense</b>                        |            |     |                               |                      |            |                       |                |                |
| <b>Tax Preparation</b>                |            |     |                               |                      |            |                       |                |                |
| Bill                                  | 2008-10-07 |     | Accountant                    | Tax Return           | NotCleared | Accounts Payable      | 225.00         | 225.00         |
| <b>Total Tax Preparation</b>          |            |     |                               |                      |            |                       | <b>225.00</b>  | <b>225.00</b>  |
| <b>Property Management Fees</b>       |            |     |                               |                      |            |                       |                |                |
| Bill                                  | 2008-10-01 |     | Connected Property Management | Month Management Fee | NotCleared | Accounts Payable      | 120.00         | 120.00         |
| <b>Total Property Management Fees</b> |            |     |                               |                      |            |                       | <b>120.00</b>  | <b>120.00</b>  |



**Report #5: Profit & Loss (Income Statement) – Summary**

Similar to the profit and loss report reviewed above, this report summarizes your association’s operations (revenues and expenses), but does not show the individual transactions. Summary totals are provided for all income and expense accounts. Use this report when you are only concerned with the totals for all accounts.

[Figure 5: Profit & Loss - Summary]



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Sample Association

**Profit & Loss**

Accrual Basis - October 2008

| Ordinary Income/Expense    | Oct 08         |
|----------------------------|----------------|
| <b>Income</b>              |                |
| Condo Income               | 2700.00        |
| <b>Total Income</b>        | <b>2700.00</b> |
| <b>Expense</b>             |                |
| Tax Preparation            | 225.00         |
| Property Management Fees   | 120.00         |
| Professional Fees          | 5.00           |
| Telephone                  | 28.25          |
| <b>Utilities</b>           |                |
| Gas and Electric           | 280.00         |
| Water                      | 126.30         |
| <b>Total Utilities</b>     | <b>207.03</b>  |
| <b>Total Expense</b>       | <b>785.28</b>  |
| <b>Net Ordinary Income</b> | <b>1914.72</b> |
| <b>Net Income</b>          | <b>1914.72</b> |



**Report #6: General Ledger**

This report shows the activity in your accounts over a specific period of time. For each account in your chart of accounts, the report shows all the transactions that occurred in that account. The report covers all activity in the month.

[Figure 6: General Ledger Report]



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Sample Association

**General Ledger**

Accrual Basis - As of October 31, 2008



| Type                                | Date       | Num    | Name                          | Memo                | Split             | Amount  | Balance         |                 |
|-------------------------------------|------------|--------|-------------------------------|---------------------|-------------------|---------|-----------------|-----------------|
| Brokerage Account 6667              |            |        |                               |                     |                   |         | 0.00            |                 |
| <b>Total Brokerage Account 6667</b> |            |        |                               |                     |                   |         | <b>0.00</b>     |                 |
| WaMu Checking Account               |            |        |                               |                     |                   |         | 10522.35        |                 |
| Bill Pmt -Check                     | 2008-10-01 | 1039   | Connected Property Management |                     | Accounts Payable  | -320.00 | 10202.35        |                 |
| Bill Pmt -Check                     | 2008-10-02 | online | City of Chicago (water)       |                     | Accounts Payable  | -126.30 | 10076.05        |                 |
| Deposit                             | 2008-10-06 |        |                               | Deposit             | -SPLIT-           | 700.00  | 10776.05        |                 |
| Deposit                             | 2008-10-06 |        |                               | Deposit             | -SPLIT-           | 700.00  | 11476.05        |                 |
| Bill Pmt -Check                     | 2008-10-07 |        | Accountant                    | Tax Return          | Accounts Payable  | -225.00 | 11251.05        |                 |
| Bill Pmt -Check                     | 2008-10-07 |        | Secretary of State            |                     | Accounts Payable  | -5.00   | 11246.05        |                 |
| Bill Pmt -Check                     | 2008-10-15 | online | ComEd                         |                     | Accounts Payable  | -80.73  | 11165.32        |                 |
| Deposit                             | 2008-10-20 |        |                               | Deposit             | -SPLIT-           | 480.00  | 11645.32        |                 |
| Bill Pmt -Check                     | 2008-10-28 | online | AT&T                          |                     | Accounts Payable  | -28.25  | 11617.07        |                 |
| Deposit                             | 2008-10-29 |        |                               | Deposit             | -SPLIT-           | 1380.00 | 12997.07        |                 |
| Deposit                             | 2008-10-31 |        |                               | Deposit             | Undeposited Funds | 260.00  | 13257.07        |                 |
| <b>Total WaMu Checking Account</b>  |            |        |                               |                     |                   |         | <b>2734.72</b>  | <b>13257.07</b> |
| Money Market                        |            |        |                               |                     |                   |         | 19074.07        |                 |
| <b>Total Money Market</b>           |            |        |                               |                     |                   |         | <b>19074.07</b> |                 |
| Assessments Receivable              |            |        |                               |                     |                   |         | -1240.00        |                 |
| Invoice                             | 2008-10-01 | 46     | John and Joy Johnson          | Monthly Assessments | Condo Income      | 200.00  | -1040.00        |                 |
| Invoice                             | 2008-10-01 | 47     | Adam Cacceh                   | Monthly Assessments | Condo Income      | 320.00  | -720.00         |                 |
| Invoice                             | 2008-10-01 | 48     | Dave Kenzie                   |                     | Condo Income      | 200.00  | -520.00         |                 |
| Invoice                             | 2008-10-01 | 49     | Ben Gordon                    |                     | Condo Income      | 260.00  | -260.00         |                 |
| Invoice                             | 2008-10-01 | 50     | Christopher Johanson          | Monthly Assessments | Condo Income      | 280.00  | 20.00           |                 |
| Invoice                             | 2008-10-01 | 51     | David Brunnet                 | Monthly Assessments | Condo Income      | 220.00  | 240.00          |                 |
| Invoice                             | 2008-10-01 | 52     | Tom Watson                    |                     | Condo Income      | 300.00  | 540.00          |                 |
| Invoice                             | 2008-10-01 | 53     | Glen Ellen                    | Monthly Assessments | Condo Income      | 220.00  | 760.00          |                 |



**Report #7: Owner Ledger (Transaction list by customer)**

This report lists all owner-related transactions (assessments, special assessments, etc.) that occurred within the month. The transactions are grouped under each owner's name. This allows the Board to analyze the monthly assessment charge(s) for each owner and quickly determine whether or not each has been paid.

[Figure 7: Owner Ledger Report]

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Sample Association

### Transaction List by Customer

Accrual Basis - October 2008

|                         | Type    | Date       | Num        | Memo                | Account               | Clr        | Split                 | Amount |
|-------------------------|---------|------------|------------|---------------------|-----------------------|------------|-----------------------|--------|
| <b>John Johnson</b>     |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 46         | Monthly Assessments | Assesments Receivable | NotCleared | Condo Income          | 200.00 |
|                         | Payment | 2008-10-08 | 1038       |                     | Undeposited Funds     | Cleared    | Assesments Receivable | 200.00 |
| <b>Adam Cohensenson</b> |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 47         | Monthly Assessments | Assesments Receivable | NotCleared | Condo Income          | 320.00 |
|                         | Payment | 2008-10-26 |            |                     | Undeposited Funds     | Cleared    | Assesments Receivable | 320.00 |
| <b>Dave Masterson</b>   |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 48         |                     | Assesments Receivable | NotCleared | Condo Income          | 200.00 |
|                         | Payment | 2008-10-02 | 93411164   |                     | Undeposited Funds     | Cleared    | Assesments Receivable | 200.00 |
| <b>Joan Rivers</b>      |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 49         |                     | Assesments Receivable | NotCleared | Condo Income          | 260.00 |
|                         | Payment | 2008-10-24 | 0002964970 |                     | Undeposited Funds     | Cleared    | Assesments Receivable | 260.00 |
| <b>Christopher Rick</b> |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 50         | Monthly Assessments | Assesments Receivable | NotCleared | Condo Income          | 280.00 |
|                         | Payment | 2008-10-08 | 486        |                     | Undeposited Funds     | Cleared    | Assesments Receivable | 280.00 |
| <b>Sally Tomlinson</b>  |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 51         | Monthly Assessments | Assesments Receivable | NotCleared | Condo Income          | 220.00 |
| <b>Lauren Water</b>     |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 52         |                     | Assesments Receivable | NotCleared | Condo Income          | 300.00 |
| <b>Ryan Spritz</b>      |         |            |            |                     |                       |            |                       |        |
|                         | Invoice | 2008-10-01 | 53         | Monthly Assessments | Assesments Receivable | NotCleared | Condo Income          | 220.00 |
|                         | Payment | 2008-10-17 | 94572054   |                     | Undeposited Funds     | Cleared    | Assesments Receivable | 220.00 |



**Report #8: Vendor Transactions (Transaction list by vendor)**

This report lists all expense related transactions that occurred within the month, grouped by vendor. This allows the board to analyze how much is being paid to each vendor.

[Figure 8: Vendor Transaction Report]



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Sample Association

**Transaction List by Vendor**

Accrual Basis - October 2008

| Type                                 | Date       | Num     | Memo       | Account               | Clr        | Split                    | Amount  |
|--------------------------------------|------------|---------|------------|-----------------------|------------|--------------------------|---------|
| <b>AT&amp;T</b>                      |            |         |            |                       |            |                          |         |
| Bill                                 | 2008-10-28 |         |            | Accounts Payable      | NotCleared | Telephone                | -28.25  |
| Bill Pmt -Check                      | 2008-10-28 | online  |            | WaMu Checking Account | Cleared    | Accounts Payable         | -28.25  |
| <b>City of Chicago (water)</b>       |            |         |            |                       |            |                          |         |
| Bill                                 | 2008-10-02 |         |            | Accounts Payable      | NotCleared | Water                    | -126.00 |
| Bill Pmt -Check                      | 2008-10-02 | online  |            | WaMu Checking Account | Cleared    | Accounts Payable         | -126.00 |
| <b>ComEd</b>                         |            |         |            |                       |            |                          |         |
| Bill                                 | 2008-10-15 |         |            | Accounts Payable      | NotCleared | Gas and Electric         | -280.00 |
| Bill Pmt -Check                      | 2008-10-15 | online  |            | WaMu Checking Account | Cleared    | Accounts Payable         | -280.00 |
| <b>Connected Property Management</b> |            |         |            |                       |            |                          |         |
| Bill                                 | 2008-10-01 |         |            | Accounts Payable      | NotCleared | Property Management Fees | -120.00 |
| Bill Pmt -Check                      | 2008-10-01 | 1112    |            | WaMu Checking Account | Cleared    | Accounts Payable         | -120.00 |
| <b>Accountant</b>                    |            |         |            |                       |            |                          |         |
| Bill                                 | 2008-10-07 |         | Tax Return | Accounts Payable      | NotCleared | Tax Preparation          | -225.00 |
| Bill Pmt -Check                      | 2008-10-07 |         | Tax Return | WaMu Checking Account | Cleared    | Accounts Payable         | -225.00 |
| <b>Secretary of State</b>            |            |         |            |                       |            |                          |         |
| Bill                                 | 2008-10-07 | 1115555 |            | Accounts Payable      | NotCleared | Professional Fees        | -5.00   |
| Bill Pmt -Check                      | 2008-10-07 |         |            | WaMu Checking Account | NotCleared | Accounts Payable         | -5.00   |

