



# PROPERTY MANAGEMENT

## Sample Reporting — Income/Budget Comparison

PROPERTY "A"										
Budget Comparison										
Period = Jan 20xx-Dec 20xx										
Book = Accrual ;										
		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
<b>4004-0000</b>	<b>INCOME</b>									
<b>4005-0000</b>	<b>INCOME FROM OPERATIONS</b>									
4090-0000	INCOME FROM TENANTS									
4091-1000	RENT INC - RETAIL	290,925.48	290,933.00	-7.52	0.00	290,925.48	290,933.00	-7.52	0.00	290,933.00
4092-1000	CAM INCOME-RETAIL	36,426.40	32,588.00	3,838.40	11.78	36,426.40	32,588.00	3,838.40	11.78	32,588.00
4092-6000	CAM RECONCILIATION	5,965.66	0.00	5,965.66	N/A	5,965.66	0.00	5,965.66	N/A	0.00
4095-1000	TNT TAX - RETAIL	43,448.04	43,448.00	0.04	0.00	43,448.04	43,448.00	0.04	0.00	43,448.00
4095-6000	TAX RECONCILIATION	-5,342.58	0.00	-5,342.58	N/A	-5,342.58	0.00	-5,342.58	N/A	0.00
4199-0000	TOTAL INCOME FROM TENANTS	371,423.00	366,969.00	4,454.00	1.21	371,423.00	366,969.00	4,454.00	1.21	366,969.00
4200-5295	TOTAL INCOME FROM OPERATIONS	371,423.00	366,969.00	4,454.00	1.21	371,423.00	366,969.00	4,454.00	1.21	366,969.00
<b>4200-5298</b>	<b>INCOME OTHER SOURCES</b>									
4200-5900	OTHER INCOME									
4801-1000	SIGN INC - RETAIL	2,400.00	2,400.00	0.00	0.00	2,400.00	2,400.00	0.00	0.00	2,400.00
4885-0000	MISC INCOME	6,540.00	6,540.00	0.00	0.00	6,540.00	6,540.00	0.00	0.00	6,540.00
4899-0000	TOTAL OTHER INCOME	8,940.00	8,940.00	0.00	0.00	8,940.00	8,940.00	0.00	0.00	8,940.00
<b>4990-0000</b>	<b>TOTAL INCOME OTHER SOURCES</b>	<b>8,940.00</b>	<b>8,940.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,940.00</b>	<b>8,940.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,940.00</b>
<b>4999-0000</b>	<b>TOTAL INCOME</b>	<b>380,363.00</b>	<b>375,909.00</b>	<b>4,454.00</b>	<b>1.18</b>	<b>380,363.00</b>	<b>375,909.00</b>	<b>4,454.00</b>	<b>1.18</b>	<b>375,909.00</b>
<b>6000-0000</b>	<b>OPERATING EXPENSES</b>									
6080-7500	SPACE COSTS									
6080-7510	RENT	9,516.00	9,516.00	0.00	0.00	9,516.00	9,516.00	0.00	0.00	9,516.00
6080-7535	CAM	2,856.00	2,856.00	0.00	0.00	2,856.00	2,856.00	0.00	0.00	2,856.00
6080-7540	R E TAXES	4,752.00	4,752.00	0.00	0.00	4,752.00	4,752.00	0.00	0.00	4,752.00
6080-7550	STORAGE RENT/UTIL	796.85	0.00	-796.85	N/A	796.85	0.00	-796.85	N/A	0.00
6080-7599	TOTAL SPACE COSTS	17,920.85	17,124.00	-796.85	-4.65	17,920.85	17,124.00	-796.85	-4.65	17,124.00
6090-1000	COMMON AREA MAINT-RETAIL									
6090-1010	CAM PRKG LOT/ WALK	2,003.02	0.00	-2,003.02	N/A	2,003.02	0.00	-2,003.02	N/A	0.00
6090-1060	CAM ELECTRIC/ LIGHT	118.27	900.00	781.73	86.86	118.27	900.00	781.73	86.86	900.00
6090-1090	CAM SNOW REMOVAL	8,139.64	9,500.00	1,360.36	14.32	8,139.64	9,500.00	1,360.36	14.32	9,500.00
6090-1110	CAM MISCELLANEOUS	2,221.20	1,850.00	-371.20	-20.06	2,221.20	1,850.00	-371.20	-20.06	1,850.00
6090-1120	CAM YARD/LANDSCAPE	3,529.70	4,210.00	680.30	16.16	3,529.70	4,210.00	680.30	16.16	4,210.00
6090-1999	TOTAL COMMON AREA MAINT-RETAIL	16,011.83	16,460.00	448.17	2.72	16,011.83	16,460.00	448.17	2.72	16,460.00
6090-2000	COMM OPERATING-RETAIL									
6090-2020	CO ELECTRICITY	4,285.68	3,960.00	-325.68	-8.22	4,285.68	3,960.00	-325.68	-8.22	3,960.00
6090-2040	CO WATER/SEWER	4,111.32	790.00	-3,321.32	-420.42	4,111.32	790.00	-3,321.32	-420.42	790.00
6090-2060	CO PLUMBING MAINT	2,758.16	1,800.00	-958.16	-53.23	2,758.16	1,800.00	-958.16	-53.23	1,800.00
6090-2100	CO RUBBISH-PH IV	6,904.04	8,460.00	1,555.96	18.39	6,904.04	8,460.00	1,555.96	18.39	8,460.00
6090-2110	CO MISC MAINT/REPR	0.00	3,400.00	3,400.00	100.00	0.00	3,400.00	3,400.00	100.00	3,400.00
6090-2999	TOTAL COMM OPERATING-RETAIL	18,059.20	18,410.00	350.80	1.91	18,059.20	18,410.00	350.80	1.91	18,410.00
6090-8000	LANDLORD EXPENSES									
6090-8010	LL MGMT FEE-COML/WEB	18,690.26	18,348.00	-342.26	-1.87	18,690.26	18,348.00	-342.26	-1.87	18,348.00
6090-8022	PROP MGMT WAGES	1,620.00	1,620.00	0.00	0.00	1,620.00	1,620.00	0.00	0.00	1,620.00
6090-8050	LL TNT VAC EXP-COM	24.35	0.00	-24.35	N/A	24.35	0.00	-24.35	N/A	0.00
6090-8080	LL MNT & RPR-COML	790.00	0.00	-790.00	N/A	790.00	0.00	-790.00	N/A	0.00
6090-8130	LL SIGNAGE-COML	1,381.78	0.00	-1,381.78	N/A	1,381.78	0.00	-1,381.78	N/A	0.00
6090-8192	REA FOR WCRC EXPENSE	0.00	400.00	400.00	100.00	0.00	400.00	400.00	100.00	400.00
6090-8199	TOTAL LANDLORD EXPENSES	22,506.39	20,368.00	-2,138.39	-10.50	22,506.39	20,368.00	-2,138.39	-10.50	20,368.00
7000-0000	ADMINISTRATIVE EXPENSES									
7010-0000	LEGAL	637.42	350.00	-287.42	-82.12	637.42	350.00	-287.42	-82.12	350.00
7040-0000	PROF DEV & DUES	250.00	250.00	0.00	0.00	250.00	250.00	0.00	0.00	250.00
7082-0000	BANK SERVICE CHARGE	36.80	0.00	-36.80	N/A	36.80	0.00	-36.80	N/A	0.00
7099-0000	TOTAL ADMINISTRATIVE EXPENSES	924.22	600.00	-324.22	-54.04	924.22	600.00	-324.22	-54.04	600.00
7100-0000	INSURANCE									
7110-0000	INSURANCE EXPENSE	2,499.00	2,640.00	141.00	5.34	2,499.00	2,640.00	141.00	5.34	2,640.00
7199-0000	TOTAL INSURANCE	2,499.00	2,640.00	141.00	5.34	2,499.00	2,640.00	141.00	5.34	2,640.00
7300-0000	REAL ESTATE TAX EXPENSE									
7310-0000	REAL ESTATE TAXES	38,217.07	40,500.00	2,282.93	5.64	38,217.07	40,500.00	2,282.93	5.64	40,500.00
7399-0000	TOTAL REAL ESTATE TAX EXPENSE	38,217.07	40,500.00	2,282.93	5.64	38,217.07	40,500.00	2,282.93	5.64	40,500.00
<b>9200-0000</b>	<b>TOTAL OPERATING EXPENSES</b>	<b>116,138.56</b>	<b>116,102.00</b>	<b>-36.56</b>	<b>-0.03</b>	<b>116,138.56</b>	<b>116,102.00</b>	<b>-36.56</b>	<b>-0.03</b>	<b>116,102.00</b>
<b>9300-0000</b>	<b>NET OPERATING INCOME</b>	<b>264,224.44</b>	<b>259,807.00</b>	<b>4,417.44</b>	<b>1.70</b>	<b>264,224.44</b>	<b>259,807.00</b>	<b>4,417.44</b>	<b>1.70</b>	<b>259,807.00</b>
9500-0001	NON OPERATING EXPENSES (INCOME)									
9500-1000	DEPR:COML/WEB	57,192.00	56,400.00	-792.00	-1.40	57,192.00	56,400.00	-792.00	-1.40	56,400.00
9500-6060	BANK MTG INTEREST	68,351.01	68,095.00	-256.01	-0.38	68,351.01	68,095.00	-256.01	-0.38	68,095.00
9500-7021	INTER CO MGMT FEE	24,000.00	24,000.00	0.00	0.00	24,000.00	24,000.00	0.00	0.00	24,000.00
9500-7450	LOAN ORIGINATION FE	1,822.82	1,512.00	-310.82	-20.56	1,822.82	1,512.00	-310.82	-20.56	1,512.00
9500-8110	LEASING COMMISSION-RETAIL	8,026.68	7,800.00	-226.68	-2.91	8,026.68	7,800.00	-226.68	-2.91	7,800.00
9500-9530	INT INCOME - BANK	-272.11	-180.00	92.11	51.17	-272.11	-180.00	92.11	51.17	-180.00
9500-9999	TOTAL NON OPERATING EXPENSES (INCOME)	159,120.40	157,627.00	-1,493.40	-0.95	159,120.40	157,627.00	-1,493.40	-0.95	157,627.00
<b>9990-0000</b>	<b>NET INCOME BEFORE TAXES</b>	<b>105,104.04</b>	<b>102,180.00</b>	<b>2,924.04</b>	<b>2.86</b>	<b>105,104.04</b>	<b>102,180.00</b>	<b>2,924.04</b>	<b>2.86</b>	<b>102,180.00</b>
<b>9998-0000</b>	<b>NET INCOME</b>	<b>105,104.04</b>	<b>102,180.00</b>	<b>2,924.04</b>	<b>2.86</b>	<b>105,104.04</b>	<b>102,180.00</b>	<b>2,924.04</b>	<b>2.86</b>	<b>102,180.00</b>