Maintenance Income) that the building will receive in the upcoming year. The Total Projected Income is an addition of the Total projected yearly rent, commercial and other income.

Shareholder Maintenance Worksheet.

The Shareholder Maintenance Worksheet calculates the total amount of Maintenance that the HDFC must charge each unit in order to offset the projected expenses that the building will incur. The Maintenance is calculated for each individual unit based on the Room Count (apartment size) of that unit. This page automatically increases the minimum maintenance that must be charged to each shareholder by 2% and gives you the final amount of Maintenance for each unit.

Explanation of each column in the Shareholder Maintenance Worksheet.

Monthly Maintenance:

- The amount of Monthly Maintenance is the *minimum amount of maintenance* that the building must charge a shareholder in order to offset the expenses that the building will incur the following year.
- This amount is calculated automatically by Connected Books by calculating exactly how much of the expenses each shareholder will have to account for. Connected Books subtracts the Income (Rent, Commercial and Other) from the Projected Expenses to calculate how much the Shareholders have to contribute in order to offset the expenses.
- Connected Books calculates exactly how much each unit (depending on the room count) will have to pay in order to offset these expenses.

Percentage Increase:

- The Percentage Increase column automatically adds a recommended 2% increase to the Monthly Maintenance for each unit.
- This number can be edited to make it 0% or to increase the amount of Percentage Increase from the recommended 2%.

Adjustment:

- The Adjustment column can be used to increase the amount of the Monthly Maintenance by a full dollar amount.

Note: You can use *either* the Percentage Increase column or the Adjustment's column to increase the Monthly Maintenance for a unit. Connected Books will not let you use both for the same unit. However you can use the Percentage Increase for one unit and use the Adjustment's column for a different unit.

Final:

- The Final column is a calculation of your minimum Monthly Maintenance in addition to your Percentage Increase or Adjustment.

Shareholder Maintenance Report.

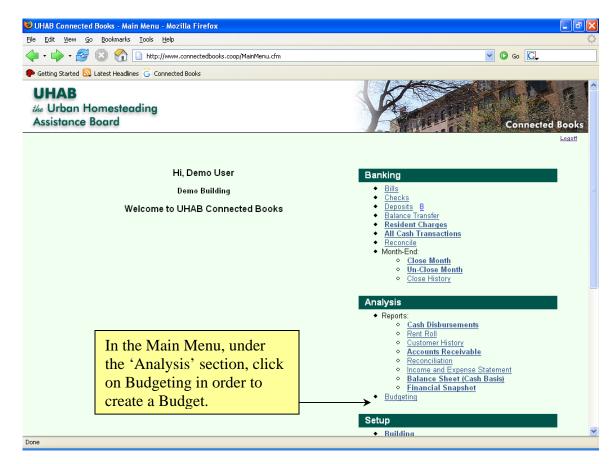
The Shareholder Maintenance Report is report of your calculations of the pervious Shareholder Maintenance Worksheet page. In addition to listing the calculations in the form of a report, it lists the Total amount of minimum Monthly Maintenance and the Total amount of the Final Maintenance in the last row.

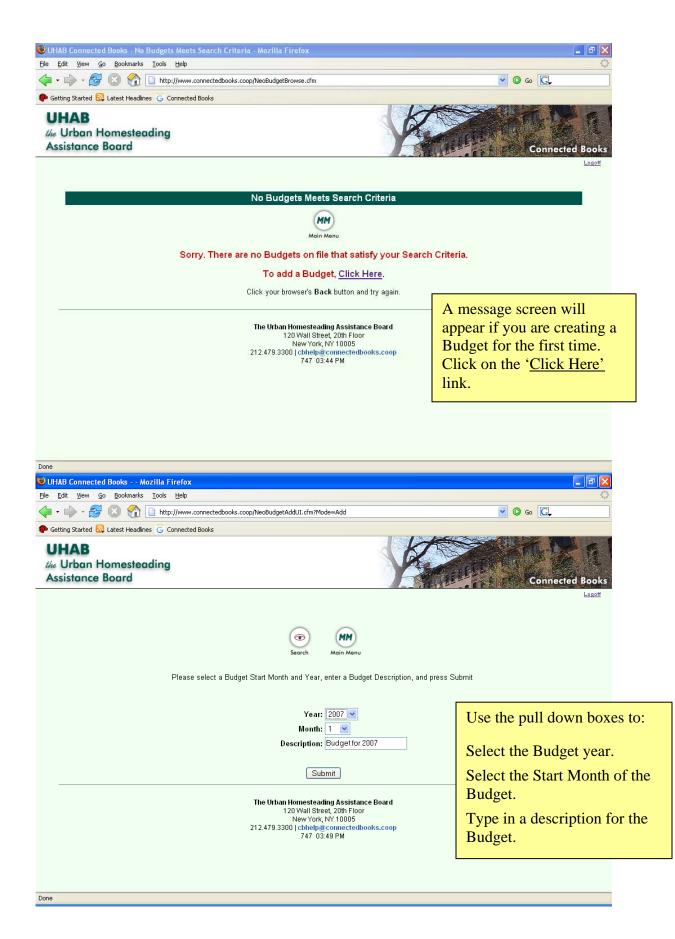
Note: It would be a good idea to print this page as this time is the only time you will see the original Maintenance Amount (without the 2% increase) and the Final Maintenance Amounts. After you hit Submit and if you come back to this page the Monthly Maintenance will already have incorporated the 2% increase and will now be the Final Amount.

Budget Confirmation.

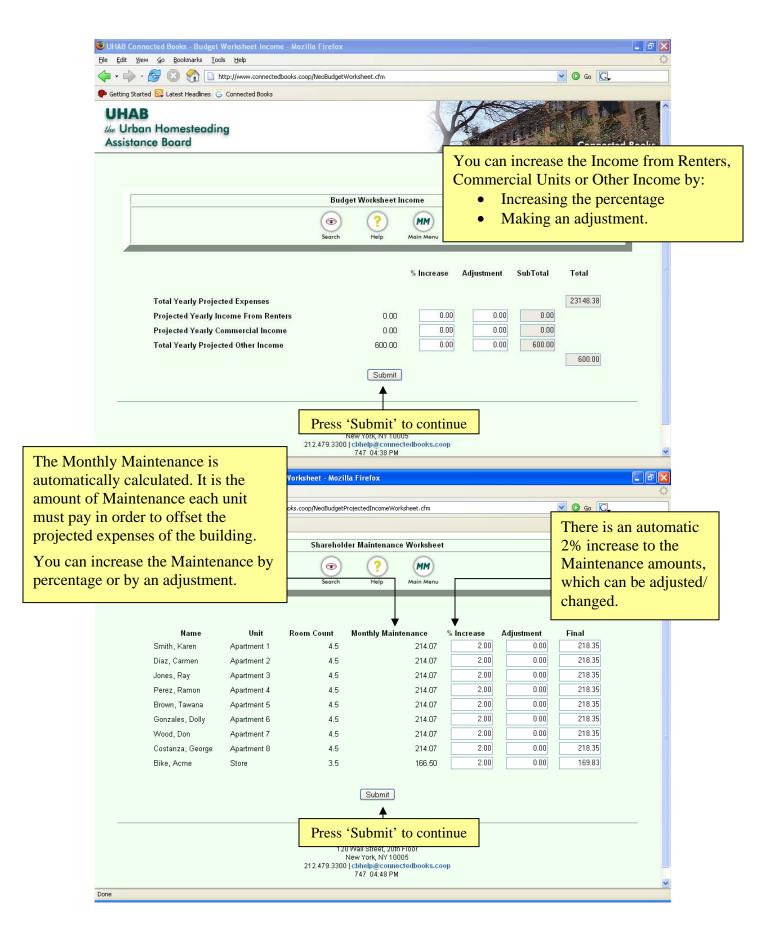
The Budget Confirmation page confirms that you Budget has been calculated for the following year and has been saved in Connected Books.

The following screen shots illustrate the Budgeting command:

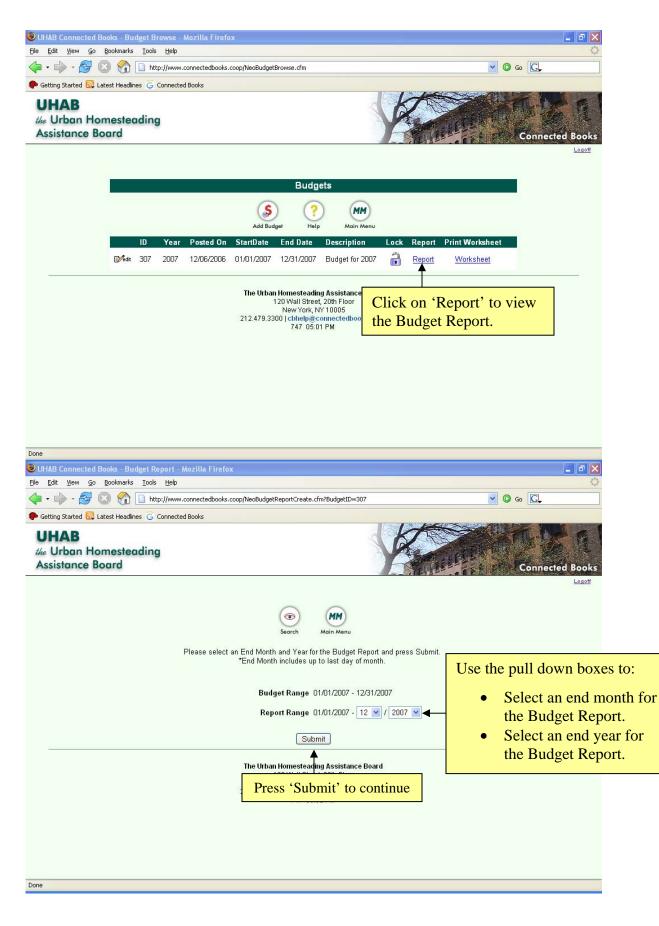




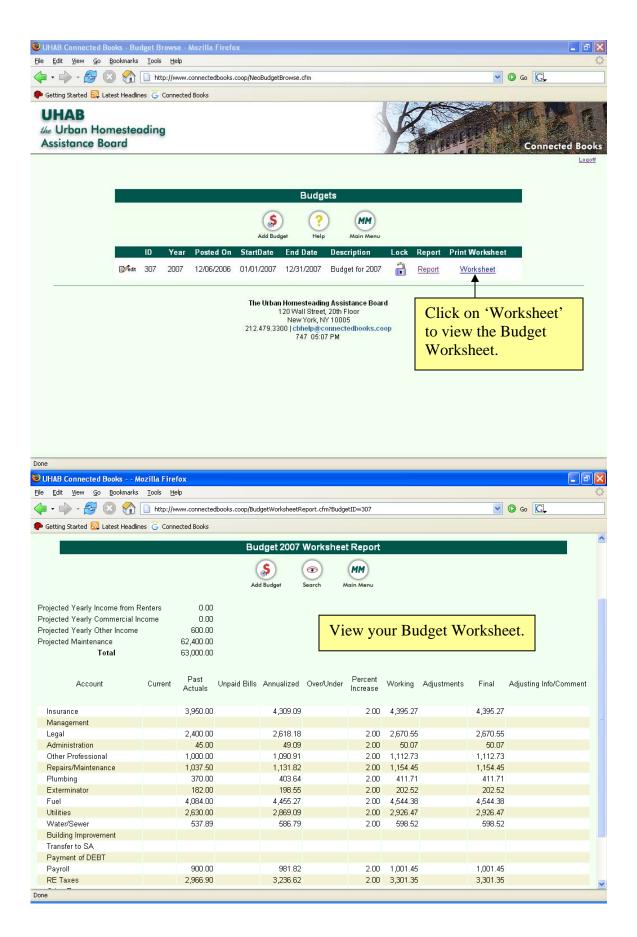
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Projected Income:	Annual		De la colorte	Surplus	
Account Name	Budget	Actual YTD	Projected YTD	(Deficit)	
Maintenance Income	62,400.00	0.00	62,400.00	62,400.00	
Rent Income	0.00	0.00	0.00	0.00	
Commercial Income Other Fee Income	0.00 600.00	0.00 0.00	0.00 600.00	0.00 600.00	
Other Fee Income	600.00	0.00	600.00	600.00	
Total Income	63,000.00	0.00	63,000.00	63,000.00	
Projected Expenses:					
Account Name	Annual Budget	Actual YTD	Projected YTD	Surplus (Deficit)	
Insurance	4,395.27	0.00	4,395.27	4,395.27	
Management	0.00	0.00	0.00	0.00	
Legal	2,670.55	0.00	2,670.55	2,670.55	
Administration	50.07	0.00	50.07	50.07	
Other Professional	1,112.73	0.00	1,112.73	1,112.73	
Repairs/Maintenance	1,154.45	0.00	1,154.45	1,154.45	
Plumbing	411.71	0.00	411.71	411.71	
E de mais de la com		0.00	202.52	202.52	
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jected Maintenance		62,400.00								
Total		63,000.00								
Account	Current	Past Actuals	Unpaid Bills	Annualized	Over/Under	Percent Increase	Working	Adjustments	Final	Adjusting Info/Comment
Insurance		3,950.00		4,309.09		2.00	4,395.27		4,395.27	
Management										
Legal		2,400.00		2,618.18		2.00	2,670.55		2,670.55	
Administration		45.00		49.09		2.00	50.07		50.07	
Other Professional		1,000.00		1,090.91		2.00	1,112.73		1,112.73	
Repairs/Maintenance		1,037.50		1,131.82		2.00	1,154.45		1,154.45	
Plumbing		370.00		403.64		2.00	411.71		411.71	
Exterminator		182.00		198.55		2.00	202.52		202.52	
Fuel		4,084.00		4,455.27		2.00	4,544.38		4,544.38	
Utilities		2,630.00		2,869.09		2.00	2,926.47		2,926.47	
Water/Sewer		537.89		586.79		2.00	598.52		598.52	
Building Improvement										
Transfer to SA										
Payment of DEBT										
Payroll		900.00		981.82		2.00	1,001.45		1,001.45	
RE Taxes		2,966.90		3,236.62		2.00	3,301.35		3,301.35	
Other Taxes										
Other Expenses		700.00		763.64		2.00	778.91		778.91	
Totals		20,803.29		22,694.51	(22,694.51)	36.00	23,148.38		23,148.38	

Editing an Existing Budget in Connected Books.

If you would like to update an existing Budget in Connected Books, go to the Main Menu:

- Under the Analysis section.
- Click on Budgeting.
- Click on Edit to update the specific Budget.

Budget Worksheet

- Click on the Refresh option at the end of the page. Clicking Refresh will update the Budget Worksheet. In the event that you have any additional Unpaid Bills or if you have any additional Past Actuals, they will be automatically updated.
- If you have any further changes to make in the Percentage Increase or Adjustments column, enter them in.
- Click Submit.
- You will have to continue all the way to the end of the Budget and save your changes for this updated Budget to be saved.

Budget Worksheet Income

- If you have any further changes to make in the Percentage Increase or Adjustments column, enter them in.
- Click Submit.
- You will have to continue all the way to the end of the Budget and save your changes for this updated Budget to be saved.

Shareholder Maintenance Worksheet

- The Monthly Maintenance column will now automatically include the 2% increase on the minimum Maintenance required to offset the buildings expenses.
- If you would like to further increase the Maintenance, make the changes in the Percentage Increase column or the Adjustment column.
- Click on Submit.

Shareholder Maintenance Report

- View your updated Shareholder Maintenance Report.
- If you have edited the Monthly Maintenance, it is recommended that you print this report as this is the only time you will be able to view the changes.
- Click on Submit.

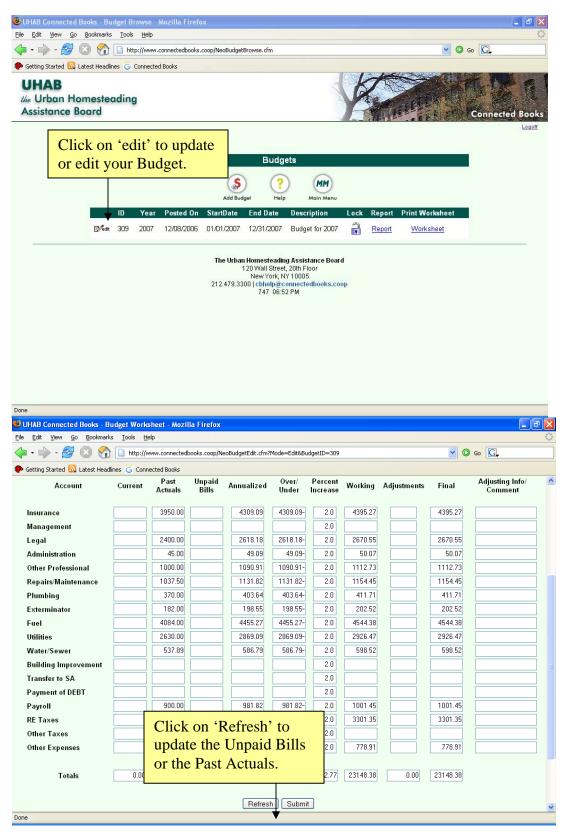
Save or Discard Changes

Since you have updated or edited the Budget, Connected Books gives you the option to:

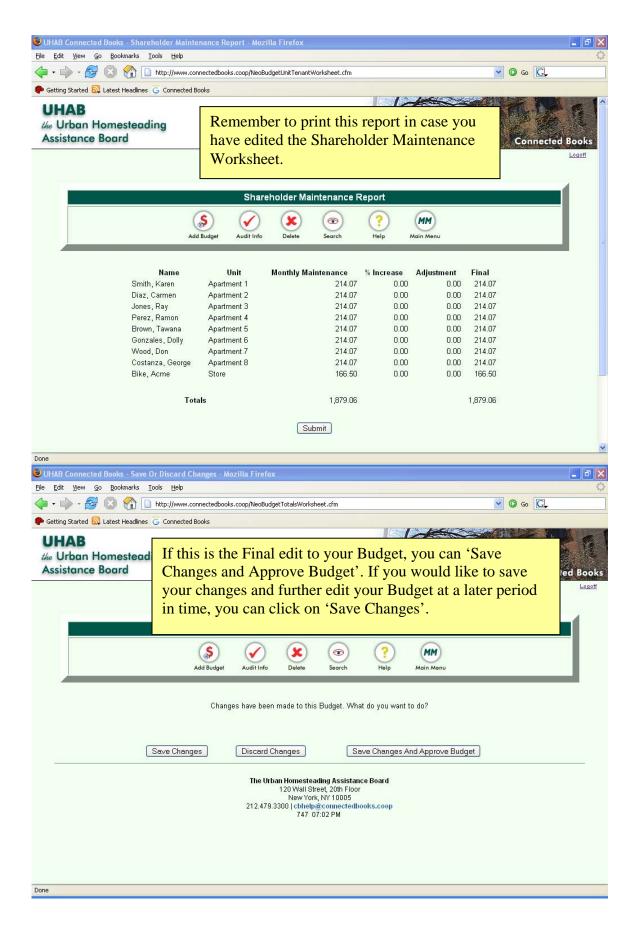
- Save Changes.
- Discard Changes.
- Save Changes and Approve Budget.

If this is the Final edit to your Budget, you can 'Save Changes and Approve Budget'. If you would like to save your changes and further edit your Budget at a later period in time, you can click on 'Save Changes'.

The following screen shots illustrate the 'Editing an Existing Budget in Connected Books' command:



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Reports

Connected Books takes the data that is entered, and outputs easy-to-read and user-friendly reports. The reports can be used in a variety of ways, including:

- presentation of HDFC financial data to Board Members and Shareholders (for regular review and annual meetings)
- loan documentation
- court action
- tax preparation

In this section, we will look at the following reports:

- Cash Disbursements
- Rent Roll
- Customer History
- Reconciliation
- Income and Expense Statement
- Balance Sheet
- Financial Snapshot

Before we view the various reports, it is important to think about Saving and Printing reports.

NOTE: It is always a good idea to have hard copies of the work that you are doing. UHAB will not keep these records for you, so it is your responsibility to regularly save and print copies of your Reports.