

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.

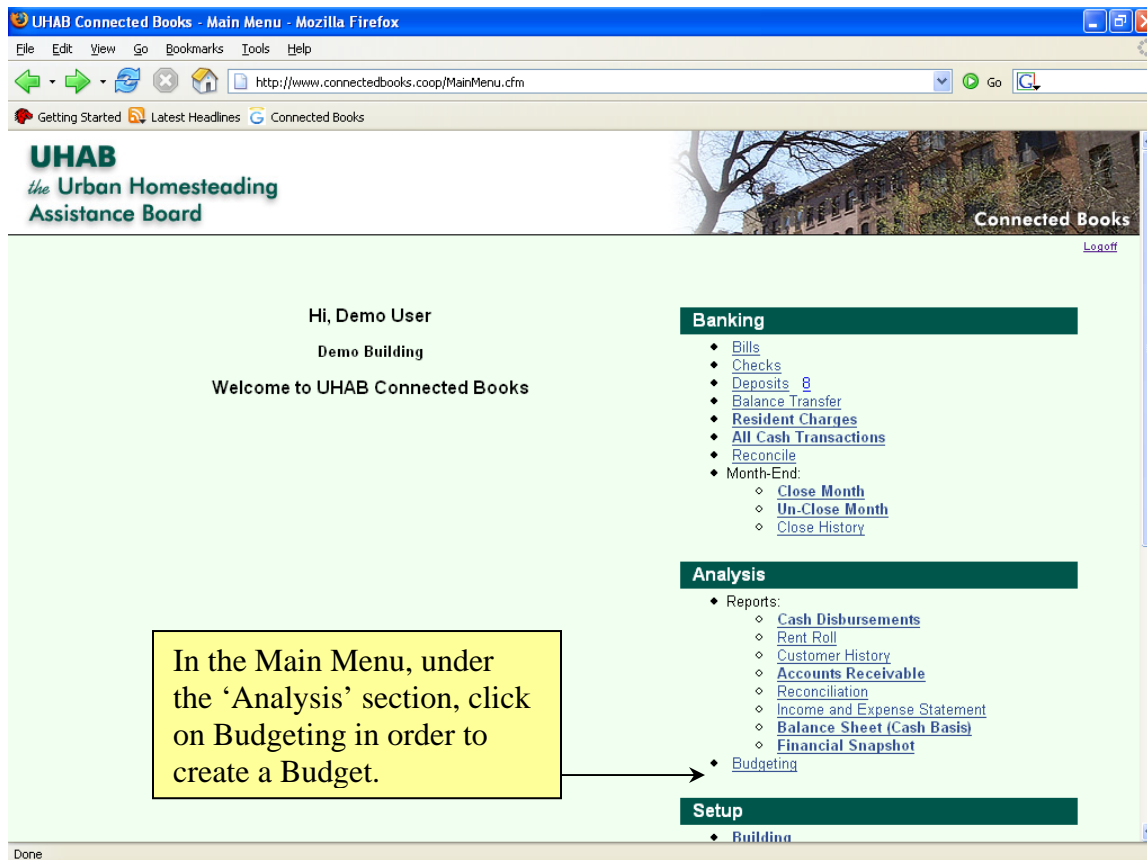
The Shareholder Maintenance Report is report of your calculations of the pervious Shareholder Maintenance Worksheet page. In addition to listing the calculations in the form of a report, it lists the Total amount of minimum Monthly Maintenance and the Total amount of the Final Maintenance in the last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



UHAB Connected Books - No Budgets Meets Search Criteria - Mozilla Firefox

File Edit View Go Bookmarks Tools Help


http://www.connectedbooks.coop/NeoBudgetBrowse.cfm

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No Budgets Meets Search Criteria


Main Menu

Sorry. There are no Budgets on file that satisfy your Search Criteria.

To add a Budget, [Click Here](#).

Click your browser's **Back** button and try again.

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A message screen will appear if you are creating a Budget for the first time. Click on the 'Click Here' link.

Done

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Search Main Menu

Please select a Budget Start Month and Year, enter a Budget Description, and press Submit

Year:

Month:

Description:

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Use the pull down boxes to:
Select the Budget year.
Select the Start Month of the Budget.
Type in a description for the Budget.

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http://www.connectedbooks.coop/NeoBudgetAdd.cfm?Mode=Add&BudgetID=0

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Budget 2007 Worksheet
January 2007 - December 2007

Search Help Main Menu

Account	Current	Past Actuals	Unpaid Bills	Annualized	Over/Under	Percent Increase	Working	Adjustments	Final	Adjusting Info/Comment
Insurance		3950.00		4309.09	4309.09-	2.0	4395.27		4395.27	
Management						2.0				
Legal		2400.00		2618.18	2618.18-	2.0	2670.55		2670.55	
Administration		45.00		49.09	49.09-	2.0	50.07		50.07	
Other Professional		1000.00		1090.91	1090.91-	2.0	1112.73		1112.73	
Repairs/Maintenance		1037.50		1131.82	1131.82-	2.0	1154.45		1154.45	
Plumbing		370.00		403.64	403.64-	2.0	411.71		411.71	
Exterminator		182.00		198.55	198.55-	2.0	202.52		202.52	
Fuel						2.0	454.38		454.38	
Utilities						2.0	2926.47		2926.47	
Water/Sewer						2.0	598.52		598.52	
Totals	0.00	20803.29	0.00	22694.51	22694.51-	2.77	23148.38	0.00	23148.38	

Refresh Submit

The 'Budget 2007 Worksheet' page is where you account for all the expenses projected in your Budget.

There are two ways to edit the projected expenses:

- Increase the Percentage (there is an automatic 2% increase in expenses to account for inflation).
- Make an Adjustment.

Edit the 'Percentage Increase' column to account for increases in particular expenses. Use this if you want to increase your expenses by a certain percentage.

Edit the 'Adjustments' column to account for increases in particular expenses. Use this if you want to increase your expenses by a certain dollar amount.

Press 'Submit' to continue

Total projected expenses

U HAB Connected Books - Budget Worksheet Income - Mozilla Firefox

http://www.connectedbooks.coop/NeoBudgetWorksheet.cfm

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Budget Worksheet Income

Search Help Main Menu

% Increase Adjustment SubTotal Total

Total Yearly Projected Expenses				23148.38
Projected Yearly Income From Renters	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Projected Yearly Commercial Income	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Yearly Projected Other Income	600.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="600.00"/>

Submit

Press 'Submit' to continue

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Worksheet - Mozilla Firefox

ks.coop/NeoBudgetProjectedIncomeWorksheet.cfm

Shareholder Maintenance Worksheet

Search Help Main Menu

Name	Unit	Room Count	Monthly Maintenance	% Increase	Adjustment	Final
Smith, Karen	Apartment 1	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Diaz, Carmen	Apartment 2	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Jones, Ray	Apartment 3	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Perez, Ramon	Apartment 4	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Brown, Tawana	Apartment 5	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Gonzales, Dolly	Apartment 6	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Wood, Don	Apartment 7	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Costanza, George	Apartment 8	4.5	214.07	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="218.35"/>
Bike, Acme	Store	3.5	166.50	<input type="text" value="2.00"/>	<input type="text" value="0.00"/>	<input type="text" value="169.83"/>

Submit

Press 'Submit' to continue

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You can increase the Income from Renters, Commercial Units or Other Income by:

- Increasing the percentage
- Making an adjustment.

The Monthly Maintenance is automatically calculated. It is the amount of Maintenance each unit must pay in order to offset the projected expenses of the building. You can increase the Maintenance by percentage or by an adjustment.

There is an automatic 2% increase to the Maintenance amounts, which can be adjusted/changed.

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Shareholder Maintenance Report

Search Help Main Menu

Name	Unit	Monthly Maintenance	% Increase	Adjustment	Final
Smith, Karen	Apartment 1	214.07	2.00	0.00	218.35
Diaz, Carmen	Apartment 2	214.07	2.00	0.00	218.35
Jones, Ray	Apartment 3	214.07	2.00	0.00	218.35
Perez, Ramon	Apartment 4	214.07	2.00	0.00	218.35
Brown, Tawana	Apartment 5	214.07	2.00	0.00	218.35
Gonzales, Dolly	Apartment 6	214.07	2.00	0.00	218.35
Wood, Don	Apartment 7	214.07	2.00	0.00	218.35
Costanza, George	Apartment 8	214.07	2.00	0.00	218.35
Bike, Acme	Store	166.50	2.00	0.00	169.83
Totals		1,879.06			1,916.63

Press 'Submit' to continue

Done

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Budget Confirmation

Search Help Main Menu

Thank you for submitting a budget.

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Done

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Budgets

 Add Budget
  Help
  Main Menu

ID	Year	Posted On	StartDate	End Date	Description	Lock	Report	Print Worksheet
 307	2007	12/06/2006	01/01/2007	12/31/2007	Budget for 2007		Report	Worksheet

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Click on 'Report' to view the Budget Report.

Done

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File Edit View Go Bookmarks Tools Help



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 Search
  Main Menu

Please select an End Month and Year for the Budget Report and press Submit.
*End Month includes up to last day of month.

Budget Range 01/01/2007 - 12/31/2007

Report Range 01/01/2007 - /

The Urban Homesteading Assistance Board

Press 'Submit' to continue

Use the pull down boxes to:

- Select an end month for the Budget Report.
- Select an end year for the Budget Report.

UHAB Connected Books - Budget Report - Mozilla Firefox

http://www.connectedbooks.coop/NeoBudgetReport.cfm?BudgetID=308&BudgetYear=2007&BudgetMonth=12&CFID=870

Getting Started Latest Headlines Connected Books

Budget Report

Demo Building
01/01/2007 - 12/31/2007
Budget for 2007

View your Budget Report.

Projected Income:

Account Name	Annual Budget	Actual YTD	Projected YTD	Surplus (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	0.00	0.00	0.00	0.00
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
Exterminator	202.52	0.00	202.52	202.52
Fuel	4,544.38	0.00	4,544.38	4,544.38

Done

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http://www.connectedbooks.coop/NeoBudgetReport.cfm?BudgetID=307&BudgetYear=2007&BudgetMonth=12&CFID=870

Getting Started Latest Headlines Connected Books

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
Exterminator	202.52	0.00	202.52	202.52
Fuel	4,544.38	0.00	4,544.38	4,544.38
Utilities	2,926.47	0.00	2,926.47	2,926.47
Water/Sewer	598.52	0.00	598.52	598.52
Building Improvement	0.00	0.00	0.00	0.00
Transfer to SA	0.00	0.00	0.00	0.00
Payment of DEBT	0.00	0.00	0.00	0.00
Payroll	1,001.45	0.00	1,001.45	1,001.45
RE Taxes	3,301.35	0.00	3,301.35	3,301.35
Other Taxes	0.00	0.00	0.00	0.00
Other Expenses	778.91	0.00	778.91	778.91
Total Expenses	23,148.38	0.00	23,148.38	23,148.38

Year To Date Surplus Or (Deficit) 86,148.38

Potential Federal Income Tax Liability 19,383.39

Done

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Budgets

 Add Budget
  Help
  Main Menu

ID	Year	Posted On	StartDate	End Date	Description	Lock	Report	Print Worksheet
Edit 307	2007	12/06/2006	01/01/2007	12/31/2007	Budget for 2007		Report	Worksheet

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Click on 'Worksheet' to view the Budget Worksheet.




Done

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http://www.connectedbooks.coop/BudgetWorksheetReport.cfm?BudgetID=307

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Budget 2007 Worksheet Report

 Add Budget
  Search
  Main Menu

Projected Yearly Income from Renters 0.00
 Projected Yearly Commercial Income 0.00
 Projected Yearly Other Income 600.00
 Projected Maintenance 62,400.00
Total 63,000.00

View your Budget Worksheet.

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	

Done

Account	Current	Past Actuals	Unpaid Bills	Annualized	Over/Under	Percent Increase	Working	Adjustments	Final	Adjusting Info/Comment
Projected Yearly Income from Renters	0.00									
Projected Yearly Commercial Income	0.00									
Projected Yearly Other Income	600.00									
Projected Maintenance	62,400.00									
Total	63,000.00									
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.

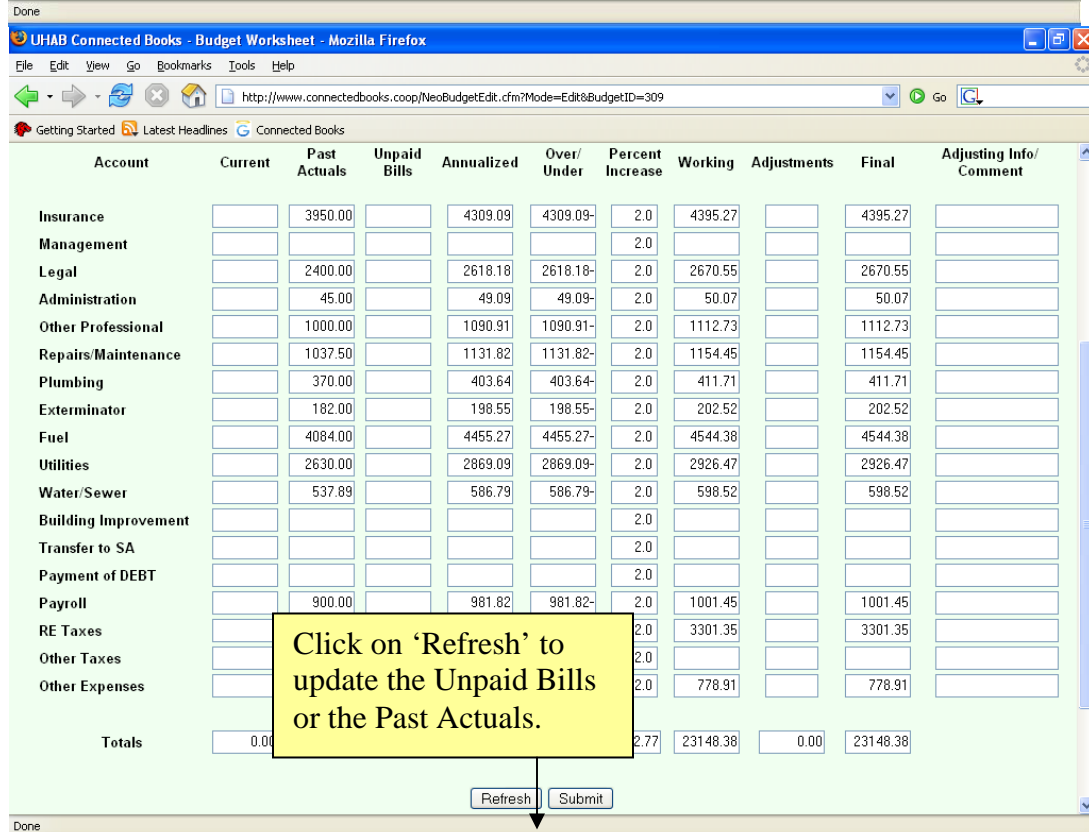
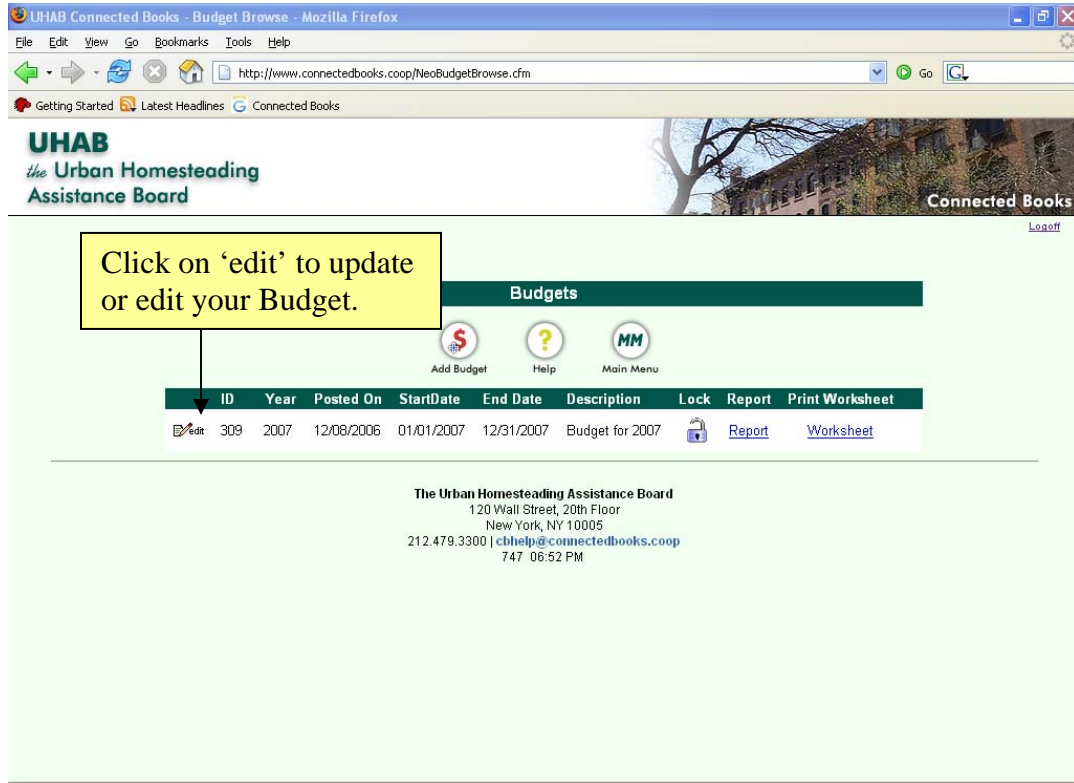
Save or Discard Changes

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:



U HAB Connected Books - Budget Worksheet Income - Mozilla Firefox

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Budget Worksheet Income

Add Budget Audit Info Delete Search Help Main Menu

Total Yearly Projected Expenses

% Increase	Adjustment	SubTotal	Total
0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
600.00	<input type="text" value="0.00"/>	<input type="text" value="600.00"/>	<input type="text" value="600.00"/>
			<input type="text" value="23148.38"/>

Submit

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747 06:58 PM

Edit the Percentage Increase or Adjustment column if you would like to edit the Projected Income.

Otherwise, click Submit to continue.

Edit the Percentage Increase or Adjustment column if you would like to edit the Projected Maintenance.

Otherwise, click Submit to continue.

U HAB Connected Books - Shareholder Maintenance Worksheet - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://www.connectedbooks.coop/NeoBudgetProjectedIncomeWorksheet.cfm

Getting Started Latest Headlines Connected Books

Shareholder Maintenance Worksheet

Add Budget Audit Info Delete Search Help Main Menu

Name	Unit	Room Count	Monthly Maintenance	% Increase	Adjustment	Final
Smith, Karen	Apartment 1	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Diaz, Carmen	Apartment 2	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Jones, Ray	Apartment 3	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Perez, Ramon	Apartment 4	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Brown, Tawana	Apartment 5	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Gonzales, Dolly	Apartment 6	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Wood, Don	Apartment 7	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Costanza, George	Apartment 8	4.5	214.07	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="214.07"/>
Bike, Acme	Store	3.5	166.50	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="166.50"/>

Submit

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UHAB Connected Books - Shareholder Maintenance Report - Mozilla Firefox

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Remember to print this report in case you have edited the Shareholder Maintenance Worksheet.

Connected Books [Logout](#)

Shareholder Maintenance Report

Name	Unit	Monthly Maintenance	% Increase	Adjustment	Final
Smith, Karen	Apartment 1	214.07	0.00	0.00	214.07
Diaz, Carmen	Apartment 2	214.07	0.00	0.00	214.07
Jones, Ray	Apartment 3	214.07	0.00	0.00	214.07
Perez, Ramon	Apartment 4	214.07	0.00	0.00	214.07
Brown, Tawana	Apartment 5	214.07	0.00	0.00	214.07
Gonzales, Dolly	Apartment 6	214.07	0.00	0.00	214.07
Wood, Don	Apartment 7	214.07	0.00	0.00	214.07
Costanza, George	Apartment 8	214.07	0.00	0.00	214.07
Bike, Acme	Store	166.50	0.00	0.00	166.50
Totals		1,879.06			1,879.06

Done

UHAB Connected Books - Save Or Discard Changes - Mozilla Firefox

File Edit View Go Bookmarks Tools Help







http://www.connectedbooks.coop/NeoBudgetTotalsWorksheet.cfm

Getting Started Latest Headlines Connected Books

UHAB
the Urban Homesteading Assistance Board

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'.

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Changes have been made to this Budget. What do you want to do?

The Urban Homesteading Assistance Board
120 Wall Street, 20th Floor
New York, NY 10005
212.479.3300 | cbhelp@connectedbooks.coop
747 07:02 PM

Done

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.