

My Company, LLC

Property Address FINANCIAL REPORT



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My Company, LLC
Executive Summary
June, 20__

Background:

Property Description:

My Building
My Street, Baltimore, MD 21223

Financing:

On April 8, 20__, the My Bank mortgage was modified and the principal amount was increased to \$1,500,000. The modified note has a 10 year term, a fixed interest rate of 4.25% and is being amortized over 25 years. The loan matures on April 20__ with a balloon payment of \$987,853.

In addition, the Lender has established interest-bearing escrows as follows:

- 1) Tenant Improvement, Leasing Commissions and Replacement Reserve – Lender requires a \$150,000 reserve. Monthly deposits of \$2,500 are deposited into the reserve whenever the balance is less than \$150,000. The fund can be used for tenant improvements, leasing commissions and capital repairs or replacements.
- 2) Capital Improvement Reserve - \$185,212 reserve was established as part of the loan modification. The funds can be used for capital improvements or replacements. No future deposits are required.

Leasing/Tenancy:

- 13% Vacancy
- Prospects: Prospect #1 – 1,139 s.f.
Prospect #2 – 2,000 s.f.
Prospect #3 – 2,000 s.f.
Prospect #4 – 1,139 s.f.
- Signed Leases/Renewals: None
- Major Lease: Leases greater than 2,000 s.f. need Lender approval.

Financial Variances for the Current Month:

Revenues:

- The negative variance of \$2,030 under Vacancy & Free Rent is due to timing of leasing of suites 200 & 205.

Operating Expenses:

- There are no significant variances to report at this time.

Debt Service:

- There are no significant variances to report at this time.

Tenant Improvements, Commissions, and Other Capital Improvements:

- There are no significant variances to report at this time.

Project Management:

Building Issues: None

Property Renovation: Projects that will be completed as a benefit from refinancing are the concrete walkway replacement, mansard / shingle roof repairs, and a parking lot overlay.

Requisitions: A requisition in the amount of \$20,983 was processed on 7/18/20__.

Insurance Issues: None

Partner Issues: None

SAMPLE

My Company, LLC
Comparative Balance Sheet
for the period ended June 30, 20__

	Jun 20	May 20	Change	Prev. Year End Balance
Assets:				
Current Assets:				
Operating Cash	8,448	17,345	(8,897)	31,542
Property Tax & Ins Escrows	36,042	33,106	2,937	18,390
Restricted Cash Reserves	105,169	102,648	2,521	90,049
Renovation Reserves	185,319	185,242	77	0
Other Cash Reserves	15,000	12,500	2,500	61,000
Total Cash & Cash Equivalents	349,979	350,840	(861)	200,981
Accounts Receivable	2,524	2,524	(0)	0
Accrued Receivables	1,230	1,230	0	610
Total Receivables	3,754	3,754	(0)	610
Total Current Assets	353,733	354,594	(861)	201,591
Long Term Assets:				
Building	1,135,020	1,135,020	0	1,135,020
Tenant Improvements	264,158	264,158	0	264,158
Less Basis Reduction	(147,204)	(147,204)	0	(147,204)
Land	144,184	144,184	0	144,184
Total Property	1,396,158	1,396,158	0	1,396,158
Finance Costs	103,812	103,812	0	60,435
Real Estate Commissions	48,581	48,581	0	48,581
Other Deferred Costs	2,000	2,000	0	2,000
Total Deferred Costs	154,393	154,393	0	111,016
Accumulated Depreciation	(860,795)	(859,536)	(1,259)	(853,240)
Accumulated Amortization	(62,911)	(61,794)	(1,117)	(56,208)
Accum. Deprec. & Amortization	(923,706)	(921,330)	(2,377)	(909,447)
Total Long Term Assets	626,845	629,222	(2,377)	597,727
Total Assets	980,578	983,816	(3,238)	799,318

My Company, LLC
Comparative Balance Sheet
for the period ended June 30, 20__

	<u>Jun 20</u>	<u>May 20</u>	<u>Change</u>	<u>Prev. Year End Balance</u>
Liabilities & Capital:				
Liabilities:				
Mortgages Payable	1,491,935	1,494,769	(2,834)	1,265,385
Total Mortgages & Loans	1,491,935	1,494,769	(2,834)	1,265,385
Accounts Payable	1,804	6,156	(4,353)	371
Other Accrued Payables	176	0	176	0
Total Payables	1,979	6,156	(4,177)	371
Rents Received in Advance	10,331	10,335	(5)	0
Total Prepaid/Deferred Income	10,331	10,335	(5)	0
Total Liabilities	1,504,245	1,511,260	(7,015)	1,265,756
Capital:				
Capital Contributions	172,601	172,601	0	172,601
Current Year's Distribution	(60,000)	(50,000)	(10,000)	(120,000)
Prior Years' Distributions	(2,800,286)	(2,800,286)	0	(2,680,286)
Prior Years' Earnings (Losses)	2,161,247	2,161,247	0	2,030,588
Current Year's Earnings	2,770	(11,007)	13,777	130,659
Total Capital	(523,667)	(527,444)	3,777	(466,438)
Total Liabilities & Capital	980,578	983,816	(3,238)	799,318

My Company, LLC
Summary Statement of Cash Flows
for the period ending June 30, 20__

	Current Period			Year To Date			Annual Budget
	Actual	Budget	\$ Variance Fav/(Unf)	Actual	Budget	\$ Variance Fav/(Unf)	
Cash Flow from Operating Activities							
Revenue							
Rents @ 100% Occupancy	33,790	33,790	0	201,658	201,658	0	405,628
Less Vacancy & Free Rent	(5,280)	(3,250)	(2,030)	(28,769)	(20,537)	(8,233)	(20,537)
Net Rental Earnings	28,510	30,540	(2,030)	172,889	181,122	(8,233)	385,091
Tax Recoveries	0	0	0	0	0	0	3
Maintenance Expense Recoveries	174	174	0	1,044	1,044	0	2,089
Total Expense Recoveries	174	174	0	1,044	1,044	0	2,091
Total Building Rental Income	28,685	30,714	(2,030)	173,933	182,166	(8,233)	387,182
Miscellaneous Income	107	40	67	5,316	240	5,076	480
Other Income	107	40	67	5,316	240	5,076	480
** Total Revenue	28,791	30,754	(1,963)	179,249	182,406	(3,157)	387,662
Operating Expense							
Recurring Expense							
General Repairs & Maintenance	2,241	2,432	192	11,572	14,570	2,997	29,280
Cleaning	176	322	146	1,056	1,830	774	3,620
HVAC Repair & Maintenance	0	0	0	2,966	6,400	3,434	12,800
Elevator Repair & Maintenance	647	657	10	1,444	1,464	19	2,777
Grounds Maintenance	0	0	0	9,901	12,534	2,632	19,067
Security & Life Safety	0	0	0	1,762	1,592	(169)	1,692
Repairs & Maintenance	3,064	3,411	347	28,702	38,389	9,688	69,236
Utilities	425	223	(202)	2,093	1,893	(199)	3,978
Real Estate & Other Taxes	0	0	0	600	600	0	32,272
Insurance	0	0	0	0	0	0	3,757
Operations Management Fee	1,147	1,229	81	6,696	7,287	590	15,487
Administrative	1,221	224	(997)	2,022	1,042	(979)	2,084
Advertising/Marketing	296	0	(296)	902	0	(902)	105
General Partner Admin Fee	1,052	1,052	0	6,314	6,314	0	12,627
Professional Fees	0	125	125	2,350	2,475	125	5,000
Total Operating Expense	7,206	6,264	(942)	49,678	58,000	8,323	144,548
** Net Operating Income (NOI)	21,585	24,490	(2,905)	129,571	124,406	5,166	243,114
Debt Service:							
Permanent Mortgages	8,126	8,210	84	51,220	49,999	(1,221)	99,260
Other Bank Fees	0	0	0	18,865	37,962	19,096	37,962
Total Debt Service	8,126	8,210	84	70,085	87,960	17,875	137,222
Cash Flow from Operating Activities	13,459	16,280	(2,821)	59,486	36,445	23,041	105,892
Cash Flow from Investing Activities							
Capital Projects	0	0	0	(20,983)	(90,000)	69,017	(90,000)
Tenant Improvements	(139)	0	(139)	(14,676)	(32,000)	17,324	(32,000)
Real Estate Commissions	0	0	0	(2,619)	(11,700)	9,081	(11,700)
Refinance Costs	0	0	0	(43,377)	(50,000)	6,623	(50,000)
Tax Escrow	(2,639)	(2,639)	0	(15,836)	(15,836)	0	(792)
Insurance Escrow	(298)	(313)	16	(1,816)	(1,879)	62	(94)
Restricted Reserves	(2,599)	27,500	(30,099)	(200,439)	56,700	(257,139)	41,700
Cash Flows from Investing Activities	(5,675)	24,548	(30,222)	(299,747)	(144,715)	(155,032)	(142,886)
Cash Provided (Used) by Operating & Investing Activities	7,785	40,828	(33,043)	(240,261)	(108,270)	(131,991)	(36,994)

My Company, LLC
Summary Statement of Cash Flows
for the period ending June 30, 20__

	Current Period			Year To Date			Annual Budget
	Actual	Budget	\$ Variance Fav/(Unf)	Actual	Budget	\$ Variance Fav/(Unf)	
Adjustments to Determine Cash Flows							
Change in Accounts Receivable	0	0	0	(3,144)	0	(3,144)	0
Rents Received in Advance	(5)	0	(5)	(6,303)	0	(6,303)	0
Prepaid Rent Received/(Applied)	0	0	0	(3,300)	(3,300)	0	(3,300)
Change in Accounts Payable	(4,177)	0	(4,177)	1,609	0	1,609	0
Total Adjustments	(4,181)	0	(4,181)	(11,138)	(3,300)	(7,838)	(3,300)
Cash Flows after Adjustments	3,603	40,828	(37,224)	(251,399)	(111,570)	(139,829)	(40,294)
Cash Flow Provided (Used) by Financing Activities							
Operating Reserves	(2,500)	(2,500)	0	46,000	(60,000)	106,000	(75,000)
Mortgage Proceeds (Payoffs)	0	0	0	242,305	234,617	7,687	234,617
Distributions Paid to Partners	(10,000)	(10,000)	0	(60,000)	(60,000)	0	(120,000)
Cash Flows Provided (Used) by Financing Activities	(12,500)	(12,500)	0	228,305	114,617	113,687	39,617
Net Change in Operating Cash	(8,897)	28,328	(37,224)	(23,094)	3,048	(26,142)	(676)

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**Outstanding Receivables
As of July 18, 20__**

Customer	Current	30 - 60 days	60 - 90 days	over 90 days	Total O/S charges	Unapplied Payments	Total Due
(Tenant name)	2,543.91	0.00	0.00	0.00	2,543.91	0.00	2,543.91
July rent - payment wired on 7/15/__							
Total due:	2,543.91	0.00	0.00	0.00	2,543.91	0.00	2,543.91

SAMPLE

**My Company, LLC
LEASING REPORT AS
OF : June 30, 20__**

Total G.L.A.: 23,371

STE #	DATE VACANT	AVAILABLE		UNDER LEASE	
		A	B	C	D
		CURRENTLY VACANT NO LEASE	VACANT STILL UNDER LEASE	VACANT NEW LEASE SIGNED	ANTICIPATED VACANCY
205	5/31/20__	1,139			
200	1/31/20__	2,000			
Totals		3,139	0	0	0

Total Space Currently Vacant, no rental income	A & C	3,139	13% Vacant **
Total Space Currently Available for lease	A & B	3,139	13% Vacant
Budgeted Vacancy		0	0% Vacant

Current Activity as of: 7/12/20__

Prospects:

<u>Lead</u>	<u>Name</u>	<u>S.F.</u>	<u>Rating (1-10)</u>	
	Prospect #1	1,139	7	Lease out
	Prospect #2	2,000	2	May need to expand
	Prospect #3	2,000	6	Toured; proposal out; space planning
	Prospect #4	1,139	3	Toured 7/5; follow up ongoing

20__/20__ Renewals:

<u>Suite</u>	<u>Name</u>	<u>S.F.</u>	<u>Exp. Date</u>	<u>Comments</u>
301	Tenant #5	3,556	4/30/20__	
304	Tenant #4	1,017	10/31/20__	

Signed Leases & Renewals for 20__:

<u>Lease #</u>	<u>Term</u>	<u>Tenant, Suite</u>	<u>S.F.</u>	<u>Rent/S.F.</u>	<u>TI</u>	<u>N/R</u>	<u>Commencement</u>
1	5 yrs	Tenant #9	1,286	\$20.00	N/A	R/E	4/1/20__

Total 1,286

Marketing/Leasing Activity:

** Vacancy percentage is based on all space that is economically vacant as of the date of this report.

- Team cold calling 21204 and 21093
- Mailer out to therapists for Suite 207; follow up ongoing
- Ad placed in Baltimore Business Journal
- Web and social media campaigns

My Company, LLC
Rent Roll as of June 30, 20__

Tenant	Suite	Sq Ft	Start Date	End Date	Lease Type	Guarantee	Charge		Annual Charge	PSF	Recovery Group	Base Year	Option	Description	Notice
							Start Date	End Date							
JD240															
Tenant #1	* Lease Dates:		08/01/__	08/31/__	Mod Gross	None							ROFO	ROFO on contiguous space	5 days after Landlord notice
	102	3,607	09/01/__	07/31/__		Office Rent	09/01/__	07/31/__	40,845	12.35					
Tenant #2	* Lease Dates:		02/01/__	01/31/__	Mod Gross	None									
	206	2,000	02/01/__	01/31/__		Office Rent	02/01/__	01/31/__	41,524	20.76					
Tenant #3	* Lease Dates:		01/28/__	12/31/__	Mod Gross	None									
	101	3,652	01/01/__	12/31/__		Office Rent	04/01/__	03/31/__	59,600	16.32					
Tenant #4	* Lease Dates:		09/01/__	10/31/__	Mod Gross	None									
	304	1,017	09/01/__	10/31/__		Office Rent	09/01/__	08/31/__	17,263	16.97	exp_00	12/20__			
						Bldg Exp Est	01/01/__	10/31/__	707	0.70	taxes	06/20__			
Tenant #5	* Lease Dates:		02/01/__	04/30/__	Mod Gross	None							ROFO	ROFO on contiguous space	10 days after Landlord notice
	301	3,556	05/01/__	04/30/__		Office Rent	05/01/__	04/30/__	59,657	16.78					
Tenant #6	* Lease Dates:		05/01/__	08/31/__	Mod Gross	Yes									
	201	1,695	09/01/__	08/31/__		Office Rent	09/01/__	08/31/__	30,527	18.01					
Tenant #7	* Lease Dates:		07/01/__	06/30/__	Mod Gross	None							Term	Termination - 24th month	By 1/2/__; 180 day(s)
	302	1,433	07/01/__	06/30/__		Office Rent	07/01/__	06/30/__	26,010	18.15			Term	Termination - 36th month	By 1/1/__; 180 day(s)
Tenant #8	* Lease Dates:		11/01/__	02/28/__	Mod Gross	None							Renew	5yr renewal (3/1/__-2/28/__)	By 9/1/__; 180 day(s)
	303	1,986	11/01/__	02/28/__		Office Rent	11/01/__	10/31/__	37,267	18.76	exp_00	12/20__	Renew	5yr renewal (3/1/__-2/28/__)	By 9/1/__; 180 day(s)
						Bldg Exp Est	01/01/__	02/28/__	1,381	0.70	taxes	06/20__			
Tenant #9	* Lease Dates:		03/01/__	03/31/__	Mod Gross	None									
	207	1,286	04/01/__	03/31/__		Office Rent	04/01/__	03/31/__	25,720	20.00					
VACANT	200	2,000													
	205	1,139													

My Company, LLC
Rent Roll as of June 30, 20__

Tenant	Suite	Sq Ft	Start Date	End Date	Lease Type	Guarantee	Charge		Annual Charge	PSF	Recovery Group	Base Year	Option	Description	Notice
							Start Date	End Date							
Occupied		20,232 Sq Ft		86.6 %											
Vacant (Leased)		0 Sq Ft		0.0 %											
Vacant		<u>3,139 Sq Ft</u>		<u>13.4 %</u>											
Total		<u><u>23,371 Sq Ft</u></u>		<u><u>100.0 %</u></u>											

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My Company, LLC

Major Repair Status as of June 30, 20__

Job No. Status	Primary Contractor Job Description	Start Date	Completed Date	Original Budget	Revised Budget	Total Costs to Date
<u>My Company</u>						
jd240-1501				25,905	25,905	20,983
Completed	Both stairwells to be replaced due to failing concrete & metal pans.					
<hr/>						
samp2-1601				90,000	90,000	0
Budgeted	Building walkways are in poor condition and will need to be replaced.					
<hr/>						
			Total	<u>115,905</u>	<u>115,905</u>	<u>20,983</u>

SAMPLE

My Company, LLC
Aged Receivable Summary
As of June 30, 20__

Customer	Current	30 - 60 days	60 - 90 days	over 90 days	Total O/S charges	Unapplied Payments	Total Due
Tenant #2	0.00	0.00	0.00	0.00	0.00	-4,966.68	-4,966.68
Tenant #4	0.00	0.00	0.00	0.00	0.00	-3,220.70	-3,220.70
Tenant #9	0.00	0.00	24.21	2,499.94	2,524.15	-2,143.33	380.82
Total due:	0.00	0.00	24.21	2,499.94	2,524.15	-10,330.71	-7,806.56

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My Company, LLC
Aged Payable Summary
As of June 30, 20__

Vendor	Retention Not Yet Due	Current	30-60 Days	60-90 Days	Over 90 Days	Total Due
Vendor #1	0.00	39.22	0.00	0.00	0.00	39.22
Vendor #2	0.00	1,000.00	0.00	0.00	0.00	1,000.00
Vendor #3	0.00	139.30	0.00	0.00	0.00	139.30
Vendor #4	0.00	0.00	0.00	0.00	625.00	625.00
Total Due:	0.00	1,178.52	0.00	0.00	625.00	1,803.52

SAMPLE

My Company LLC
Detail Statement of Cash Flows for
the period ending June 30, 20__

	Current Period			Year To Date			Annual Budget
	Actual	Budget	\$ Variance Fav/(Unf)	Actual	Budget	\$ Variance Fav/(Unf)	
CASH FLOW FROM OPERATING ACTIVITIES:							
REVENUE:							
3110-0000 Office Rent	33,790	33,790	-	201,658	201,658	-	405,628
RENTS @ 100% OCCUPANCY	33,790	33,790	-	201,658	201,658	-	405,628
3205-0000 Vacancy	(5,280)	-	(5,280)	(28,769)	(6,500)	(22,269)	(6,500)
3210-0000 Free Rent	-	(3,250)	3,250	-	(14,037)	14,037	(14,037)
LESS VACANCY & FREE RENT	(5,280)	(3,250)	(2,030)	(28,769)	(20,537)	(8,233)	(20,537)
NET RENTAL EARNINGS	28,510	30,540	(2,030)	172,889	181,122	(8,233)	385,091
3405-0000 Real Estate Taxes	-	-	-	-	-	-	3
TAX RECOVERIES	-	-	-	-	-	-	3
3415-0000 Common Area Expense Recoveries	174	174	-	1,044	1,044	-	2,089
MAINTENANCE EXP RECOVERIES	174	174	-	1,044	1,044	-	2,089
3440-0000 Other Expenses Recovered	-	-	-	905	-	905	-
5751-0000 Building Reimbursements	-	-	-	(905)	-	(905)	-
BUILDING EXPENSES RECOVERED	174	174	-	1,044	1,044	-	2,091
TOTAL BUILDING RENTAL INCOME	28,685	30,714	(2,030)	173,933	182,166	(8,233)	387,182
3850-0000 Interest Income	107	40	67	316	240	76	480
3899-0000 Miscellaneous Income	-	-	-	5,000	-	5,000	-
MISCELLANEOUS INCOME	107	40	67	5,316	240	5,076	480
TOTAL OTHER INCOME	107	40	67	5,316	240	5,076	480
** TOTAL REVENUE	28,791	30,754	(1,963)	179,249	182,406	(3,157)	387,662
OPERATING EXPENSE:							
5703-0000 Maintenance Service Contract	1,616	1,616	(0)	9,695	9,695	(0)	19,389
5706-0000 Supplies/ Materials	-	25	25	99	150	51	300
5715-0000 Signs	-	-	-	-	150	150	300
5727-0000 Holiday Decorations	-	-	-	-	-	-	641
5730-0000 Painting	-	500	500	-	1,000	1,000	1,500
5742-0000 Exterior Repairs	-	-	-	-	1,500	1,500	3,000
5745-0000 Roof Repairs	-	-	-	-	350	350	700
5754-0000 Other Building Expenses	-	42	42	612	250	(362)	500
5761-0000 Electrical Supplies/Materials	-	-	-	84	150	66	300
5763-0000 Electrical Repairs	-	250	250	457	500	43	1,000
5782-0000 Plumbing Contract	625	-	(625)	625	625	-	1,250
5783-0000 Plumbing Repairs	-	-	-	-	200	200	400
GENERAL REPAIRS & MAINTENANCE	2,241	2,432	192	11,572	14,570	2,997	29,280
5130-0000 Window Cleaning	-	-	-	-	-	-	460
5140-0000 Trash Removal	176	172	(4)	1,056	1,030	(26)	2,060
5199-0000 Other Cleaning	-	150	150	-	800	800	1,100
CLEANING	176	322	146	1,056	1,830	774	3,620
5320-0000 HVAC Contract Maintenance	-	-	-	2,400	2,400	-	4,800
5330-0000 HVAC Repairs	-	-	-	566	4,000	3,434	8,000
HVAC REPAIR & MAINTENANCE	-	-	-	2,966	6,400	3,434	12,800
5515-0000 Elevator Contract Maintenance	647	657	10	1,294	1,314	19	2,627
5599-0000 Other Elevator	-	-	-	150	150	-	150
ELEVATOR REPAIR & MAINTENANCE	647	657	10	1,444	1,464	19	2,777
6025-0000 Sweeping/Stripping	-	-	-	-	65	65	130
6030-0000 Snow Removal	-	-	-	6,689	8,000	1,311	10,000
6035-0000 Landscaping	-	-	-	3,212	3,119	(94)	6,237
6045-0000 Grounds Repair	-	-	-	-	600	600	1,200
6099-0000 Other Grounds Maintenance	-	-	-	-	750	750	1,500
GROUND MAINTENANCE	-	-	-	9,901	12,534	2,632	19,067
6115-0000 Lock And Key Service	-	-	-	197	100	(97)	200
6120-0000 Alarm Systems	-	-	-	1,058	1,289	231	1,289
6135-0000 Security Repair	-	-	-	150	-	(150)	-
6199-0000 Other Security Expenses	-	-	-	357	203	(154)	203
SECURITY & LIFE SAFETY	-	-	-	1,762	1,592	(169)	1,692
TOTAL REPAIRS & MAINTENANCE	3,064	3,411	347	28,702	38,389	9,688	69,236
6262-0000 Telephone	39	39	(0)	222	234	12	468
6265-0000 Electricity - Public Service	200	166	(33)	1,150	1,252	102	2,694
6275-0000 Water/ Sewer	-	-	-	-	300	300	600
6295-0000 Utilities - Vacant Suites	168	-	(168)	607	-	(607)	-
6299-0000 Other Utility Expenses	19	18	(1)	113	108	(6)	216
UTILITIES	425	223	(202)	2,093	1,893	(199)	3,978
6505-0000 Property Taxes	-	-	-	-	-	-	28,569
6515-0000 Metro Charges	-	-	-	-	-	-	2,363
6520-0000 Stormwater Fee	-	-	-	-	-	-	740
6560-0000 Personal Property Tax	-	-	-	600	600	-	600
REAL ESTATE AND OTHER TAXES	-	-	-	600	600	-	32,272

My Company LLC
Detail Statement of Cash Flows for
the period ending June 30, 20__

	Current Period			Year To Date			Annual Budget
	Actual	Budget	\$ Variance Fav/(Unf)	Actual	Budget	\$ Variance Fav/(Unf)	
6705-0000 Multi-Peril Insurance	-	-	-	-	-	-	2,192
6710-0000 Umbrella Liability Insurance	-	-	-	-	-	-	1,162
6715-0000 Excess Umbrella Liability Insurance	-	-	-	-	-	-	404
INSURANCE	-	-	-	-	-	-	3,757
6305-0000 Management Fee	1,147	1,229	81	6,696	7,287	590	15,487
OPERATIONS MANAGEMENT FEE	1,147	1,229	81	6,696	7,287	590	15,487
6320-0000 Charitable Contributions	1,000	-	(1,000)	1,000	-	(1,000)	-
6340-0000 Postage	17	35	18	34	70	36	140
6345-0000 Xerox	54	40	(14)	105	80	(25)	160
6350-0000 Computer Fee	134	134	0	802	802	0	1,604
6375-0000 Bank Fees	12	-	(12)	36	-	(36)	-
6399-0000 Misc. Administration Expense	4	15	11	44	90	46	180
ADMINISTRATIVE EXPENSE	1,221	224	(997)	2,022	1,042	(979)	2,084
6910-0000 Advertising / Marketing	296	-	(296)	902	-	(902)	105
ADVERTISING/MARKETING	296	-	(296)	902	-	(902)	105
6310-0000 General Partner Fee	1,052	1,052	0	6,314	6,314	0	12,627
GENERAL PARTNER/ADMIN FEES	1,052	1,052	0	6,314	6,314	0	12,627
7305-0000 Accounting Fee	-	-	-	2,350	2,350	-	4,500
7306-0000 Accounting - Special Svcs	-	-	-	-	-	-	250
7320-0000 Legal	-	125	125	-	125	125	250
PROFESSIONAL FEES	-	125	125	2,350	2,475	125	5,000
TOTAL OPERATING EXPENSE	7,206	6,264	(942)	49,678	58,000	8,323	144,548
** NET OPERATING INCOME (LOSS)	21,585	24,490	(2,905)	129,571	124,406	5,166	243,114
DEBT SERVICE:							
9401-0000 1st Mortgage Principal	2,834	2,811	(22)	15,755	15,825	70	32,185
9402-0000 1st Mortgage Interest	5,292	5,399	107	35,465	34,174	(1,291)	67,076
PERMANENT MORTGAGES	8,126	8,210	84	51,220	49,999	(1,221)	99,260
9566-0000 Prepayment Penalty	-	-	-	18,865	37,962	19,096	37,962
OTHER BANK FEES	-	-	-	18,865	37,962	19,096	37,962
** TOTAL DEBT SERVICE	8,126	8,210	84	70,085	87,960	17,875	137,222
** CASH FLOW FROM OPERATING ACTIVITIES:	13,459	16,280	(2,821)	59,486	36,445	23,041	105,892
CASH FLOWS FROM INVESTING ACTIVITIES:							
1625-0000 Tenant Improvements (31.5/39 Yr)	-	-	-	-	(30,000)	30,000	(30,000)
6912-0000 Space Plans	-	-	-	-	(2,000)	2,000	(2,000)
6999-0000 Other New Tenant Expense	(139)	-	(139)	(14,676)	-	(14,676)	-
TENANT IMPROVEMENTS	(139)	-	(139)	(14,676)	(32,000)	17,324	(32,000)
1754-0000 Leasing Commissions	-	-	-	-	(11,700)	11,700	(11,700)
6905-0000 Real Estate Commissions	-	-	-	(2,619)	-	(2,619)	-
REAL ESTATE COMMISSIONS	-	-	-	(2,619)	(11,700)	9,081	(11,700)
5910-0000 Gen'l Repairs - Non-recurring	-	-	-	(20,983)	(90,000)	69,017	(90,000)
CAPITAL PROJECTS	-	-	-	(20,983)	(90,000)	69,017	(90,000)
1702-0000 Accum Depreciation - Bldg	1,259	1,259	-	7,555	7,555	-	15,111
9501-0000 Depreciation Expense	(1,259)	(1,259)	-	(7,555)	(7,555)	-	(15,111)
CHANGE IN DEPRECIATION	-	-	-	-	-	-	-
1795-0000 Accum Amortization	1,117	1,117	-	6,704	6,704	-	13,408
9511-0000 Amortization Expense	(1,117)	(1,117)	-	(6,704)	(6,704)	-	(13,408)
CHANGE IN AMORTIZATION	-	-	-	-	-	-	-
0206-0000 Tax Escrow	(2,639)	(2,639)	-	(15,836)	(15,836)	-	(792)
TAX ESCROWS	(2,639)	(2,639)	-	(15,836)	(15,836)	-	(792)
0216-0000 Insurance Escrow	(298)	(313)	16	(1,816)	(1,879)	62	(94)
INSURANCE ESCROWS	(298)	(313)	16	(1,816)	(1,879)	62	(94)
0234-0000 Lender Reserve - Capital Improvements	(2,521)	27,500	(30,021)	(15,120)	56,700	(71,820)	41,700
0236-0000 Lender Reserve - Renovations	(77)	-	(77)	(185,319)	-	(185,319)	-
RESTRICTED RESERVES	(2,599)	27,500	(30,099)	(200,439)	56,700	(257,139)	41,700
** CASH FLOWS FROM INVESTING ACTIVITIES	(5,675)	24,548	(30,222)	(256,370)	(94,715)	(161,655)	(92,886)
** CASH PROVIDED (USED) BY OPERATING & INVESTING ACTIVITIES	7,785	40,828	(33,043)	(196,884)	(58,270)	(138,614)	13,006

ADJUSTMENTS TO DETERMINE NET CASH FLOWS:

My Company LLC
Detail Statement of Cash Flows for
the period ending June 30, 20__

	Current Period			Year To Date			Annual Budget
	Actual	Budget	\$ Variance Fav/(Unf)	Actual	Budget	\$ Variance Fav/(Unf)	
0305-0000 Accounts Receivable	0	-	0	(2,524)	-	(2,524)	-
0306-0000 Accrued Accounts Receivable	-	-	-	(301)	-	(301)	-
0495-0000 Reimb - Miscellaneous	-	-	-	(319)	-	(319)	-
CHANGE IN ACCOUNTS RECEIVABLE	0	-	0	(3,144)	-	(3,144)	-
3190-1000 Payments Received in Advance	-	-	-	(16,633)	-	(16,633)	-
2119-1000 Payments Received in Advance	(5)	-	(5)	(6,303)	-	(6,303)	-
2119-1001 Rent Advanced Recg as Income	-	-	-	16,633	-	16,633	-
RENTS RECEIVED IN ADVANCE	(5)	-	(5)	(6,303)	-	(6,303)	-
3190-0000 Prepaid Rent Received/(Applied)	-	-	-	(3,300)	(3,300)	-	(3,300)
PREPAID RENT RECEIVED/(APPLIED)	-	-	-	(3,300)	(3,300)	-	(3,300)
2105-0000 Accounts Payable - Operating	(4,353)	-	(4,353)	1,433	-	1,433	-
2107-0000 Accrued Accounts Payable	176	-	176	176	-	176	-
CHANGE IN ACCOUNTS PAYABLE	(4,177)	-	(4,177)	1,609	-	1,609	-
TOTAL ADJUSTMENTS	(4,181)	-	(4,181)	(11,138)	(3,300)	(7,838)	(3,300)
CASH FLOWS AFTER ADJUSTMENTS	3,603	40,828	(37,224)	(208,022)	(61,570)	(146,452)	9,706
CASH FLOWS PROVIDED (USED) BY FINANCING ACTIVITIES:							
0296-0000 Reserves - Operating	(2,500)	(2,500)	-	46,000	(60,000)	106,000	(75,000)
OPERATING RESERVES	(2,500)	(2,500)	-	46,000	(60,000)	106,000	(75,000)
2005-0000 First Mortgage	(2,834)	(2,811)	(22)	226,550	218,793	7,757	202,433
9471-0000 Mortgage Principal Add-Back	2,834	2,811	22	15,755	15,825	(70)	32,185
MORTGAGE PROCEEDS (PAYOFFS)	-	-	-	242,305	234,617	7,687	234,617
1752-0000 Deferred Finance Cost	-	-	-	(43,377)	(50,000)	6,623	(50,000)
DEFERRED FINANCE COSTS	-	-	-	(43,377)	(50,000)	6,623	(50,000)
2955-0000 Distributions Paid	(10,000)	(10,000)	-	(60,000)	(60,000)	-	(120,000)
DISTRIBUTIONS PAID	(10,000)	(10,000)	-	(60,000)	(60,000)	-	(120,000)
** CASH FLOW PROVIDED (USED) BY FINANCING ACTIVITIES	(12,500)	(12,500)	-	184,928	64,617	120,310	(10,383)
NET CHANGE IN OPERATING CASH	(8,897)	28,328	(37,224)	(23,094)	3,048	(26,142)	(676)

My Company, LLC
Trial Balance
June 20__

Books = Accrual

Account	Description	Balance Forward	Debit	Credit	Ending Balance
0105-0000	Cash - Operating	17,688.84			17,688.84
0106-0000	Cash - Operating	436.84	1,518.43		1,955.27
0145-0000	Cash - Trust Account	-780.91		10,415.25	-11,196.16
0206-0000	Tax Escrow	29,765.79	2,639.37		32,405.16
0216-0000	Insurance Escrow	3,339.71	297.56		3,637.27
0234-0000	Lender Reserve - Capital Improve	102,648.35	2,521.11		105,169.46
0236-0000	Lender Reserve -Renovations	185,241.50	77.40		185,318.90
0296-0000	Reserves - Operating	12,500.00	2,500.00		15,000.00
0305-0000	Accounts Receivable	2,524.17		0.02	2,524.15
0495-0000	Reimb - Miscellaneous	1,230.00			1,230.00
1605-0000	Building	1,109,061.15			1,109,061.15
1607-0000	Site Improvements (15 Yr)	25,958.62			25,958.62
1625-0000	Tenant Improvements (31.5/39 Y	213,907.11			213,907.11
1629-0000	Tenant Improvements (5/7 Yr)	50,251.09			50,251.09
1634-0000	Basis Adjustment	-147,204.00			-147,204.00
1702-0000	Accum Depreciation - Bldg	-859,535.78		1,259.23	-860,795.01
1715-0000	Land	144,184.10			144,184.10
1752-0000	Deferred Finance Cost	103,811.93			103,811.93
1754-0000	Leasing Commissions	48,581.43			48,581.43
1772-0000	Other Deferred Cost	2,000.00			2,000.00
1795-0000	Accum Amortization	-61,794.15		1,117.29	-62,911.44
2005-0000	First Mortgage	-1,494,768.51	2,833.66		-1,491,934.85
2105-0000	Accounts Payable - Operating	-6,156.18	4,352.66		-1,803.52
2107-0000	Accrued Accounts Payable	0.00		175.96	-175.96
2119-1000	Payments Received in Advance	-10,335.45	4.74		-10,330.71
2905-0000	Initial Capital	-172,600.92			-172,600.92
2925-0000	Accum (Income)/Loss - Prior Yea	-2,161,247.43			-2,161,247.43
2955-0000	Current Year Distributions	50,000.00	10,000.00		60,000.00
2956-0000	Distributions - Prior Years	2,800,286.00			2,800,286.00
3110-0000	Office Rent	-167,867.99		33,790.24	-201,658.23
3190-0000	Prepaid Rent Received/(Applied)	3,300.00			3,300.00
3190-1000	Payments Received in Advance	16,633.38			16,633.38
3205-0000	Vacancy	23,489.53	5,279.77		28,769.30
3415-0000	Common Area Expense Recoverie	-870.35		174.07	-1,044.42
3440-0000	Other Expenses Recovered	-905.37			-905.37
3850-0000	Interest Income	-208.69		106.94	-315.63

My Company, LLC
Trial Balance
June 20__

Books = Accrual

Account	Description	Balance Forward	Debit	Credit	Ending Balance
3899-0000	Miscellaneous Income	-5,000.08			-5,000.08
5140-0000	Trash Removal	879.80	175.96		1,055.76
5320-0000	HVAC Contract Maintenance	2,400.00			2,400.00
5330-0000	HVAC Repairs	566.19			566.19
5515-0000	Elevator Contract Maintenance	647.19	647.19		1,294.38
5599-0000	Other Elevator	150.00			150.00
5703-0000	Maintenance Service Contract	8,079.05	1,615.81		9,694.86
5706-0000	Supplies/ Materials	98.82			98.82
5751-0000	Building Reimbursements	905.37			905.37
5754-0000	Other Building Expenses	612.27			612.27
5761-0000	Electrical Supplies/Materials	83.92			83.92
5763-0000	Electrical Repairs	457.35			457.35
5782-0000	Plumbing Contract	0.00	625.00		625.00
5910-0000	Gen'l Repairs - Non-recurring	20,983.05			20,983.05
6030-0000	Snow Removal	6,689.41			6,689.41
6035-0000	Landscaping	3,212.00			3,212.00
6115-0000	Lock And Key Service	197.00			197.00
6120-0000	Alarm Systems	1,058.16			1,058.16
6135-0000	Security Repair	150.00			150.00
6199-0000	Other Security Expenses	356.50			356.50
6262-0000	Telephone	182.98	39.22		222.20
6265-0000	Electricity - Public Service	950.19	199.84		1,150.03
6295-0000	Utilities - Vacant Suites	439.56	167.50		607.06
6299-0000	Other Utility Expenses	94.45	18.89		113.34
6305-0000	Management Fee	5,549.24	1,147.19		6,696.43
6310-0000	General Partner Fee	5,261.40	1,052.28		6,313.68
6320-0000	Charitable Contributions	0.00	1,000.00		1,000.00
6340-0000	Postage	16.47	17.49		33.96
6345-0000	Xerox	51.50	53.55		105.05
6350-0000	Computer Fee	668.45	133.69		802.14
6375-0000	Bank Fees	24.00	12.00		36.00
6399-0000	Misc. Administration Expense	40.26	4.11		44.37
6560-0000	Personal Property Tax	600.00			600.00
6905-0000	Real Estate Commissions	2,619.15			2,619.15
6910-0000	Advertising / Marketing	605.45	296.35		901.80
6999-0000	Other New Tenant Expense	14,536.79	139.30		14,676.09

My Company, LLC
Trial Balance
June 20__

Books = Accrual

Account	Description	Balance Forward	Debit	Credit	Ending Balance
7305-0000	Accounting Fee	2,350.00			2,350.00
9401-0000	1st Mortgage Principal	12,921.23	2,833.66		15,754.89
9402-0000	1st Mortgage Interest	30,172.27	5,292.41		35,464.68
9471-0000	Mortgage Principal Add-Back	-12,921.23		2,833.66	-15,754.89
9501-0000	Depreciation Expense	6,296.15	1,259.23		7,555.38
9511-0000	Amortization Expense	5,586.45	1,117.29		6,703.74
9566-0000	Prepayment Penalty	18,865.43			18,865.43
		0.00	49,872.66	49,872.66	0.00

SAMPLE