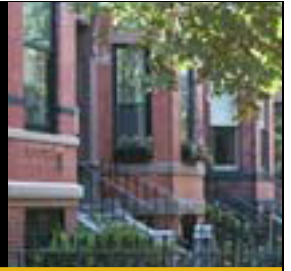


# FINANCIAL SERVICES

At the heart of it all, The Monthly Management Report.



We believe that our clients' finances have to be right on the money. That's why we implement aggressive cost-containment measures, strict collection of rent/condominium fees (including appropriate legal action in extreme cases) and short and long-term preventative and capital replacement programs.

We work with the Board and the property owners. We join their scheduled meetings and coordinate the annual meeting of unit owners.

Your property manager will visit the site regularly to review the quality of repair, janitorial and maintenance work.

We'll work with the Board – or owner – to develop operating and capital budgets. Our accounting and bookkeeping department will collect all fees, issue all payments and create monthly financial statements, which will be forwarded to all Board members by email, first class mail or available on the internet.

Our strong commitment to detailed, proactive financial management is indicative in the report which we put together for each client every month. This Monthly Management Report is widely praised by our clients for its thoroughness, well-organized format and ease of use. As one Trustee wrote to us, "You provide the best financial reports that I have ever seen."

## THE MONTHLY MANAGEMENT REPORT

Your monthly Premier management report consists of thirteen primary sections:

**THE INCOME STATEMENT** shows the beginning balance prior to the month starting and the ending balance as of the last day of the month. It indicates all income received, by unit, as well as all expenses paid out by category and payee.

**THE SOURCES OF INCOME REPORT** displays all income, by source.

**A CURRENT MONTH EXPENSE BAR GRAPH** shows expenses in a quick, easy to assess pictorial format.

**THE EXECUTIVE SUMMARY REPORT** displays all income and expenses by category and month, and provides fiscal year-to-date data. It also features beginning and ending balances, plus monthly and year-to-date variances. The accounts receivable summary report is found on this page as well.

**THE NON-BUDGETED EXECUTIVE SUMMARY** report shows all income which is non-budgeted. For example, any income derived from special assessments is included. It also shows all expenses related to capital improvements.

**THE YEAR-TO-DATE EXPENSE PIE CHART** shows a pictorial depiction of all expenses by percentage.

**THE BUDGET VARIANCE REPORT** shows the monthly budget, the-year-to-date budget and the annual budget. The report shows how they compare to the monthly and year-to-date expenses. This report is valuable when forecasting new budgets.

**THE BALANCE SHEET** shows current assets and liabilities.

**THE RESERVE INCOME STATEMENT** is the monthly accounting for the reserve account. This report shows all deposits made to this account including interest as well as capital expenses.

**THE PROPERTY INFORMATION SECTION** lists all owners, trustees and tenants, with their respective addresses, telephone numbers and email addresses. It also features percentage interest, last sale date, last sale amount, the square footage of units and the percentage of owner occupancy.

**BANK STATEMENTS:** Copies are included for your records.

**BILLS:** Copies of all paid bills are included for your records.

**CORRESPONDENCE/PROPOSALS:** Copies of all correspondence received or sent out as well as copies of all proposals obtained for that month are included for your records.

By maintaining comprehensive financial records, billing monthly for fees and rents\*, issuing monthly financial statements\*, preparing yearly operating and capital budgets and taking care of necessary disbursements, Premier shows its commitment to proactive property finances.

We are certain that you will be pleased with the results.

*(\* Available via e-mail and on the Premier web site.)*

**PREMIER**  **PROPERTY SOLUTIONS, LLC**

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