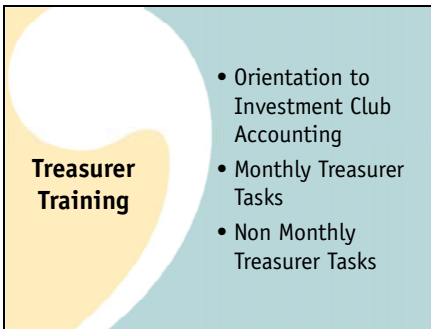




As a club treasurer, you'll have certain tasks you'll be performing each month to keep your clubs financial records. In tonight's presentation, we'll cover the basics of how you should perform these.

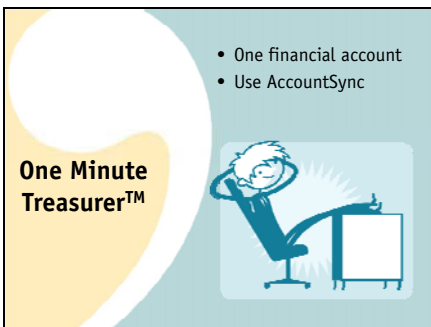


This presentation is part of a three part series.

In the first part, we gave you an orientation to your investment club accounting. This is good background information for everyone in your club so they can get a basic understanding about how your club finances work and what you will and will not be able to account for with bivio.

Tonight's presentation is aimed at treasurers. We'll be discussing how to perform the regular tasks you'll be doing each month.

The third and final presentation will be given next Sunday. That one is also designed for treasurers. We'll be discussing the tasks you will be performing less often as a club treasurer.



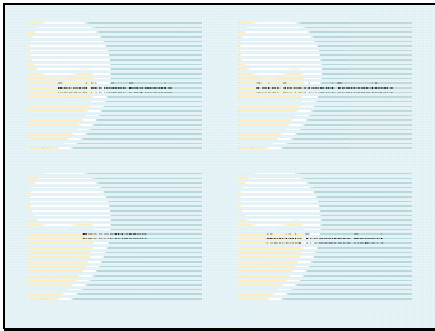
bivio is committed to providing you a system which allows you to be an effective club treasurer and spend a minimum amount of time and effort doing your club accounting. We want you to be a One Minute Treasurer.

To help achieve this, it helps if you can set up your clubs finances in the most simple way you can:

We recommend that you only use a single financial account.

Second, we recommend you use Account Sync to read in your financial data automatically.

In tonight's presentation we're going to describe how you can be a One minute treasurer.



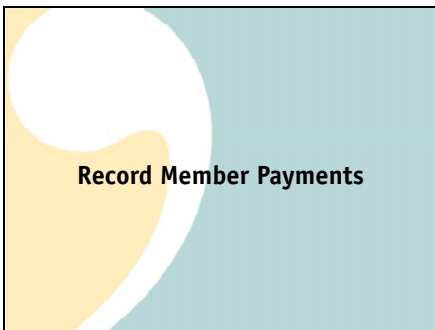
As a club treasurer, you will have 4 types of tasks you will be performing each month.

Collecting, depositing and recording member payments

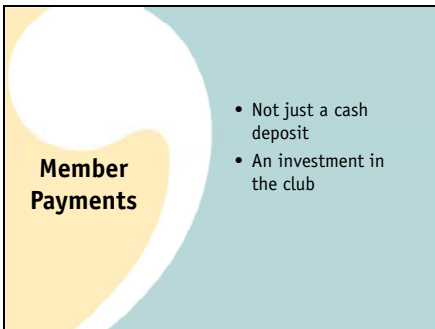
Making investments and recording the investment transactions

Then, as any good financial professional would do, you will need to verify the accuracy of your records and report to your members. You'll use a reconciliation process to make sure your bivio records agree with your brokerage statements

And finally, each month at your club meetings, you'll provide everyone with a report on your clubs financial status.



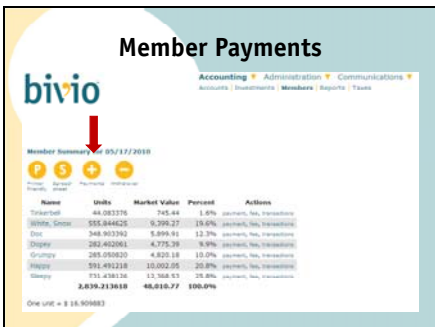
Let's start with the first task. Recording your member contributions. We call these member payments.



There is more to accounting for member contributions than just recording the receipt of cash.

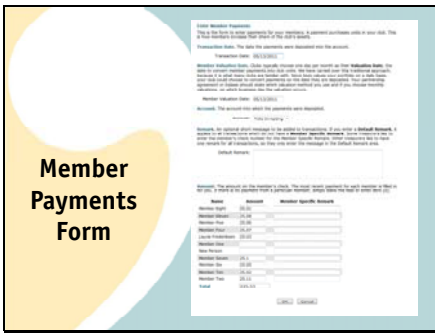
Member contributions purchase shares or units of ownership of your club. One of the things bivio does for you is to keep track of your club ownership.

A contribution to your club is an investment in a type of business called a partnership. Just like when you purchase a stock, you will have a basis for your investment in your club. When you withdraw money from the club, you cash out your shares and there is a capital gain or loss to report on your taxes.

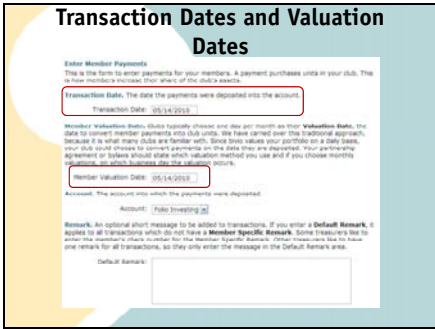


Fortunately you do not have to do all the accounting to keep track of this. All you need to do is make sure to enter member payments using the payments form.

You will find it by selecting the payment button on the Accounting>Members page or, as I'm going to show you a little later, directly from a link in an AccountSync email.



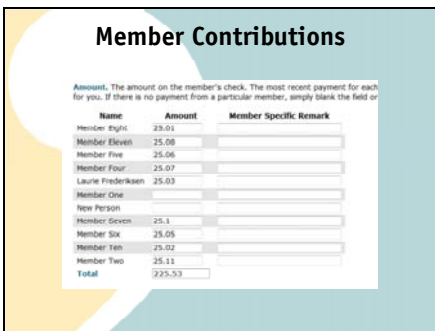
The member payments form looks like this. This information gives us what we need so we can do the accounting for the contributions correctly.



At the top of the member payments form, you'll two dates you need to fill in.

They are the transaction date, which is the date the deposit was received in your account and the

Valuation Date. A valuation date is needed because member contributions purchase shares or units of ownership in your club. We need to know the value per share to determine how many shares your contribution purchases. We use the value on the date you enter as the valuation date. Your club may use one valuation date for all deposits made during the month or use the same date as the transaction date. For simplicity bivio recommends you use the transaction date. If you do that your member contributions purchase shares in your club just as if you were purchasing shares in a mutual fund.



At the bottom of the member payments form, you'll enter the amount of each members contribution.

## Member Payments-Steps

1. Collect contributions
  - a) Checks
    - Collect at meeting-treasurer mail to broker
    - Members mail to broker directly
  - b) Electronic Deposit
2. AccountSync™ email
3. Identify payments

Here are all the steps you'll go through to handle your member payments.

First you'll collect the contributions. Your club should decide how everyone will make their member contributions.

Everyone can write checks,

And you can collect them at your meetings and mail them in or your members can mail their checks directly to the broker themselves

If you'd like, many brokers now allow members to easily set up electronic bill-pay from their bank directly to your brokerage account.

You'll know your deposits have arrived because you'll receive an AccountSync email. This let's you know the checks were received at the brokerage account and AccountSync has pulled the deposit information into bivio.

All you have to do is go into bivio and identify whose check is whose.

### AccountSync Email

AccountSync Summary for NorthernTraders Meta Investment Club, Meta Investing #11112345

\*\*\* Unidentified Transactions \*\*\*

Unidentified transactions require you to classify the type and source of a deposit or withdrawal. On the account details, you will find unidentified entries displayed so that you may assign their source.

<https://www.bivio.com/MemberDetails.aspx?AccountID=11112345&AccountType=1>

01/15/2020	Unidentified credit, Deposit	Amount: \$ 21.00
01/15/2020	Unidentified credit, Deposit	Amount: \$ 21.00

\*\*\* Account Balance \*\*\*

Brokerage Balance: \$ 997.41    501a Balance: \$ 997.41

The Brokerage Cash Balance differs from the 501a Balance by \$ 0.00. This may indicate a missing or erroneous transaction in your 501a account. Please review your Brokerage statement to identify the source of the discrepancy.

Here's what the AccountSync email will look like.

You can see that this one lists two "Unidentified credits". AccountSync knows there were deposits but it has no way to know what they were for. You need to go to bivio and enter some more information to complete the entry.

Here is a link that will take you right to where you need to go.

### Identify Multiple Payments

501a Account #11112345

Date	Event	Description	Amount	Balance	Address	Details
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	21.00	976.41		⌵
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	21.00	955.41		⌵
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	45.00	910.41		⌵
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	24.00	886.41		⌵
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	35.00	851.41		⌵
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	80.00	771.41		⌵
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	23.00	748.41		⌵
01/14/2020	Unidentified credit, Deposit	Unidentified credit, Meta Investing	25.07	723.34		⌵

You'll go to the transactions list for your brokerage account.

Here's one of the identify credit transactions. This box contains a little drop down menu.

If you click on the little arrow, a menu appears. You will need to select what type of deposit this was. Select "multiple payment".

You'll go right to the payment entry form that I showed you earlier.

### Penny Payment System

Name	Amount	
Rose Caesar	250.02	<i>Rose Caesar always deposits an extra two cents into the club.</i>
Sam Chase	250.03	
Rodrick Escobar	250.01	
Tam Rodriguez	250.04	
Rollie Sherman	250.05	<i>Rollie Sherman always deposits an extra five cents into the club.</i>
<b>Total</b>	<b>1250.15</b>	

OK Cancel

All the payments that were received on the same day will be filled in. bivio will attempt to assign the payment amounts to the correct member. In fact, bivio has invented a way for AccountSync™ to learn which deposit should be credited to which member. We call it the Penny Payment System. To use it, assign a different penny amount to each member to add to their contribution. For example, Rose always adds \$.02 to her payment and Rollie always adds \$.05. The first time you enter payments, you'll need to manually enter the correct amounts for the correct members. After that, you'll find that AccountSync will have learned which cents amount belongs to which member and will have the amount filled in next to their name when you open up the form. All you have to do is make sure they're correct and click OK.

The extra cents is also very useful for tracking down problems. It becomes obvious whose check was missing if one doesn't arrive at your broker for some reason.

### Member Payments

Member ID	Name	Payment	Amount	Balance	Advance	Waiver
00000001	Rollie Sherman	Payment, Member Equity	250.05	1250.15	0.00	0.00
00000002	Sam Chase	Payment, Member Equity	250.03	1250.15	0.00	0.00
00000003	Rose Caesar	Payment, Member Equity	250.02	1250.15	0.00	0.00
00000004	Tam Rodriguez	Payment, Member Equity	250.04	1250.15	0.00	0.00
00000005	Rodrick Escobar	Payment, Member Equity	250.01	1250.15	0.00	0.00

After you accept the information in the form, you'll see you no longer have unidentified credits. All your payment entries have been made.

### Member Contributions and Withdrawals Report

**Member Contributions and Withdrawals from 01/01/2009 to 12/31/2009**  
Payments grouped by transaction reports, with calculation details. (Click column)

Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Truck Rent	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Office Rent	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00
Gas	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Electric	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Water	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Phone	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Internet	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Members	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15
Total	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15	1250.15

If you'd like to see the member contributions that have been recorded during the year, there is a summary report you can find on the Accounting>Reports page which lists them by month. It's called the Member Contributions and Withdrawals Report.

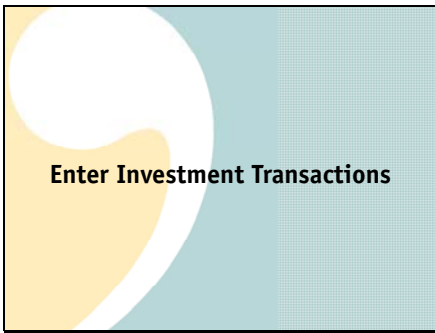
### Record Member Payments

- All contributions are member payments
- Use the form!

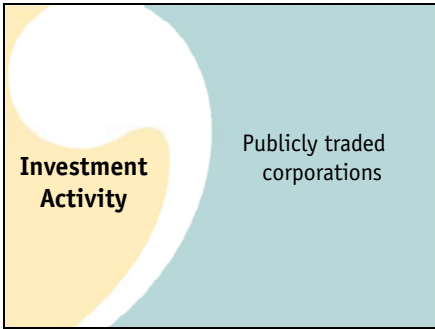
That's all there is to entering your member contributions each month.

All you need to do is remember that all contributions are entered as member payments

And all payments need to be entered using the member payment form.

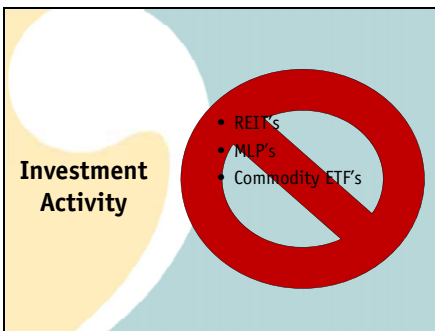


The second thing you'll be doing each month is making sure all your investment transactions are entered. As treasurer, you may not only be recording this information but also placing the trades.



Just a reminder that, as we discussed in the orientation webinar, bivio only provides the accounting and tax reporting you need for

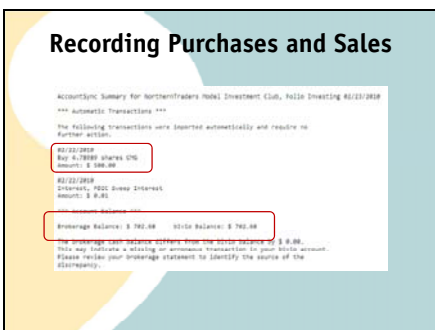
investments in Stocks of publicly traded corporations, stock mutual funds, stock etf's and (if you have the Active Partnership service), options.



Bivio is not designed to track investment income from other types of investments such as:

- REIT's (Real Estate Investment Trusts)
- MLP's, PTP's (Master Limited Partnerships, Publicly Traded Partnerships)
- Commodity ETF's

If you have any questions about whether bivio will work for something you are thinking about purchasing, please email us at [support@bivio.com](mailto:support@bivio.com) We are glad to investigate any investment and let you know if there will be a problem.



Tracking your investments is very easy using AccountSync. When a purchase, sale or receipt of investment income happens in your brokerage account, it will be imported by AccountSync into bivio. When it is entered, you will receive an email just like when the member payments were deposited. It will look something like this.

Here's a stock purchase that this club made.

There's also a notation showing whether your cash balance in bivio agrees with your brokerage. If it doesn't, you should investigate why. It's something you'll want to make sure you fix.



Unlike member payments, there should be no further entries you need to make for your investment transactions. However, occasionally, you may have a need to edit a transaction. The easiest way for you to do this is to go to what we call transaction lists. On each of the Accounting pages,

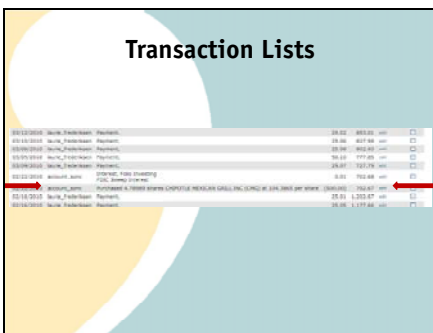
Accounts,

Investments and

Members

You can click on the Names of the Accounts, Investments or Members to get a transaction list.

For example, on the Accounting>Accounts screen, you can click on the name of your brokerage account and see all the transactions that have been recorded in that account



In the list, you will see that it says

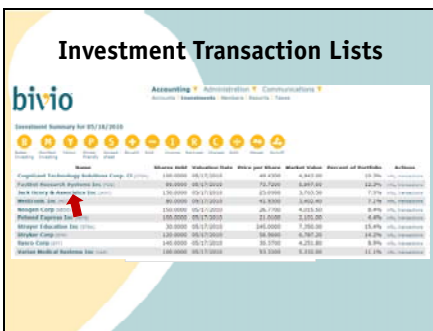
account\_sync next to the entries AccountSync has made. Here is a purchase transaction.

If you'd like to edit any of the details of this transaction you can select the edit link you'll see on the right side. This will open the investment purchase screen.



If you need to change any of the information on this form, make your corrections and then

Click the OK button at the bottom of the screen to save the updated information.



If you receive income like a dividend or interest you'll receive an email telling you the details and all the entries will be made in your account for you. If you ever want to see all the entries made for a specific investment, you can

Just click on it's name on the Accounting>Investments page.

### Investment Transaction List

Bank Henry & Associates Inc. (2007)

Quantity	Overbid	125.00000		
Date	Time	Type	Remark	Shares
07/29/2008	08:00:00	Dividend	QUARTER DIVIDEND	18.75
07/29/2008	08:00:00	Dividend	QUARTER DIVIDEND	18.75
07/17/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
07/08/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
07/02/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
06/26/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
06/19/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
06/12/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
06/05/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
05/29/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
05/22/2008	08:00:00	Dividend	QUARTER DIVIDEND	12.75
05/15/2008	08:00:00	Dividend	QUARTER DIVIDEND	9.75
05/08/2008	08:00:00	Dividend	QUARTER DIVIDEND	9.75
05/01/2008	08:00:00	Dividend	QUARTER DIVIDEND	9.75

Here's an example of all the dividends that have been entered for Jack Henry.

### Reorganizations

- What are they?
- Research required
- AccountSync™

One of the more complicated accounting tasks that every investor needs to deal with are reorganizations. This is where bivio AccountSync really shines.

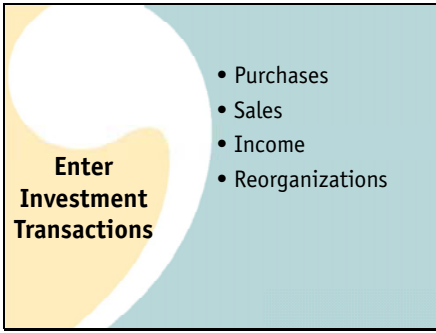
A reorganization can be something like a split, a spin off or a merger. It used to be there were just these three simple categories, but nowadays, it seems like there are more and more special circumstances that need to be accounted for.

Depending on how the company sets up the reorganization, it can have a variety of tax consequences. It is important to understand how to account for it correctly. The correct accounting cannot be done until information provided by the company has been analyzed.

Lucky for you, this is part of your AccountSync service. We do the research and make the reorganization entries for you. This means you sometimes have to be a little bit patient if you own a stock that goes through a reorganization. But your patience will pay off when we make all the entries for you.

If, for some reason, you need something entered before we get to it, feel free to email us in bivio support and we should be able to expedite the process for you.





Basically, that's all you'll need to do to track your investments. AccountSync will make the entries for you from the transactions that happen in your brokerage account.

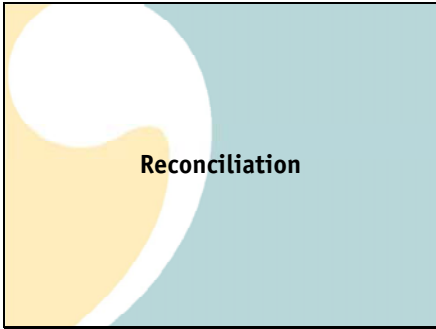
This will include stock purchases,

Stock sales,

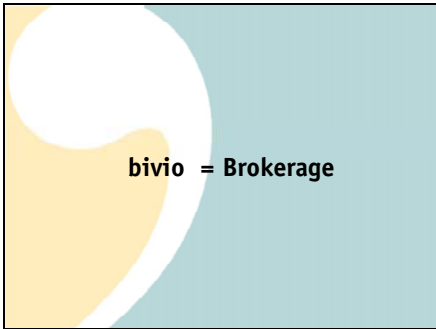
Dividends and interest received

And any reorganizations.

All you'll need to do is double check them for accuracy each month which is the third monthly treasurer task we're going to discuss.



It is important to verify that your bivio records agree with your brokerage records each month. We call this process reconciliation. If you're using AccountSync this should be a very quick process.



Sometimes people think if they are using AccountSync that there is absolutely nothing they need to do as club treasurers. That is almost true but not quite. AccountSync is very good but it is still a computer talking to another computer and needs human oversight.

Your club accounting is very date sensitive. It is important to keep it accurate and up to date by reconciling it each month. That way, you won't have very many transactions to go through if you do find a problem. You cannot know that any accounting transactions that you enter today will be correct unless you know that all of your historical information is correct.

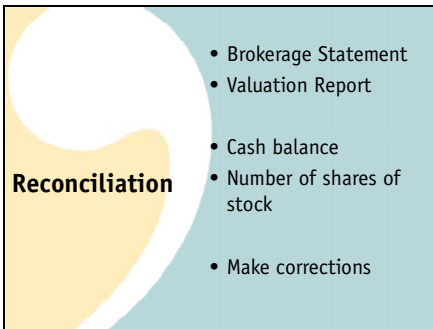
If you are not using AccountSync this process becomes even more important. No matter how perfect we are we all still make occasional typos or forget to make important entries.



Just because your bivio site shows a lot of numbers doesn't mean they're useful for anything. Without verification, any reports you prepare, including your taxes will just be:

<click> garbage in

<click>garbage out



The good news is that reconciliation should actually be a fairly quick process consisting of only a few steps. First, you'll need the reports that you are going to use to make your comparison. You'll need a:

copy of your latest brokerage statement.

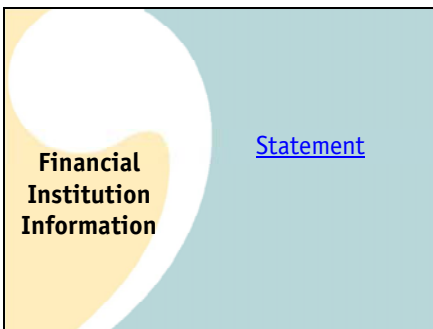
And, a club valuation report that is dated the same as the statement date.

All you need to do is compare the cash balance shown on your valuation report to that shown on your brokerage statement.

And then, compare the number of shares of each stock owned with the number shown on your brokerage statement

Edit, delete or add any transactions needed to correct your records  
And that's it!

Next, we'll go through each of these steps in more detail.



Your brokerage statement will look something like this.

You may receive a paper copy each month but more and more brokers are going to electronic versions. It still looks the same, you just have to access it online and print it out using your own paper and ink if you'd like a hard copy.

You'll have to get to know the statements your broker sends out but somewhere on them you'll be able to find the cash balance in your account,

The number of shares of each stock that you own as of the statement date and

A list of all the transactions that have occurred in your account for the month.

### Valuation Report

Account Name	Market Value	Cost Basis per Share	Total Cost Basis	Shares per Share	Market Value	Unrealized Gain/Loss	Percent of Total
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
<b>Total</b>	<b>500,000.00</b>		<b>500,000.00</b>		<b>500,000.00</b>	<b>0.00</b>	<b>100.00%</b>

You will compare your brokerage statement to a valuation report dated the same day as the statement.

### Compare Cash Balances

Account Name	Market Value	Cost Basis per Share	Total Cost Basis	Shares per Share	Market Value	Unrealized Gain/Loss	Percent of Total
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
<b>Total</b>	<b>500,000.00</b>		<b>500,000.00</b>		<b>500,000.00</b>	<b>0.00</b>	<b>100.00%</b>

The first comparison you will make is to verify the cash balances agree between bivio and your brokerage statement.

Uh Oh, in this case, there's a problem somewhere. These cash balances don't agree. We're going to need to find out why and correct whatever problem might exist. We'll go through how to do that in a minute.

### Compare Number of Shares of Stock

Account Name	Market Value	Cost Basis per Share	Total Cost Basis	Shares per Share	Market Value	Unrealized Gain/Loss	Percent of Total
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
Individual Cash	100,000.00	100.0000	100,000.00	100,000	100,000.00	0.00	100.00%
<b>Total</b>	<b>500,000.00</b>		<b>500,000.00</b>		<b>500,000.00</b>	<b>0.00</b>	<b>100.00%</b>

You should also compare the numbers of shares of each stock you own. Your valuation statement should show the same number

That your brokerage statement does. If they are different you may have missed or incorrectly entered a stock transaction at some point and you need to find it and fix it. The investment transaction lists I showed you earlier are a good place to start to figure out what the problem is.



After the corrections, you can recheck and you'll see that the cash balance in bivio now agrees with the brokerage statement.

**AccountSync**

- Duplicate entries
- Missing entries

You need to reconcile even if you are using AccountSync. It's entries can only be as good as the data file of information provided to us by your broker. There are sometimes mistakes in those files and AccountSync cannot interpret the information correctly. This happens very rarely but it does happen.

Because we call it AccountSync, sometimes people get confused with how it works. It is not a true synchronization, it just reads in new entries. It does not look to see if they've already been made. If you find that AccountSync has duplicated an entry you've already made manually, it's fine to delete the extra one.

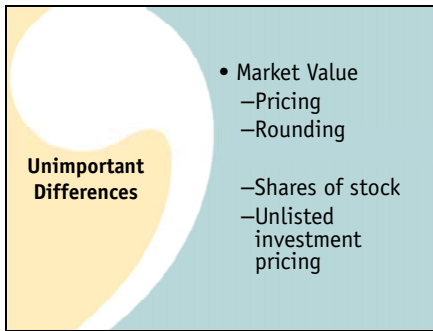
If you have missing entries, you will need to make them manually. AccountSync only pulls in transactions newer than the most recent one in your account. If you are missing an older one, it will not go back and fill it in.

**Manual Entries**

Name	Shares Held	Valuation Date	Price per Share	Market Value	Percent of Portfolio	Actions
AT&T (SH)	22,222	10/15/2012	54.0000	1,200.00	18.0%	[Action]
Advanced Public Education Inc (SH)	22,417	10/15/2012	44.0000	987.37	18.0%	[Action]
Apple Inc (SH)	2,000	10/15/2012	140.0000	2,800.00	22.0%	[Action]
COMPUSA MEXICAN CABLE INC (SH)	2,200	10/15/2012	200.0000	439.80	18.0%	[Action]
Catalyst Health (SH)	15,200	10/15/2012	44.0000	668.80	18.0%	[Action]
Microsoft Corp (SH)	10,000	10/15/2012	55.0000	550.00	18.0%	[Action]

If you do not know how to correct a problem, email us in [support@bivio.com](mailto:support@bivio.com) and we will help you learn how to do it.

But in general, you can make any manual entries you need to using buttons like these you will find at the top of the Accounting>Accounts, Accounting>Investments and Accounting>Members pages.



There is one thing that might not agree between your brokerage statement and your valuation report that is not something you need to fix.

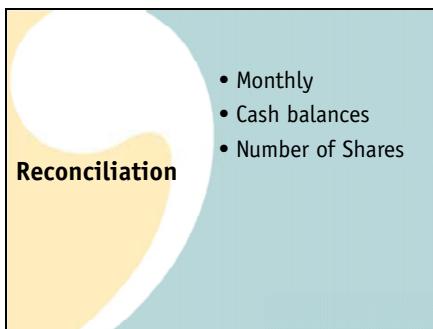
This is the market value of your stocks.

Occasionally, due to different data sources that may have determined prices at different times

or a slightly different rounding method on your brokers report versus bivio's you may see a penny or so difference in the total market value of one of your holdings. This is not something that needs to be fixed.

What is important that the number of shares of each stock agrees exactly

and you are sure you do not have unlisted investments whose prices are not getting automatically updated. But getting an exact match between bivio and a brokerage statement for the market values of each of your holdings is not part of the reconciliation process.



It is extremely important that you keep your records accurate and up to date each month. But don't worry, clubs really don't have a lot of transactions each month and if you are using AccountSync, it will be rare that you will find any differences. Even if you do, finding and fixing them can be done very quickly each month before your meeting.

So in summary,

Reconcile your accounts quickly each month

By comparing your cash balances and

your number of shares of each stock with your brokerage statements and make sure to correct anything you find that doesn't agree.



The final monthly task you will have as your club treasurer is to report at your club meeting.

### Treasurers Report

- Club financial status
- Member financial status

You'll want to give a brief report that will show your club two things:

The financial status of your club

And the current status of each members ownership

### Treasurers Report

Accounting > Administration > Communications

Report Date: 06/30/2010

- Valuation (NAF)
- Member Status
- Transfer History
- Performance Benchmarks
- Investment Performance
- Member Performance
- Investment Notes

Report Year: 2010

- Balance Sheet
- Income Statement
- Financial Liabilities
- Capital Gains and Losses
- Income and Expense History
- Member Contributions and Withdrawals

You can use the first three reports you will find on the

Accounting>Reports page to do this.

They are the Valuation report, the Member status report and the transaction history report.

### Valuation Report

Valuation (NAF) for 06/30/2010

Asset Name	Shares and AUM	Total Cost Basis	Shares and AUM	Market Value	Unrealized Gain/Loss	Percent of Total
AGF Int'l Inc.	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone Financial	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone Infrastructure	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone Real Estate	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone Technology	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone Venture Capital	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate II	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate III	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate IV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate V	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate VI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate VII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate VIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate IX	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate X	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XIV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XVI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XVII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XVIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XIX	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XX	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXIV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXVI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXVII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXVIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXIX	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXX	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXIV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXVI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXVII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXVIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XXXIX	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XL	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLIV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLV	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLVI	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLVII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLVIII	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate XLIX	10,000	10,000	10,000	10,000	0.00	0.2%
Blackstone US Real Estate L	10,000	10,000	10,000	10,000	0.00	0.2%

The purpose of the valuation report is to show:

The current value of all your club assets.

It will also show you the amount of cash you have available to use for investing or paying club expenses.

It might be a good idea for you to also show your members on a regular basis that the number of shares of each stock shown on this report agrees with your brokerage statement. You can do this at the meeting or make sure they have access to the brokerage statements to check for themselves.

I encourage you to stay away from spending too much time looking at the unrealized gains and losses column. The valuation report is not really very helpful to use as input for making your investing decisions. The amount of gain or loss you have in an investment does not really tell you whether or not you should continue to hold it.

### Member Status Report

Member Status  
Report Date: 01/01/2018 Show Parents Since: 12/31/2019 Generate

NAME	STATUS	Total Paid	Fee Basis	SHARES OWNED	Units	Share Value	Percent
Tucker, L...		800.00	800.00	8.100000	8.100000	800.00	1.00%
Wright, M...		200.00	200.00	2.000000	2.000000	200.00	2.50%
...		...	...	...	...	...	...
<b>TOTAL</b>		<b>10,545.22</b>	<b>10,545.22</b>	<b>106.89128</b>	<b>106.89128</b>	<b>10,545.22</b>	<b>100.00%</b>

The second report you should show each month is the member status report. It shows several things including:

the payments you have recorded for the previous month. This shows your members that you're keeping track of their contribution amounts correctly.

The report also shows the market value of each club members share of the club. This is what their account is currently worth. Showing this report protects both you and your club members. If something is incorrect, their club account is not being tracked correctly and income and expenses are not being allocated to them correctly. Showing them this report means you can find and fix any issues before they affect things which are difficult to correct such as payment of incorrect amounts for withdrawals or filing incorrect taxes.

### Transaction History Report

Transaction History  
Generate

DATE	DESCRIPTION	AMOUNT
01/01/2018	Member Contributions - Cash and Withdrawals	10,545.22
01/01/2018	Member Contributions and Withdrawals	...
01/01/2018	Member Contributions and Withdrawals	...
01/01/2018	Member Contributions and Withdrawals	...

Finally, show everyone the transaction history report. This shows the transactions you have recorded so they can see the latest activity in your account. You'll see things like

How much interest you received this month,

Any stock purchases or sales that were executed.

And any dividends you've received.

### Monthly Treasurers Report

- Valuation Report
- Member Status Report
- Transaction History Report

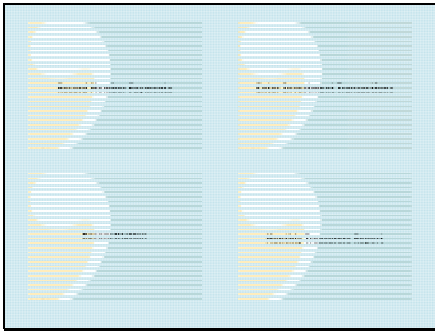
And that's your monthly treasurers report,

A Valuation Report

A member status report

And a transaction history report.





In summary,  
These are the tasks you will be performing monthly as a club treasurer

Collecting, depositing and recording member payments

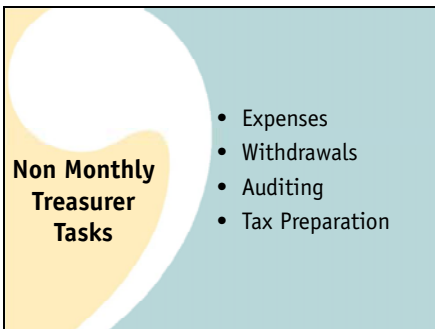
Recording investment activity

Reconciling your records

Giving a report to your club



Don't forget! It shouldn't take you a long time to do these things. Keep your club finances simple so you can truly be a One Minute Treasurer!



The final webinar in our treasurer training series will be held next Sunday evening at this same time. We will be discussing the tasks which you will only need to perform every now and then. They include:

Recording Expenses

Entering withdrawals

Auditing your club records

And preparing your yearly club taxes.

We hope you'll be able to join us!

