BATCH TRANSMITTAL
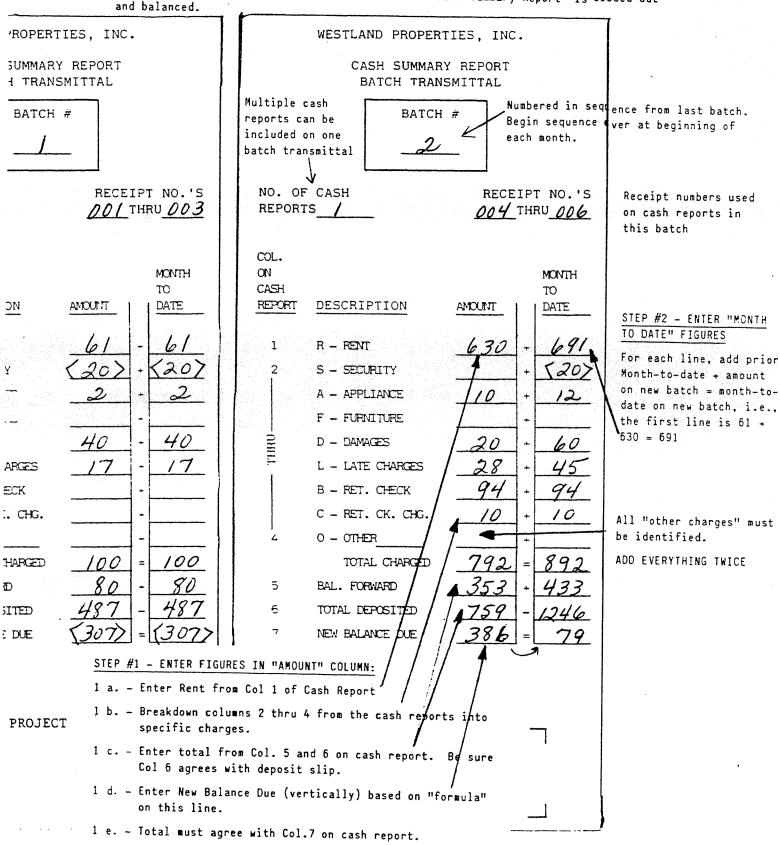
1. Batch transmittals are always filled out in <u>duplicate</u> (one for each cash report).

2. Batch transmittals are not filled out until the "Cash Summary Report" is closed out and balanced.

PROPERTIES, INC.   WESTLAND PROPERTIES, INC.

SUMMARY REPORT   CASH SUMMARY REPORT
TRANSMITTAL   BATCH TRANSMITTAL

BATCH #   BATCH #

_1_   _2_

Multiple cash reports can be included on one batch transmittal

Numbered in sequence from last batch. Begin sequence over at beginning of each month.

RECEIPT NO.'S   NO. OF CASH   RECEIPT NO.'S   Receipt numbers used
_001_ THRU _003_   REPORTS _1_   _004_ THRU _006_   on cash reports in this batch

COL. ON CASH REPORT	DESCRIPTION	AMOUNT		MONTH TO DATE
	ON	AMOUNT		MONTH TO DATE
1	R – RENT	61	-	61
2	S – SECURITY	⟨20⟩	+	⟨20⟩
	A – APPLIANCE	2	+	2
	F – FURNITURE		+	
	D – DAMAGES	40	+	40
	L – LATE CHARGES	17	-	17
	B – RET. CHECK			
	C – RET. CK. CHG.			
	O – OTHER		-	
	TOTAL CHARGED	100	=	100
	BAL. FORWARD	80	+	80
	TOTAL DEPOSITED	487	-	487
	NEW BALANCE DUE	⟨307⟩	=	⟨307⟩

Westland side:

COL. ON CASH REPORT	DESCRIPTION	AMOUNT		MONTH TO DATE
1	R – RENT	630	+	691
2	S – SECURITY		+	⟨20⟩
	A – APPLIANCE	10	+	12
	F – FURNITURE		+	
	D – DAMAGES	20	+	60
	L – LATE CHARGES	28	+	45
	B – RET. CHECK	94	+	94
	C – RET. CK. CHG.	10	+	10
4	O – OTHER		+	
	TOTAL CHARGED	792	=	892
5	BAL. FORWARD	353	+	433
6	TOTAL DEPOSITED	759	-	1246
7	NEW BALANCE DUE	386	=	79

(THRU)

STEP #2 - ENTER "MONTH TO DATE" FIGURES

For each line, add prior Month-to-date + amount on new batch = month-to-date on new batch, i.e., the first line is 61 + 630 = 691

All "other charges" must be identified.

ADD EVERYTHING TWICE

STEP #1 - ENTER FIGURES IN "AMOUNT" COLUMN:

1 a. - Enter Rent from Col 1 of Cash Report

1 b. - Breakdown columns 2 thru 4 from the cash reports into specific charges.

1 c. - Enter total from Col. 5 and 6 on cash report. Be sure Col 6 agrees with deposit slip.

1 d. - Enter New Balance Due (vertically) based on "formula" on this line.

1 e. - Total must agree with Col.7 on cash report.

PROJECT

Distribution: 1 - Westland cash summary report (stapled)
              1 - Project cash summary report (stapled)