



# ENGLANDERS GROUP

## ACCOUNTING SERVICES

### ACCOUNTS RECEIVABLE

- Tenant/Non-Tenant Checks
- Post Monthly Tenant Charges
- Send Tenant Statements
- Late Fees
- Misc Tenant Charges
- RUBS Utility Billing

### ACCOUNTS PAYABLE

- Enter Vendor Invoices
- Check/Payment Runs
- Record Mortgage Payments
- Recurring Payables
- Management Fees
- Owner Distributions

### LEASE ADMIN

- Lease Renewals
- Rent Increases
- Move In Accounting
- Move Out Accounting

### FINANCIAL PROCESSING

- Bank Reconciliations
- Financial Review
- Financial Reporting

### ADJUSTING JOURNAL ENTRIES

- Gross Potential Rent (GPR)
- Recurring Journal Entries
- Accrual Entries
- Expense Accruals
- Depreciation/Amortization
- Straight Line Rents
- Bad Debt Allowance
- Payroll Allocations

### YEAR END PROCEDURES

- Budget Upload

### TAX REPORTING

- Vendor 1099 Processing
- Owner 1099 Processing
- State Tax Reporting (AZ TPT, FL)
- Report Preparation to send to CPA
- Post CPA Adjusting Journal Entries

### COMMERCIAL SERVICES

- CAM Charges
- CAM Reconciliation Annual

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*For other services, our Consulting and Programming teams are available to assist. Contact us at [info@englanders.com](mailto:info@englanders.com) to learn more.*

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