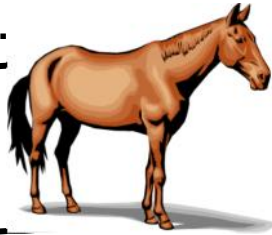


Notes from....



Serrano Creek Ranch Equestrian Center

JUNE 2014

25201 Trabuco Road, Lake Forest, CA 92630
Office Phone 949-768-5921

Email: <SerranoCreekRanch@msn.com>

Over the years we collected the various complaints concerning the monthly billing statement. Starting this month we have incorporated these comments in a new stream-lined, easy to read version. Much of the information that came in the accounting systems default statement has been removed to reduce the clutter. We have also greatly simplified the invoices. A sample statement is on page 2. If you don't care, then you are done with this month's newsletter.

1) **Billing Period:** This date reflects all billed activity from the day after your last statement until the first day of the next month. Some charges are billed in advance on the first of the month for that month. Examples of these are board, feeding, tack sheds, etc., essentially reoccurring charges. Other charges are billed as transacted. These are typically single charges such as store purchases, improvements to a stall, or any changes to the reoccurring charges (feed changes, moving stalls, etc.)

2) **Statement Date:** This is the date the statement was run. Because of holidays, or weekends, it is normal that the statement will be prepared and mailed prior to the first of the month, yet it will have charges for the first of the next month. Any single charges, or adjustments made to reoccurring charges, made between the statement date and the final date of the billing period will be shown on the following month's statement. So in English it would look like this. Your statement was generated on the 30th for the upcoming month. Then you bought a bag of feed on July 31st. That charge would be posted to your account on August 2nd. The reason being that **previous balance** line item should agree with the billed amount for the month before that. In our case Mr. Grey is new, so he has no previous

balance.

3) **Date:** This is the date of various activities on your account. Such things as Mr. Grey bought a salt brick on May 22. He also made a payment of \$1 on May 23. The charges for board were posted on June 1st for the month of June, but this was done on May 30th, one day earlier.

4) **CK / Invoice#:** This column is either a reference number of the check you paid with (or cash payment). It is also a reference number of any invoice for any purchase you made or special services performed on your stall. If we have done our job correctly, you should have received an email with an attached pdf invoice for your records. The number should match up with your statement. Reoccurring charges will not have an invoice number, as it was thought that less numbers would make the statement more readable.

5) **Transaction Description:** Here is a description of what you bought / requested.

6) **Item Costs:** This is a listing of each individual item be it an invoice or board.

7) **Balance:** Here is where we have made the greatest change. Now rather than just a listing of charges to your account, we have inserted a running balance so you can see the effect of each purchase or payment. This also should do away with those folks that prepay their board, then have unapplied credit(s) where the statement showed a balance due, when in fact they were paid in full.

8) **Please Pay This Amount:** The underlined final of the running balance is the amount due. To make it easier to find we added the script in case you don't want to hunt for your glasses.

And that's it!

Serrano Creek Ranch

25200 Trabuco Rd.
Lake Forest, CA 92630

949-768-5921

Statement

Billing Period	Statement Date
5/2/14 - 6/1/14	5/30/2014

1

2

TO:

ZANE GREY
33 BOOKSHELF LANE
MIDDLETOWN, CA 99999

3

4

5

6

7

DATE	CK / Invoice #	TRANSACTION DESCRIPTION	ITEM COST	BALANCE
			Previous Balance	0.00
05/22/14	IV# 24808	MINERAL SALT BRICK 4#	2.50	2.50
05/22/14	IV# 24808	Tax	0.20	2.70
05/23/14	290		-1.00	1.70
06/01/14		JUNE BOARD STALL #202	325.00	326.70
06/01/14		AM 1/2 GRASS	38.00	364.70
06/01/14		NOON HAY	64.00	428.70
06/01/14		PM 1/2 TIMOTHY	55.00	483.70

8

Please Pay This Amount

COMMENTS