

# Memorandum

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**To:** Chris White, Blanche Monary and Annette Perez  
**CC:** Sara Seyedin,  
**From:** Nancy Reynolds  
**Date:** 12/15/15  
**Re:** November Financials

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## Notes/Comments:

- **Current Period** - Notes/observations:
  - Net Positive Cash Flow of ~**\$12.0K** for November on Dues and Service fees of ~**\$22.9K**
  - Checking account balance is ~**\$48.7 K**.
  - As of the end of November 2015, ACE has ~**\$536.1 K** in savings and investments.
- The PAC Income Statement and Balance Sheet for November are attached. PAC currently has a balance in the savings account of \$5,832.10.
- I have updated the Depreciation Schedule to include all the new office items. I placed everything into service 11/1/15. I did not figure the depreciation for the actual kitchen construction costs as they are not complete. As soon as the final invoices are paid, I can figure depreciation and back post it to November 1<sup>st</sup>.
- My invoice is being sent under separate cover.
- Please call or email me if you have any questions: [reynoldsactg@sbcglobal.net](mailto:reynoldsactg@sbcglobal.net) or (650) 815-8602
- Best of luck, Blanche, in retirement – Congratulations!!

Thank you