No part of this manual may be reproduced in any form or by any means without written permission of ICLUBcentral Inc.

NAIC, the NAIC logo, BetterInvesting, the BetterInvesting logo, and National Association of Investors Corporation are registered trademarks of the BetterInvesting (formerly known as the National Association of Investors Corporation, NAIC). All rights reserved.

This manual is a work in progress. ICLUBcentral updates Club Accounting Online as needed. The screen you see may not precisely match the screen in the manual. If you notice a discrepancy, you can contact Technical Support or send your suggestion to ideas@iclub.com. We welcome any suggestions for making the software and this manual easier to use, more comprehensive, and generally better for all our club treasurers.

Disclaimer

Neither BetterInvesting nor ICLUBcentral Inc. is responsible for investments made because of using this program. The purchaser of the license for use of this program is responsible for assessing the software to insure its suitability.

An investor should be aware that no investment method that works 100% of the time. There will be assumptions, ifs, and maybes in the analysis of stock choices. The techniques in this guide will help you improve investment choices. Look at the many indicators and suggestions as a whole. Because financial analysis is highly interrelated, there are no absolute answers.
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Update security settings</td>
<td>49</td>
</tr>
<tr>
<td>Enter beginning security balances</td>
<td>50</td>
</tr>
<tr>
<td>View/edit security transactions</td>
<td>50</td>
</tr>
<tr>
<td><strong>Members</strong></td>
<td>52</td>
</tr>
<tr>
<td>Record Member Deposits</td>
<td>53</td>
</tr>
<tr>
<td>Record a Withdrawal</td>
<td>54</td>
</tr>
<tr>
<td>Record Member Fees</td>
<td>55</td>
</tr>
<tr>
<td>Record Opening Member Balances</td>
<td>56</td>
</tr>
<tr>
<td>View/edit transactions</td>
<td>56</td>
</tr>
<tr>
<td><strong>Cash Accounts</strong></td>
<td>57</td>
</tr>
<tr>
<td>About Cash Accounts</td>
<td>57</td>
</tr>
<tr>
<td>About Petty Cash Accounts</td>
<td>58</td>
</tr>
<tr>
<td>Record Interest on a Cash Account</td>
<td>59</td>
</tr>
<tr>
<td>Record an expense</td>
<td>60</td>
</tr>
<tr>
<td>Record a Money Market Dividend</td>
<td>61</td>
</tr>
<tr>
<td>Record Account Income</td>
<td>61</td>
</tr>
<tr>
<td>Record a Cash Transfer</td>
<td>61</td>
</tr>
<tr>
<td>Record Charitable Contributions</td>
<td>61</td>
</tr>
<tr>
<td>Create a New Cash Account</td>
<td>62</td>
</tr>
<tr>
<td>Delete a Cash Account</td>
<td>62</td>
</tr>
<tr>
<td>Rename a Cash Account</td>
<td>62</td>
</tr>
<tr>
<td>Enter beginning account balances</td>
<td>62</td>
</tr>
<tr>
<td>View/edit transactions</td>
<td>62</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>63</td>
</tr>
<tr>
<td>Backup Manager</td>
<td>64</td>
</tr>
<tr>
<td>Import Accounting Records</td>
<td>65</td>
</tr>
<tr>
<td>Export Accounting Records</td>
<td>66</td>
</tr>
<tr>
<td>Startup Wizard (Start Club Books)</td>
<td>66</td>
</tr>
<tr>
<td>Enter beginning balances</td>
<td>66</td>
</tr>
<tr>
<td>Distribution settings</td>
<td>66</td>
</tr>
<tr>
<td>Distribute Earnings</td>
<td>67</td>
</tr>
<tr>
<td>Transfer member transactions</td>
<td>67</td>
</tr>
<tr>
<td>Clear club data</td>
<td>67</td>
</tr>
<tr>
<td>Update club settings</td>
<td>67</td>
</tr>
<tr>
<td>Get quote</td>
<td>68</td>
</tr>
<tr>
<td><strong>7. THE REPORTS TAB</strong></td>
<td>69</td>
</tr>
<tr>
<td>General Reports</td>
<td>70</td>
</tr>
<tr>
<td>Annual Reports</td>
<td>70</td>
</tr>
<tr>
<td>Other Reports</td>
<td>70</td>
</tr>
<tr>
<td><strong>Printing Reports</strong></td>
<td>70</td>
</tr>
<tr>
<td><strong>Valuation Statement</strong></td>
<td>71</td>
</tr>
<tr>
<td>Valuation Statement Options</td>
<td>71</td>
</tr>
<tr>
<td>Valuation Statement Description</td>
<td>71</td>
</tr>
<tr>
<td><strong>Member Status Report</strong></td>
<td>73</td>
</tr>
<tr>
<td>Member Status Report Options</td>
<td>73</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Member Status Report Description</td>
<td>73</td>
</tr>
<tr>
<td>Complete Journal Ledger Report</td>
<td>75</td>
</tr>
<tr>
<td>Complete Journal Ledger Report Options</td>
<td>75</td>
</tr>
<tr>
<td>Complete Journal Ledger Report Description</td>
<td>75</td>
</tr>
<tr>
<td>Transaction Summary Report</td>
<td>77</td>
</tr>
<tr>
<td>Transaction Summary Report Options</td>
<td>77</td>
</tr>
<tr>
<td>Transaction Summary Report Description</td>
<td>77</td>
</tr>
<tr>
<td>Individual Valuation Units Ledger</td>
<td>79</td>
</tr>
<tr>
<td>Individual Valuation Units Ledger Report Options</td>
<td>79</td>
</tr>
<tr>
<td>Individual Valuation Units Ledger Report Description</td>
<td>79</td>
</tr>
<tr>
<td>Individual Security Ledger</td>
<td>80</td>
</tr>
<tr>
<td>Individual Security Ledger Report Options</td>
<td>80</td>
</tr>
<tr>
<td>Individual Security Ledger Report Description</td>
<td>80</td>
</tr>
<tr>
<td>Cash Journal</td>
<td>81</td>
</tr>
<tr>
<td>Cash Journal Report Options</td>
<td>81</td>
</tr>
<tr>
<td>Cash Journal Report Description</td>
<td>81</td>
</tr>
<tr>
<td>Cash Contributions</td>
<td>82</td>
</tr>
<tr>
<td>Cash Contributions Report Options</td>
<td>82</td>
</tr>
<tr>
<td>Cash Contributions Report Description</td>
<td>82</td>
</tr>
<tr>
<td>Petty Cash Journal</td>
<td>83</td>
</tr>
<tr>
<td>Petty Cash Journal Report Options</td>
<td>83</td>
</tr>
<tr>
<td>Petty Cash Journal Report Description</td>
<td>83</td>
</tr>
<tr>
<td>Petty Cash Contribution Report</td>
<td>84</td>
</tr>
<tr>
<td>Petty Cash Contribution Report Options</td>
<td>84</td>
</tr>
<tr>
<td>Petty Cash Contribution Report Description</td>
<td>84</td>
</tr>
<tr>
<td>Income/Expense and Balance Sheet</td>
<td>85</td>
</tr>
<tr>
<td>Income &amp; Expense Statement Report Description</td>
<td>85</td>
</tr>
<tr>
<td>Distribution of Earnings Report</td>
<td>87</td>
</tr>
<tr>
<td>Distribution of Earnings Report Options</td>
<td>87</td>
</tr>
<tr>
<td>Distribution of Earnings Report Description</td>
<td>87</td>
</tr>
<tr>
<td>Withdrawal Distribution Report</td>
<td>89</td>
</tr>
<tr>
<td>Withdrawal Distribution Report Options</td>
<td>89</td>
</tr>
<tr>
<td>Withdrawal Distribution Report Description</td>
<td>89</td>
</tr>
<tr>
<td>Member Information Listing</td>
<td>91</td>
</tr>
<tr>
<td>Member Information Listing Report Options</td>
<td>91</td>
</tr>
<tr>
<td>Member Information Listing Report Description</td>
<td>91</td>
</tr>
<tr>
<td>8. WATCH LIST</td>
<td>92</td>
</tr>
<tr>
<td>9. THE TAXES TAB</td>
<td>94</td>
</tr>
<tr>
<td>10. THE PEOPLE TAB</td>
<td>95</td>
</tr>
<tr>
<td>Member Profiles</td>
<td>95</td>
</tr>
<tr>
<td>Add Members</td>
<td>96</td>
</tr>
<tr>
<td>Invite Visitors</td>
<td>96</td>
</tr>
<tr>
<td>Invitations Outstanding</td>
<td>97</td>
</tr>
<tr>
<td>Send Invitations</td>
<td>97</td>
</tr>
</tbody>
</table>
1. Introduction to Club Accounting Online

BetterInvesting and ICLUBcentral have provided accounting software to investment clubs since 1989! The club accounting products feature an easy-to-use interface to help you understand your club’s finances, print reports, share data about club performance with other club members, and prepare club tax returns in accordance with federal tax law (and some state laws).

ICLUBcentral offers two club accounting products:

- **Club Accounting 3** is *desktop* software for Microsoft Windows – a program that you install and run on your computer. Your club’s data is stored on your computer.

- **Club Accounting Online** is *web-based* software – software that runs on a computer operated by ICLUBcentral. You use Club Accounting Online by visiting the Club Accounting Online web site (www.myiclub.com). Your club’s data is stored on the ICLUBcentral server, but you can copy the data to your computer for archival storage. All communication between your computer and the ICLUBcentral server uses industry-standard Secure Socket Layer (SSL) encryption for security.

Your club can choose to use either or both Club Accounting 3 and Club Accounting Online. If you choose to use both programs or if you decided to convert from Club Accounting 3 (or an earlier version of Club Accounting), you can transfer your club’s data seamlessly between the two programs.

For new users, Club Accounting Online is a robust and secure online program. While the basic function of Club Accounting Online is club accounting, Club Accounting Online features include:
- Private, personalized club web site.
- Full investment club accounting that can be edited *only* by authorized officers, but can be viewed by club members.
- Detailed performance reports, viewable by any registered club member.
- End-of-day and historical stock quotes to help you track your portfolio's performance.
- Multiple levels of access (for officers, members and guests).
- 40 MB file storage area for sharing SSGs, meeting minutes, club bylaws, pictures, and more, with the ability to make files publicly-available to those outside your club.
- Email-compatible private club message boards.
- Club calendar.
- Optional state and federal club tax modules to prepare required year-end filings (additional purchase required).
- Industry-standard Secure Socket Layer (SSL) encryption for security.

When you select Club Accounting Online, know that you have chosen the world's most popular investment club web site.
2. What to Expect as Treasurer

As the club’s treasurer, you will perform a variety of tasks necessary to keep accurate club records. Before you start using Club Accounting Online, please take the time to read this manual to see what Club Accounting Online can do for you and to see how often you should update your club’s records.

As the treasurer of your club, you can use Club Accounting Online to:

- Enter member, security and cash account identification and transaction data.
- Maintain a historical database of all of the club’s financial activities.
- Calculate member contributions and contributions plus earnings.
- Calculate the number and value of each member’s units.
- Value the club’s securities automatically by retrieving on-line stock prices from the Internet or by entering prices manually.
- Distribute the club’s earnings to the members at the end of the year using a choice of distribution methods.

**Startup Tasks**

If you are just starting to use Club Accounting Online, you will need to perform a few one-time tasks to get the club started:

- Create a user account at the Club Accounting Online web site.
- Create a set of accounting records for your club.
- Obtain a tax identification number from the IRS.
- Use an appropriate startup method for your club’s records so that you can begin to use Club Accounting Online.

See Chapter 5 of this manual, “Getting Your Club Started,” for more information.

**Monthly Tasks**

Most clubs meet once a month. Some meet more or less often. These tasks apply to your club’s regular meetings:
• Deposit payments and fees in the appropriate financial institutions, and enter the deposits into your club’s accounting records.
• Print reports immediately before each meeting and distribute them to each member:
  • Valuation Statement
  • Member Status Report
• Enter or import security valuations and create an official “valuation” of the club’s share value at least once a month, or in agreement with the club’s partnership agreement, even if the club meets less frequently.
• Make backup copies of the club’s records using the Export or Backup function.

Depending on the club’s situation, monthly tasks may include:

• Writing checks for operating expenses, account maintenance fees, etc., and entering corresponding transactions for these expenses.
• Depositing money in your club’s accounts for cash distributions (interest, dividends, capital gain, and return of capital) on securities, and entering corresponding transactions
• Entering reinvested distribution transactions (interest, dividends, capital gain or return of capital - whenever the club receives additional shares rather than cash).
• Entering transactions for interest and dividends received on the club’s cash accounts.

**Occasional Tasks**

Some events occur relatively infrequently, such as a member withdrawing from the club, or buying or selling a security. In addition to the Monthly Tasks, Occasional Tasks include:

• Deleting and reentering member, security, and cash account transactions to correct errors.
• Entering member profiles and identification information for new members and Securities
• Entering purchases or sales of shares of securities
• Handling member withdrawals -- including entering the withdrawal, printing the Withdrawal Distribution Report, writing a check and/or transferring shares to the withdrawing member
• Printing or distributing reports:
  • Withdrawal Distribution Report
  • Individual Valuation Units Ledger
  • Cash Contributions Report
  • Cash Journal Listing
  • Complete Journal/Ledger Listing

**Year-end Tasks**

“Closing the Books” at the end of each year is perhaps your most important task. Closing the books properly will let you provide correct tax information to the club’s members and to prepare the club’s income tax returns.

*Important: You may have to wait until the end of February to perform the year-end tasks because it may take that long for the financial institution(s) with which the club does business to get all year-end information to you.*
There is no need to stop entering current tax year transactions. Club Accounting Online will handle year-end tasks for the just ended tax year, and you can continue to enter current tax year transactions.

After the end of the year, you must provide income tax and other information to each member for his or her personal records. In addition to the Monthly Tasks and Occasional Tasks, end-of-distribution-period tasks include:

- Make certain the club’s accounting records are in good order and that they agree with the paper records you receive from the institutions with which your club does business
- Enter the information from Form 1099 and other information you receive after the end of the year, if not already entered from statements received earlier
- Distribute club earnings to the members who are still active at the end of the year
- Print reports and distributing them to each member as soon as possible after the last day of the distribution period:
  - Allocation of Income and Expenses (Distribution of Earnings) Statement
  - Income and Expense Statement and Balance Sheet (optional)
- Provide the IRS with a completed Form 1065 and a copy of each member’s K-1 Schedule
- Provide each current member and any member who completely withdrew during the year with a completed K-1 Schedule
- Make certain that each member understands what he or she needs to know to file his or her income tax return information correctly
3. Important Concepts

A club treasurer needs to understand several fundamental concepts used by the Club Accounting Online accounting system. Understanding these concepts will help avoid data entry errors and know when your bank or broker has not provided enough information for you to enter a proper record.

**Member Units**

Club Accounting Online uses the **BetterInvesting unit method** to account for each member's ownership in the club and to properly credit payments to the club toward new units of ownership.

- Members **acquire** units whenever they make (dues) payments or contributions to the club. Member payments purchase new units of the club at the then current unit price. Depending on the current value of a unit, equal payments made at different times may buy more units or fewer units.

  For example, you and your friend both join the club on January 1st. You pay $100 that day, and your friend pays $100 on February 1st. You received 10 units, because the unit value was $10 in January. Your friend received 5 units, because the unit value was $20 in February. Same amount of money, different number of units, all because the value of the club had gone up.

  *Caution: Trying to operate a club in which all members expect to own equal shares is a bad idea. Relax! Enter all payments and fees when you receive them, and let Club Accounting Online do the work of allocating each members share to units of the club.*

- Member payments that are classified as fees do not buy units but do increase the club’s value.

- The club’s unit value depends on the total value of all of the assets owned by the club. The unit value is determined by calculating the total value of the club’s assets (securities plus cash), and dividing this amount by the total number of units held by club members. When the club's assets increase in value, the unit value also increases. When the club's assets decline in value, the unit value also decreases.
• The unit value and number of units held by each member can change when the treasurer distributes earnings at the end of each year (using the Distribute utility). However distributing earnings does not change the total value of each member’s ownership of the club.

Transactions with Tax Consequences

Taxable transactions include gains from sale of shares, income from other sources, and distributions on shares owned or in a cash account.

Tax-deductible transactions include foreign taxes paid, club expenses (like stamps or software), and losses on the sale of shares.

Nontaxable transactions have no tax consequences to the club's members:

• Payments and Fees from members - These are capital contributions (dues) or other payments from the members.

• Beginning Balances - For members these include both capital contributions and distributed earnings. Members should have declared and paid tax on any distributed earnings.

• Security and Cash beginning balances – These are a statement of the club's assets at a particular point in time (specifically on the switchover date).

• Transfer of cash between accounts - This is a rearrangement of the club's cash assets among its cash accounts.

• Return of Capital (distribution) - The tax for this transaction has already paid by members.

• Security Purchase - This is a reassignment of the club's assets (from cash to a security).

• Member Withdrawal - Any taxable gain or loss is the responsibility of the withdrawing member, not the remaining members of the club. If securities are included in a withdrawal, a portion of the gain or loss is not realized until the securities are sold. Club Accounting Online calculates the withdrawing member's basis in the transferred securities.

• Mergers, Splits and Spinoffs – There is no tax on the reassignment of tax basis in most cases. There are tax consequences if a sale of fractional shares is involved with these transactions. Occasionally, a particular merger, split or spinoff is structured so that the transaction is not tax-free.

• Interest on Cash Accounts and Securities - These are only tax-free if the IRS specifies that the interest is tax-free and the cash account or security is marked as “tax free.”

  • You can designate a security as Federal tax-free when you edit the security profile. Use Accounting > Securities > Security settings > Edit to designate a security as tax-free.
Unsupported Transactions

Club Accounting Online uses a **cash-basis only** accounting system. Do not enter future transactions. Enter transactions only when they occur. Club Accounting Online does not support buying and selling short, on margin, options, or rights.

Security, Member, and Club Basis

A **security’s cost basis** is the amount invested in a security or other investment. When you sell a security, the difference between the net proceeds from the sale of shares and the cost basis is the Capital Gain (or Loss). Club members are responsible for reporting and paying any tax owed on their share of any Capital Gain (or Loss) in the tax year of the gain (loss). Club Accounting Online treats service fees charged (commissions) as part of a security purchase and includes these fees in the cost basis of the security. This accurately reflects current tax regulations in the treatment of these fees.

A **member’s tax basis** consists of all the money the member has invested in the form of Payments and Fees plus all the income distributed to the member for tax purposes. A withdrawing member is responsible for the tax on any cash received in the withdrawal that is greater than the member’s tax basis in the club. A member’s tax basis decreases as the member withdraws money from the club.

The **club’s tax basis** is the combined cost basis of all the club's cash and securities. The club and members never pay tax on the difference between the current value of the club and the club's cost basis. Sometimes the club's tax basis is not equal to the combined members' tax bases as described in the next section.

Undistributed Earnings and Unrealized Gain

The difference between the members' tax bases and the club's tax basis consists of two components: **undistributed earnings** and **unrealized gain**.

- **Undistributed earnings** consist of income such as interest or dividends that you receive, but that you have not yet distributed to the members, *i.e.*, they have not been added to each member's tax basis.

- An **asset's unrealized gain** is the difference between the cost of an asset and its current value. The gain is realized when the asset is sold.

- The **club's unrealized gain** is the difference between the club's tax basis and the sum of members' tax bases plus any undistributed earnings. These unrealized gains occur only when a member withdraws from the club. You never distribute this unrealized gain to the members; it is used to balance the books.
Return Calculations

Club Accounting Online uses Internal Rate of Return calculations to compute **Compound Annual Return** (CAR). All cash flows into and out of an investment are considered when making the calculations. Cash flows for a security include dividends and returns of capital, as well as the amount used to purchase the security. For members, cash flows include payments, fees and partial withdrawals. The timing of the cash flows is also a factor in the calculations. Calculations of compound annual return use annual compounding and not daily compounding. Annual Compounding makes the return figures easier to compare with market index return figures.

Compound Annual Return can be misleading in a number of circumstances. For the reasons listed below, CAR is *optional* on reports where it appears.

- When you acquire a company through a spinoff or merger, Club Accounting Online uses the value of the company on the day the club acquired the stock (the spinoff or merger date) as the starting point in the return calculations. Club Accounting Online does not use the adjusted cost basis as the starting value. It is therefore possible for the cost basis to be less than the current value of the stock, and for Club Accounting Online to show a negative return for the stock. This occurs when the new stock loses value compared to the spinoff/merger date but is still above the cost basis in the stock.

- When the price of a stock makes a large move in price, either higher or lower, within a short time, the return calculations may look wrong. The problem is not with the accuracy of the calculations, but rather if you own an investment for a short time, the Compound Annual Return calculations are not particularly useful. In this case, you can think of the CAR as the return you will receive if the rate of gain received in the short period continues for a full year.

- In many cases, comparing CAR for the various stocks on your valuation statement is not a useful indication of how each stock is growing compared to the others. Consider the case of one stock with a CAR of 30% and another with a CAR of 20%. If the 30% CAR stock was purchased recently and the 20% CAR stock was purchased a few years ago, comparing the two CAR values does not include the difference in holding times.
4. Using Club Accounting Online

Club Accounting Online requires only the use of a web browser and an active connection to the Internet. You can use any modern web browser including Internet Explorer, Firefox, and Safari.

To use Club Accounting Online, just browse to http://www.myiclub.com. If you have previously registered to use Club Accounting Online, you can log in to use Club Accounting Online by typing your Login name and password into the appropriate boxes and then clicking the “Login button.” If you also check the “Save My Password button, your computer will remember the password and you will not have to type in the next time you use Club Accounting Online. If other people use your computer, do not check this box.

If you have not previously registered to use Club Accounting Online, you should click the “Sign up for a new account” link and follow the instructions to create a personal account at www.myiclub.com.
After that, you can log in and create your club’s accounting records, and then begin using Club Accounting Online.

**The Club Home Tab**

You will see your club’s home page when you log in to Club Accounting Online. Your club’s home page is similar to the home page for the “Demo Club.” You can return to the club’s home page from any other page by clicking on the “Club Home” tab.

You can switch between the Demo Club and your club by clicking the downward arrowhead to the right of the “Demo Club” name (you will see a list of all of your clubs) and then selecting your club. Click the yellow “Go” button to go to your club’s home page.

The horizontal red bar at the top of the home page contains several “tabs” that take you to the major sections of Club Accounting Online (Club Home, Accounting, Reports, Taxes, People, Message Boards, File Storage, and Calendar). The tab that you view at any particular time is blue. The blue column at the left of the window gives you access to options for that particular tab.

The club home page gives users a brief overview of the current state of the club’s **Accounting** (portfolio value, cash value, total portfolio value and unit value), the value of your ownership in the club, and a summary of messages posted to the club’s **Message Boards**.
The Accounting section shows a list of all currently held securities and their values as of the last day’s close of trading. CSI Data, the same company that serves Yahoo and Microsoft Money, supplies the daily closing prices. If you click on a security symbol, you can view transactions for that security. You can get detailed quote information (from Yahoo!) for a security by clicking the Y! icon next to the symbol. Click the smaller “detailed portfolio” link to go to the Accounting > Securities summary page.

The number of units that you own, the value of the units, your percentage ownership of the club, and the total number of units owned by club members appear below the portfolio.

The **Message Board** section displays recent messages posted to the club’s message boards. Click on a message to view it, or click on the name of a message board to view its messages.

The **Latest Valuation** link in the left column takes you to a report of your club’s latest saved valuation. Once on the Valuation Statement page, you can select parameters and choose to view valuations for other dates and/or from saved official valuation dates.

If you have no saved valuations, you will not see a “drop down list” of valuation dates. If this is the case when you click “Latest Valuation” from the Club Home page, you should create new valuations in the Accounting section, one for each month since your club started.
5. Getting Your Club Started

You can log in to use Club Accounting Online at http://www.myclub.com. Enter your Login name and password into the appropriate boxes and then click the “Login button.” If you also check the “Save My Password” button, your computer will remember the password and you will not have to type in the next time you use Club Accounting Online. If other people use your computer, you may choose not to check this box.

Caution: If you clear your web browser’s cache or move to a new computer, you will need your password again. Please use a password you will remember or write it down in a secure location.
Join

If you have not previously registered to use Club Accounting Online, click the “Sign up for a free trial” link. Fill out the required information on the “Sign Up” page to create a new club at www.myclub.com. If you are not trying to create a new club, please contact your Treasurer. They will email you an invitation to join your club.

![Sign Up to Create a New Online Club]

After you have filled out all of the required information, be sure to click the check box to agree to the terms of service and the site’s privacy policy (you can click the “privacy policy” link to read the privacy policy). Then, click the “Sign up” button to create your personal account. You can use your personal account at the Club Accounting Online site (using the same Login name and password) to access other services provided by ICLUBcentral.
Create a Club

After creating an account and logging in, you can view the records of a Demo Club, or you can click the link to “form a new online club.” Forming a new club creates the basic accounting records database for your club or allows you to import data directly to start your club online.

Start Your Club

To create your club’s web site, please enter the following information and click Continue:

- **Club name**: Alexander’s Investment Club
- **Club EIN**: 11-1231234
- **BetterInvesting club number**: E1234

Next, we’ll ask you one or two questions to help you decide how best to transfer your accounting records.

You must enter a name to form the club. The Club EIN and the BetterInvesting Club Number are optional. Click “Continue” to create the club accounting records.

After creating a club’s records, you must perform a few additional tasks before you can begin to maintain your club’s records. Use the Start Club Books page to complete these tasks.
**Startup Methods**

Regardless of your club’s history, use Utilities > Startup Wizard or “Start Club Books” to create initial entries in your club’s records. The “Startup Wizard” asks several questions and collects the information necessary to start the club’s records.

If you click “Continue” from the “Start your club” page, you will see the “Start Club Books” page. If you need to get to the “Startup Wizard” from another page, click the **Accounting** tab, then click “Utilities” at the bottom of the left column, and then click “Startup Wizard” in the main window or click “Start club books” in the left column.

**Startup Method for a New Club**

Use the New Club Startup Method only if you are beginning using Club Accounting Online at the same time you are starting your club.

Go to **Accounting > Utilities > Startup Wizard** and click the selection “No, I use another program or keep our books by hand,” and then click “Continue.”

Most new clubs should start their accounting in the same year that they begin using Club Accounting Online. On the following page, click the selection for “This year.” Click “Continue.”

The next page (“Add Members”) lets you notify all of your club members that you have begun to use Club Accounting Online for club records, and invites them to visit the Club Accounting Online site and register. Each member then receives an email instructing them to create a new and unique username and password. Once they have done that, they will be able to view the club’s accounting records and other information posted on the club’s Club Accounting Online web site.
Add Members

Use this form to add members to your club web site. In the fields under the column header 'Name,' enter the first and last names of the new members. You may also invite your club members to this site so that they can use the online accounting and community tools. To issue such an email invitation to a club member, make sure that the email address field next to that member’s name is filled in.

To customize your email invitation message, use the larger text box below. Your message will be sent to the email addresses you enter along with instructions on how to join.

```
Hello,
Please join us at our investment club's web site by following the instructions in this email.
See you online!
```

If you leave an email field blank, no invitation will be sent to that member.

You can customize the message sent to your club members by editing the message in the box. You can use highlight, cut and paste to create the message that you want to send. Enter the names and email addresses of your club members, then click “OK” to send the invitation. If you need to enter more names than is available on the page, click the “Add more rows” button.

This completes the “Startup Wizard” for a new club. Before you actually begin entering data, you should

- Go to **Accounting > Utilities > Update Club Settings** to make sure that the settings are appropriate from your club

- Go to **Accounting > Utilities > Distribution Settings** to make sure that the distribution of earnings settings are appropriate for your club.

Refer to “Select the Settings” in this chapter for more information.

- Go to **People > Add a Member** to add members to your club. This is the page used to invite individual members to join the club.

  *Caution: each and every member will have his or her own username and email address. Usernames and email addresses cannot be shared, even by the same household.*
Startup Methods for Existing Clubs

There are two methods for beginning to use Club Accounting Online for existing clubs. Use the Startup Wizard to choose the method that you will use.

- **The Startup Method for Existing Clubs Using Club Accounting** gives instructions to use Club Accounting Online for an existing club that has been using the Club Accounting for Windows.

- **The Startup Method for Existing Clubs Not Using Club Accounting** gives instructions for clubs not currently using Club Accounting methods using a spreadsheet, paper and pencil, or other software.

Startup Method for Existing Clubs Using Club Accounting Desktop Software

If your club has been using a desktop version of Club Accounting, you can export data from your existing Club Accounting software and then import that data into Club Accounting Online. To do this, choose “Yes, I use Club Accounting for Windows” in the Startup Wizard and then click “Continue.”

- Follow the instructions given on the “Import Accounting Records” screen, using the instructions that are appropriate for the version of the desktop Club Accounting product that you have been using. Be sure to note the name of the file that you create and its location.

- Import the accounting file exported from the desktop software into Club Accounting Online. To do this, click the “Browse” button on the Import Accounting Records screen. Use the dialog box to select the exported data file on your computer, and then click OK. You should see the correct file name appear in the box labeled “Data file.” Click “Import” to complete importing the data.

Importing Social Security Numbers is optional. You can check the box to import Social Security Numbers, or you can leave it unchanged.

**Importing an accounting records file from your computer into Club Accounting Online completely erases all existing data in Club Accounting Online.**
After you have imported your data, review the “Select Settings” section of this chapter and make any needed changes to your club’s settings.

**Import Accounting Records**

If you are importing data to Club Accounting Online from Club Accounting for Windows for the first time, please read the instructions below on how to export your data so that it can be imported properly.

- **Data file:** [Browse]
  - Select the file containing your accounting records. It should be a recently exported .DAT file (version 1.04), an .IJD file (version 2), or an .IJC file (version 3). Instructions on how to export are included below.
  - **Import social security numbers**
    - SSNs are used only for your convenience when printing tax forms. Clearing this checkbox will not erase SSNs already entered into online member profiles.

**Important:** Importing new accounting records will destroy your club’s current online accounting records in order to replace them with the imported records. This process cannot be undone.

After you have imported your data, review the “Select Settings” section of this chapter and make any needed changes to your club’s settings.

**Startup Method for Existing Clubs Not Using Club Accounting Software**

Use this method if you are beginning to use Club Accounting Online for an existing club that has not used a version of Club Accounting.

You can choose either of two methods to start your club’s records:

- You can enter all of your club’s historical transactions by following the “Startup Method for New Clubs.” This is the most desirable method because you club’s records will be complete.
This method can be a laborious process (perhaps an impossible process) if your club has been operating for several years.

If you decide to use this approach, enter data one month at a time, and be sure to create and save monthly valuations in accordance with your club’s partnership agreement. Close the books and distribute earnings at the end of each year.

- You can enter “starting balance” data from your club’s records into Club Accounting Online and then begin using Club Accounting Online to create detailed records going forward. This is the switchover method (you switch over from your old method to Club Accounting Online).

If you use the switchover method, Club Accounting Online requires data about your club as of a particular date, known as the switchover date. It makes most sense to convert to Club Accounting Online at the beginning of a new tax year, after you have closed out the records for the old year. The switchover date will be 12/31 of the most recently completed tax year.

**Using the Switchover Method**

Be sure you have followed the instructions in the “Startup Method for a New Club” and that you have selected appropriate Club Settings and Distribution Settings.

- Go to Accounting > Utilities > Startup Wizard, select “No, I use another program or keep our books by hand,” and click “Continue.”
- Select “Before January 1 of this year,” and click “Continue.”
- Choose the “switchover date,” the date on which your club will begin to use the Club Accounting Online accounting system. Normally the switchover date is the date of the end of the last complete tax year.

Selecting the switchover date is the first step of the 4-step process that you use to enter data for your club. You will need to enter Security, Cash Account, and Member balances as of the end of the last tax year.
1. After clicking “Continue” on the “Record Opening Balances” page, enter the switchover date.

2. Enter “starting balances” about your club’s security holdings.

The information required for each security is:

- **Symbol** - ticker symbol of the security
- **Acquisition date** - the date you purchased this particular block of shares
- **# of shares** - number of shares in this particular lot
- **Total cost** - total cost of the shares in this block

If your club owns multiple blocks of a single security, you should enter a beginning balance for each block.
Record Opening Balances

Step 2 of 4

Enter the beginning balance for each block of shares owned on the switchover date.

A block of shares is the number of shares of one particular security bought at one point in time. For example, if you bought 100 shares of IBM on June 1, 1996, and 50 more on June 1, 1997, your club has purchased two blocks of securities. If your club reinvested IBM dividends and bought 10 more shares on June 1, 1998, that would be yet another block of shares.

Please enter the following information in the table below:

- **Symbol** - ticker symbol of the security.
- **Acquisition date** - date you purchased this particular block of shares.
- **# of shares** - Number of shares in this particular lot.
- **Total cost** - Total cost of the shares in this block.

<table>
<thead>
<tr>
<th>Row #</th>
<th>Symbol</th>
<th>Acquisition date</th>
<th># of shares</th>
<th>Total cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>miff</td>
<td>6/12/04</td>
<td>16</td>
<td>1500.15</td>
</tr>
<tr>
<td>2</td>
<td>f</td>
<td>12/5/04</td>
<td>3</td>
<td>200.15</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

After entering data for all of the club’s security holdings, click “Continue.”

3. Enter “Opening Balances” for all cash accounts owned by the club on the switchover date. Accounts might include broker accounts, bank accounts, or anywhere other accounts where your club holds cash.

Club Accounting Online automatically creates accounts called “Bank,” “Broker,” and “Suspense.” Create other named accounts as you need them. The information required for each cash account is:

- **Account name** – the name of the cash account
- **Tax-free** - check if the income accrued by this account is tax deductible.
- **Balance** - balance in the cash account on the switchover date.
Record Opening Balances

Step 3 of 4

Enter the amount of cash in each account your club maintains. Accounts might include petty cash, broker account, bank account, or anywhere else your club holds cash.

Please enter the following information in the table below:

- **Account name** - name of the cash account.
- **Tax free** - check this box if the income accrued by this account is normally tax deductible.
- **Balance** - balance in the cash account on the switchover date.

<table>
<thead>
<tr>
<th>Row #</th>
<th>Account name</th>
<th>Tax free</th>
<th>Balance ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bank</td>
<td></td>
<td>750.12</td>
</tr>
<tr>
<td>2</td>
<td>Broker</td>
<td></td>
<td>1500.12</td>
</tr>
<tr>
<td>3</td>
<td>Suspense</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click “Continue” after you have completed this entry.

4. Enter “Opening Balances” for each club member’s ownership and participation in the club.

Club Accounting Online creates a named entry to each club member who has “joined” the online club. Use the “Add more rows” button to create entries for other club members:

- **Member name** - first and last name of the member
- **Paid in cash** - amount paid into the club in the form of deposits or member fees up to the switchover date
- **Paid in units** - number of units corresponding to the cash amount paid into the club
- **Earnings cash** - amount of earnings distributed to the member up to the switchover date
- **Earnings units** - number of units corresponding to the earnings amount

## Record Opening Balances

**Step 4 of 4**

Enter the total amount paid in to date of each member invested in the club on the switchover date. Additionally, input any taxable earnings accrued for each member of the club, as well as how many valuation units each member owns as of the switchover date.

Please enter the following information in the table below:

- **Member name** - first and last name of the member.
- **Paid in cash** - amount paid into the club in the form of deposits or member fees up to the switchover date.
- **Paid in units** - number of units corresponding to the cash amount paid into the club.
- **Earnings cash** - amount of earnings distributed to the member up to the switchover date.
- **Earnings units** - number of units corresponding to the earnings amount.

<table>
<thead>
<tr>
<th>Row #</th>
<th>Member name</th>
<th>Paid in cash</th>
<th>Paid in units</th>
<th>Earnings cash</th>
<th>Earnings units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Adams</td>
<td>1500</td>
<td>150</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Sam Adams</td>
<td>3000</td>
<td>300</td>
<td>200</td>
<td>20</td>
</tr>
</tbody>
</table>

Click “Continue” to save the member opening balances.
Select the Settings

Before entering data into Club Accounting Online, you should review the “Update Club Settings” and “Distributions Settings” pages. These pages allow you to enter or change the Club Accounting Online settings for your club. The settings you specify tell Club Accounting Online how to handle data and calculations.

- Accounting > Utilities > Update Club Settings

### Update Club Settings

<table>
<thead>
<tr>
<th>Setting</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club EIN:</td>
<td>Used for tax identification purposes. This is used exclusively to print your tax forms.</td>
</tr>
<tr>
<td>BetterInvesting Club Number:</td>
<td>If your club is a BetterInvesting member club.</td>
</tr>
<tr>
<td>Initial Unit Value:</td>
<td>This is the initial unit value used by your club to start off your accounting records. NOTE that changing this value will recalculate and change unit amounts for all of your club's transactions. Please be patient as this may take a couple of minutes.</td>
</tr>
<tr>
<td>Include Earlier Ownership:</td>
<td>Include earlier ownership for return calculations on repurchased securities.</td>
</tr>
<tr>
<td>Merger/Spinoff return based on:</td>
<td></td>
</tr>
</tbody>
</table>

You may enter the following information on this Settings screen:

- **Club EIN (Tax Identification Number)** – Enter your club's IRS tax identification number when you first begin to use Club Accounting Online or when your club receives its tax ID number. Never change or delete this number unless you entered it incorrectly in the first place.

- **BetterInvesting Club Number** - Enter your BetterInvesting club number. You can find it on your Better Investing mailing label. It is usually a letter followed by four numbers. The number after the hyphen (-) is the personal BetterInvesting number.
• **Initial Unit Value at Startup ($)** - Enter the beginning value of a unit when you first begin to use Club Accounting Online for a new. We recommend that you set the Initial Unit Value to $10. *Never change the value once you have entered your first deposit!*

• **Include Earlier Ownership** - Select “yes” or “no” to include earlier ownership for return calculations on securities that were once held by the club, then sold entirely, and subsequently repurchased by the club. If you select “yes” and sell all shares in a stock, then re-purchase that stock at a later date, the previous ownership will be included in the return calculations. Select “no” if you want the new purchase to not count the previous ownership.

• **Merger/Spinoff return based on** – For securities merger and spinoff transactions, select how returns are calculated for those securities, either by considering the “market value from the ‘action’ date” or from the “Tax basis.”

Click “Change” at the bottom of the page to enter the new settings into Club Accounting Online.
Set Distribution Settings

Go To Accounting > Utilities > Distribution Settings.

Club distribution settings by default are set to use “time-based” distribution method using the BetterInvesting unit methodology. We recommend that you use this selection.

Distribution Settings

This page lets you customize the way the year-end distribution of earnings is performed for your club.

1) Choose the distribution method for your club. The time-based method distributes earnings and expenses from taxable transactions to each member according to the amount of the club each member owned at the time of the transaction. A non-time based method distributes according to the amount each member owned at the times of withdrawals or at the end of the club’s fiscal year. We recommend that club’s use time based method of distributing earnings to members, but those who wish to adhere to the original NAIC non-timed based methodology can choose to do so.

☐ Time based allocation
☐ Non-time based allocation

2) According to new accounting methodology, year-end distribution of earnings does not adjust members’ valuation units. Members’ cost bases (paid in plus earnings) are still adjusted by year-end distribution of earnings. Please select a year in which you would like to start distributing earnings using the new methodology. Distributions of earnings in years prior to the year selected will use the old methodology and adjust members’ units. Distributions of earnings starting with (and including) the year selected will use the new methodology and not adjust units.

2010

Update settings

Click “Update settings” to save changes.
6. The Accounting Tab

The Accounting tab has five sections that are available in the left hand navigation menu: Summary, Securities, Members, Cash Accounts, and Utilities. Each section includes functions to help the treasurer update and maintain the club's financial records. Frequently used functions are available directly in the main window of each section.
Click the **Accounting** tab to display the Accounting page. The left-hand column has links for the major sections, along with links to frequently used functions.

Club Accounting Online operates on a cash basis. Do not enter post-dated transactions. Club Accounting Online does not support buying or selling short, on margin, options or rights.

**Summary**

The **Accounting** tab takes you to the Summary page and displays information about the club’s stock portfolio, balances in the club’s cash account, and each member’s units, value and percentage ownership. You can also view or edit many transactions from this page by clicking the smaller “view/edit” links in each section of this page. You can return to this page by clicking “Summary” in the left column of any Accounting section page.

The “Portfolio” section contains a list of each stock owned by the club, showing the ticker symbol, the number of shares owned by the club, and the stock’s latest closing price and market value.

The “Cash available” section is a tabulation of the balances in each of the club’s cash accounts.

The “Member value” section lists the club’s members, and their units, cash value, and percentage ownership in the club.

The club’s unit value is shown, computed from the totals of the clubs assets and number of units.
Securities

The Securities page shows details of the club’s portfolio. The table of securities includes the symbol, number of shares, the last closing price, the date of the last closing price, the exchange for each stock, and the market value. The table also includes the total cash owned by the club, the total value of the club, the portfolio value and the unit value. Club members who view the page also see details of their club ownership.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Shares</th>
<th>Last Close Price</th>
<th>Date of Last Close Price</th>
<th>Exchange</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASVI</td>
<td>44</td>
<td>$22.19</td>
<td>9/26/2005</td>
<td>OTC</td>
<td>$976.36</td>
</tr>
<tr>
<td>BBBY</td>
<td>11</td>
<td>$40.67</td>
<td>9/26/2005</td>
<td>OTC</td>
<td>$447.37</td>
</tr>
<tr>
<td>BRL</td>
<td>89</td>
<td>$52.22</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$4,647.58</td>
</tr>
<tr>
<td>CVS</td>
<td>2</td>
<td>$28.23</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$56.46</td>
</tr>
<tr>
<td>FAST</td>
<td>49,637.4</td>
<td>$50.47</td>
<td>9/26/2005</td>
<td>OTC</td>
<td>$3,001.57</td>
</tr>
<tr>
<td>GE</td>
<td>111,088.3</td>
<td>$33.27</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$3,695.91</td>
</tr>
<tr>
<td>HD</td>
<td>100,660.4</td>
<td>$38.41</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$4,096.83</td>
</tr>
<tr>
<td>LHO</td>
<td>3</td>
<td>$33.00</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$99.00</td>
</tr>
<tr>
<td>MCRN</td>
<td>10</td>
<td>$15.58</td>
<td>9/26/2005</td>
<td>OTC</td>
<td>$155.60</td>
</tr>
<tr>
<td>MDT</td>
<td>114,435</td>
<td>$55.10</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$6,305.37</td>
</tr>
<tr>
<td>PDOQ</td>
<td>100</td>
<td>$39.40</td>
<td>9/26/2005</td>
<td>OTC</td>
<td>$3,940.00</td>
</tr>
<tr>
<td>UNH</td>
<td>51</td>
<td>$55.40</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$2,825.40</td>
</tr>
<tr>
<td>WAG</td>
<td>175,898.5</td>
<td>$41.50</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$7,299.79</td>
</tr>
<tr>
<td>WNY</td>
<td>52,840.3</td>
<td>$69.67</td>
<td>9/26/2005</td>
<td>NYSE</td>
<td>$3,681.38</td>
</tr>
</tbody>
</table>

Security Totals $41,489.74
Cash $3,102.95
Portfolio Value $44,592.69
Unit Value $14.774

Your units 0.000000 All units 3,018,302,198
Your percent 0.00% Your value $0.00
Record purchase of security

What You Need to Know

After entering a buy, you can edit the “settings” (name, symbol, type) via the “Security Settings” page.

How to Enter the Share Purchase

Click “Buy” in the left column or “Record purchase of security” in the main section of the page. Enter data into the appropriate boxes on the form.

- Club Accounting Online computes and displays the “Total cost” field after you enter the other data.
- Use the drop down list (click the down arrowhead to the right of the box) to choose the cash.
- The optional “Comments” box is for any information about the purchase that you wish to record.

![Record a Buy of a Security Form]

Click “Submit” to complete the entry. Click “Reset” to erase all of the data that you have entered. Click “Cancel” to quit data entry without recording the purchase.
Record sale of security

What You Need to Know

If the Average Cost Method (security settings page) applies to the security, as in a Mutual Fund, Club Accounting Online uses the average cost of all shares. Members are required to report their share of the capital gain on the sale (the difference between the cost and the proceeds from the sale) and pay any possible personal tax that may result.

If the Identified Cost Method applies to the security, and you are selling only a portion of the shares, you must specify the block from which to take the shares. Members are required to report their share of the capital gain on the sale (the difference between the cost of the blocks sold and the proceeds from the sale) and pay any possible personal tax that may result.

If the Identified Cost Method applies to the shares, be sure to tell your broker which shares to sell. If you do not, they will sell the oldest blocks first. This may result in a discrepancy between your tax records and the brokerage’s tax records for the sale.

How to Enter the Sell Transaction

Step 1: Enter the security sale date and choose the security from the drop down list of securities owned by the club.

<table>
<thead>
<tr>
<th>Record a Sale of a Security</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1</strong></td>
</tr>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Symbol</td>
</tr>
<tr>
<td>Continue</td>
</tr>
</tbody>
</table>

Click “Continue.”

Step 2: Enter the total price of the shares (price of shares sold times the number of shares sold) in the “Sale total” box. Do not subtract the commission and/or fees, if any. If the security is worthless, enter zero (0). **Do not enter the price per share.**

Club Accounting Online calculates the “Net proceeds” after you enter the other data. Shares sold – Enter the number of shares sold.
Record a Sale of a Security

Step 2

Your club had 11 shares of BBBY available to sell on 9/27/2005.

| Shares sold | 5 | Total number of shares sold. |
| Sale total  | $1500 | Gross proceeds prior to commission. |
| Commission and fees | $12 | Commission and any SEC fees incurred in the sale. |
| Net proceeds | $1488 | Total of the net proceeds from the sale. This is the amount that was actually deposited into the club's cash account. |
| Account | Waterhouse | Account to which the proceeds from the sale were deposited. |
| Comments | Voted on 9/1/05 - 6 yes, 2 nay. |

Click “Submit.”

Step 3: Club Accounting Online displays the blocks of the chosen security owned by your club. Choose the blocks and shares that you will sell by entering that number of shares sold from each block in the box next to the displayed blocks of shares that you are selling.

Selecting the blocks from which to sell shares provides the club with control over the reportable capital gain from the sale. Considerations should include the long- and short-term holding period and the original price of the shares in a block. When you actually sell the shares, you need to inform your broker which shares to sell. If you do not do this, the broker will sell the shares from the oldest block(s).
Click “Submit.”

Step 4: The transaction is now saved. The Confirmation Screen allows you to check the data entered before saving the transactions. Click one of the following buttons on the Confirmation Screen.
Transaction Description

Your changes to the transaction have been successfully recorded

<table>
<thead>
<tr>
<th>Type</th>
<th>Sell security</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>Symbol</td>
<td>BBBY</td>
</tr>
<tr>
<td>Company</td>
<td>Bed, Bath &amp; Beyond Inc</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lot purchase date</th>
<th>Shares prior to sale</th>
<th>Shares sold</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/27/2005</td>
<td>6.000000</td>
<td>1.000000</td>
</tr>
<tr>
<td>4/11/2005</td>
<td>5.000000</td>
<td>5.000000</td>
</tr>
</tbody>
</table>

- **Shares**: The total number of shares of BBBY sold.
- **Price per share**: $208.3333
- **Total sale**: $1,250.00
- **Commission**: $12.00
- **Net proceeds**: $1,238.00
- **Account**: Waterhouse
- **Comments**: Voted on 9/1/05. 6 yea, 2 nay.

Click “Delete” to delete the transaction.

Click “Edit” to return to the transaction entry page to correct mistakes.
Record cash distribution / dividend

Use this page to enter dividend, interest and tax-free interest, return of capital, short-term capital gain, medium-term capital gain, long-term capital gain, or 5-year capital gain received by the club.

What You Need to Know

All cash distributions, except return of capital, are taxable in the year in which you receive them. Return of capital is a return of money invested and on which the members have already paid tax. Medium-term capital gain applies only to distributions received in 1997.

If you paid foreign taxes out of a dividend, enter the actual cash received after taxes on this page and be sure to enter a Foreign Tax Transaction dated the same day as the cash distribution. (See Accounting > Securities > Foreign Tax).

How to Enter the Cash Distribution / Dividend

The ex-dividend date is the earliest date on which a club can sell a stock paying a dividend and still receive that dividend. The ex-dividend date is two trading days before the record date and typically between two and five weeks before the payment (transaction) date.

Changes to the tax laws in JGTRRA of 2003 define certain dividends as "qualifying" for lower tax rates if you own the shares for more than 60 days in the window starting 60 days before the ex-dividend date and ending 121 days later.

Generally, the only time that the ex-dividend date will be important is when the qualifying window extends beyond the end of the calendar year. In most other situations, the dates of buy and sell transactions (or the absence of any sale) will allow determination of qualifying status.

Click “Submit” to save the transaction.
Record reinvestment

What You Need to Know

All reinvested distributions, except Return of Capital, are taxable in the year you receive them. Return of Capital is a return of money the club invested and on which the members have already paid tax. A reinvestment is a type of transaction in which the club receives some amount of income from a security and immediately reinvests it in that security. The most common transactions occur in DRIPs, or dividend reinvestment programs. Use the foreign tax page and the charges paid by company page to record any foreign taxes or charges paid by company associated with a reinvestment transaction.

How to Enter the Reinvestment

The **ex-dividend date** is the earliest date on which a club can sell a stock paying a dividend and still receive that dividend. The ex-dividend date is two trading days before the record date and typically between two and five weeks before the payment (transaction) date.
Changes to the tax laws in JGTRRA of 2003 define certain dividends as "qualifying" for lower tax rates if you own the shares for more than 60 days in the window starting 60 days before the ex-dividend date and ending 121 days later.

Generally, the only time that the ex-dividend date will be important is when the qualifying window extends beyond the end of the calendar year. In most other situations, the dates of buy and sell transactions (or the absence of any sale) will allow determination of qualifying status.

Club Accounting Online calculates the price per share of the newly acquired securities. Sometimes brokers round off values to three decimal places. Therefore, do not worry if this value differs slightly from what is on your broker's statement.

Make sure the Amount Received and the Shares Received match your statement. The Price per share calculated by Club Accounting Online may be slightly different from your statement because statements often report the average price per share for all reinvested distributions for the reinvestment period, or statements round the number of shares received to the nearest .001 or .0001 shares.

Club Accounting Online computes and displays the “Total amount of distribution.”

Click 'Submit” to save the transaction, “Cancel” to return to accounting main page, or “Reset” to clear the page.

If you choose “Submit,” a confirmation screen appears with the transaction information.
Record stock split

What You Need to Know

In an ordinary stock split, the club receives additional shares based on the number of shares owned. For example, in a 3-for-2 split, shareholders receive one additional share for every two shares owned. A stock split can include a fractional share that is sold and cash is paid to the club. This cash often appears on statements as “cash-in-lieu.”

In a reverse stock split, the issuing company replaces the currently owned shares with fewer shares. For example, a 1-for-10 split is a reverse split.

Stock splits do not affect a security's total cost basis. The original cost just applies to a different number of shares.

When you record stock splits, the accounting system automatically places shares generated by that split into your accounting ledgers. If you should later record the purchase of additional shares of this stock before the split date, Club Accounting Online updates the split transaction to generate new shares according to the split ratio.

Do not enter more than one Stock Split/Dividend on the same date for the same security.

Record a Stock Split

Step 1:

Enter the date of the stock split and choose the stock symbol. Click “Continue” to complete the transaction.
Step 2

Club Accounting Online displays the name of the chosen security along with number of shares owned on the date of the transaction.

Record a Stock Split

Your club owned 5,000,000 shares of Bed, Bath & Beyond Inc on 9/27/2005.

- **Shares after split**: 7.5
- **Split ratio**: 3 for 2
- **Cash for fractional shares**: $25
- **Account**: Suspense
- **Comments**: Note that the price was $50 on 9/27/05, so you received $25 for your .5 shares.

Enter either “Shares after split” or “Split ratio.” Club Accounting Online computes the other entry. Click **Submit**, and then review the details of the transaction on the confirmation page.
Record merger of securities

What You Need to Know

In a merger (also called a “takeover”), a company in which the club owns stock is merged into one or more companies. After the merger, the club owns shares of the new company or companies and no longer owns any shares of the old company.

Club Accounting Online transfers the dollar cost basis from the original company into the acquiring company or companies.

Record a Merger

Step 1

Click “Continue” after entering the information.

### Record a Merger

**Step 1 of 2**

Use this form to record mergers.

<table>
<thead>
<tr>
<th>Date</th>
<th>9/27/2005</th>
<th>Date of the merger.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Merging company</td>
<td>BEBEY</td>
<td>Select the security that your club owns that is merging with another security. An asterisk denotes an ‘inactive security’ (zero shares held currently).</td>
</tr>
<tr>
<td>Number of daughter companies</td>
<td>1</td>
<td>Enter the number of companies that the merger results in. [What's this?]</td>
</tr>
</tbody>
</table>

Step 2

Club Accounting Online displays the Symbol of the security that you own along with the number of shares you owned on the date of the transaction. Club Accounting Online also displays the share price as of the merger date for the previous company.

Enter the information for each daughter company in the form. Club Accounting Online computes the percentage of the cost basis of the original company to each of the daughter companies.
### Record a Merger

**Step 1 > Step 2 of 2**

Your club owned 5 shares of BBBY on 9/27/2005. The price per share of BBBY on that date was $40.67.

<table>
<thead>
<tr>
<th>Row #</th>
<th>Symbol of new company</th>
<th>Shares received</th>
<th>Price per share</th>
<th>Cost basis percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>bath</td>
<td>Symbol lookup</td>
<td>15.5</td>
<td>12</td>
</tr>
</tbody>
</table>

- **Cash received**: $6
- **Account**: Waterhouse
- **Comments**: Note that the .5 shares were probably sold off by the broker. ($12/share * 0.5 shares = $6)

*Include fractional shares*

Click **Submit** and then review the details of the transaction on the confirmation page.
Record spinoff of securities

What You Need to Know

In a spinoff, you receive shares in one or more companies in proportion to the number of shares of the parent company that you own. Your cost basis in the parent company splits, and there is a transfer of a fraction of the basis to the new company.

If the spinoff company is a new holding for the club, you will want to update the security settings for the new company after you enter the spinoff transaction.

Record a Spinoff

Step 1

Select the security and the date of the spinoff transaction, including the number of daughter companies. In most cases, this is just the one.

<table>
<thead>
<tr>
<th>Date</th>
<th>Parent company</th>
<th>Number of daughter companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/27/2005</td>
<td>EBBY</td>
<td>1</td>
</tr>
</tbody>
</table>

Choose **Continue**.

Step 2

Club Accounting Online displays the symbol of the parent company, the number of shares owned, and the price per share on the date of the spinoff at the top of this page.

As you enter data, Club Accounting Online calculates the percentage of the parent basis transferred to the daughter companies, and the amount of the cost basis that the parent company retains.
When you enter the number of shares received for the spinoff companies, be sure to include the fractional share represented by any cash received.

If your statement shows cash-in-lieu of a fractional share, but does not give the size of the fractional share, you can calculate the fractional share:

Multiply the number of shares owned of the parent company by the spinoff ratio. The spinoff ratio should be included in the information sent by the parent company. The parent company often posts the spinoff information on its web site.

For example:

You own 150 shares of the parent company. The spinoff ratio is .3814 shares of the new company for each parent company share. Multiply 150 by .3814 to get the spinoff company shares (150 * .3814 = 57.21 shares).

Click Submit, and then review the details of the transaction on the confirmation page.
Record foreign tax

What You Need to Know

Use this page to record any foreign taxes paid by a company. You may be required to pay foreign taxes on dividends issued by foreign companies. Record only the amount of the foreign tax. Use the cash distribution page to record dividend income, and use the reinvestment page to record reinvestments.

How to Enter the Information

Click Submit, and then review the details of the transaction on the confirmation page.
Record charges paid by company

What You Need to Know

Use this page to enter charges that appear on a Form 1099 that the club receives from a company. The company also sends a copy of the 1099 form to the IRS. Charges that can appear on the 1099 form include service or administrative charges, and commission paid by the company for reinvested distributions. If a company pays these charges, the IRS considers the payment income to the club.

Be sure that you have not already entered all or part of the charge on a security transaction page (Reinvested Distribution is the most common) before you enter this kind of transaction. You can check by looking at the transaction list for the security in question, or by looking at the Individual Investment History report for the security.

Record Charges Paid by Company

<table>
<thead>
<tr>
<th>Date</th>
<th>5/27/2005</th>
<th>Date on which the charges were paid or reported.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Symbol</td>
<td>BEEY</td>
<td>The ticker symbol of the security for which the charges were paid. An asterisk denotes an 'inactive security' (zero shares held currently).</td>
</tr>
<tr>
<td>Amount</td>
<td>$ 5.36</td>
<td>The amount of the charges paid by company.</td>
</tr>
</tbody>
</table>

Comments

Click Submit, and then review the details of the transaction on the confirmation page.
Create new valuation

What you need to know

Club Accounting Online uses Valuations to calculate the value of a unit and the value of the club. A valuation is the price of a share on a specific date. For complete valuations to appear on valuation selection lists of reports needing valuations, you must enter the price per share of all securities owned on the valuation date.

You should enter security valuations for all securities owned by the club at least once a month (as determined by your club’s Partnership Agreement), and on December 31 of each year. The monthly valuations should be done as close to the meeting date as possible, or as specified by your club’s partnership agreement. You must enter a December 31 valuation before you distribute the club’s earnings.

How to Enter New Valuations

Step 1

After entering the date for the valuation, click “Continue.”

Create New Valuation

This page lets you create a new valuation and assign prices to securities on that date.

Step 1 : Choose a valuation date

Select the date on which you wish to value your club securities.

9/27/2005  Continue

Step 2

Club Accounting Online obtains the previous day’s closing prices for securities from a database of historical prices. If Club Accounting Online’s online price database does not include a particular ticker symbol, you will have to enter the price manually from your own source. Use Accounting > Securities > Security Settings to make sure that ticker symbols are entered correctly.

Click “Submit” to save the valuation.
**Valuation**

Step 2: Value securities for 9/27/2005

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Price</th>
<th>Shares owned on 9/27/2005</th>
<th>Default price date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASVI</td>
<td>$22.19</td>
<td>44,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>BBBY</td>
<td>$40.67</td>
<td>5,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>BRL</td>
<td>$52.22</td>
<td>89,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>CVS</td>
<td>$28.23</td>
<td>2,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>FAST</td>
<td>$60.47</td>
<td>49,637,400 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>GE</td>
<td>$33.27</td>
<td>111,088,300 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>HD</td>
<td>$38.41</td>
<td>106,660,400 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>ISLE</td>
<td>$21.76</td>
<td>12,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>LHO</td>
<td>$33</td>
<td>3,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>MCRI</td>
<td>$15.56</td>
<td>10,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>MDT</td>
<td>$55.1</td>
<td>114,435,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>PDOO</td>
<td>$39.4</td>
<td>100,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>UNH</td>
<td>$55.4</td>
<td>51,000,000 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>WAG</td>
<td>$41.5</td>
<td>175,898,500 shares</td>
<td>9/27/2005</td>
</tr>
<tr>
<td>WWY</td>
<td>$59.67</td>
<td>52,840,300 shares</td>
<td>9/27/2005</td>
</tr>
</tbody>
</table>

**Edit or delete existing valuation**

Choose a valuation date from the drop down list of dates of existing valuations.

Click “Edit” or “Delete.” If you choose “Edit,” Club Accounting Online displays a page similar to the page shown in “Create new valuation.” Make any needed changes to the prices, and click “Submit.”

If you choose “Delete,” review the information on the page and confirm the deletion.
Update security settings

The page displays a list of all securities the club has owned. An asterisk beside a security name means the security is inactive (zero shares held).

Security Settings

An asterisk beside a security name means the security is inactive (zero shares held).

Please click on the "Edit" link beside each security to change its name or settings.

<table>
<thead>
<tr>
<th>Company name</th>
<th>Symbol</th>
<th>Type</th>
<th>Exchange</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASV Inc</td>
<td>ASVI</td>
<td>security</td>
<td>OTC</td>
</tr>
<tr>
<td>BARR LABORATORIES, INC.</td>
<td>BRL</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>Bed, Bath &amp; Beyond Inc</td>
<td>BBBY</td>
<td>security</td>
<td>OTC</td>
</tr>
<tr>
<td>CVS Corp</td>
<td>CVS</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>FASTENAL COMPANY</td>
<td>FAST</td>
<td>security</td>
<td>OTC</td>
</tr>
<tr>
<td>GENERAL ELECTRIC COMPANY</td>
<td>GE</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>Home Depot</td>
<td>HD</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>Isle of Capris Casinos Inc</td>
<td>ISLE</td>
<td>security</td>
<td>OTC</td>
</tr>
<tr>
<td>Lasalle Hotel Properties</td>
<td>LHO</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>MEDTRONIC, INC.</td>
<td>MDT</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>Monarch Casino &amp; Resort</td>
<td>MCRI</td>
<td>security</td>
<td>OTC</td>
</tr>
<tr>
<td>Patterson Companies</td>
<td>PDOCO</td>
<td>security</td>
<td>OTC</td>
</tr>
<tr>
<td>United Healthcare Gp Incorp</td>
<td>UNH</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>Walgreen Co</td>
<td>WAG</td>
<td>security</td>
<td>NYSE</td>
</tr>
<tr>
<td>WILLIAM WRIGHTJ.  JR. CO.</td>
<td>WWY</td>
<td>security</td>
<td>NYSE</td>
</tr>
</tbody>
</table>

Click the “Edit” link next to any ticker symbol to view and edit the settings for that security.
Click “Submit” to save the changes.

**Enter beginning security balances**

Use this page to enter beginning balances for the securities owned by the club on the “switchover date.” You should use this transaction only when you are starting your clubs records using the Startup Wizard.

**View/edit security transactions**

Use the security View/Edit Transactions selection page to view, edit and delete security transactions. Club Accounting Online displays a list of all security transactions in your club's
Club Accounting Online

database between the specified dates. You can customize the date range of the displayed transactions.

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Security</th>
<th>Shares</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1/2004</td>
<td>Security income</td>
<td>AUTOMATIC DATA PROCESSING (ADP)</td>
<td>0.0000</td>
<td>$7.24</td>
<td>Dividend</td>
</tr>
<tr>
<td>10/3/2004</td>
<td>Buy security</td>
<td>MEDTRONIC, INC. (MDN)</td>
<td>0.9420</td>
<td>$49.00</td>
<td>commission of $50.00</td>
</tr>
<tr>
<td>10/28/2004</td>
<td>Reinvestment</td>
<td>GENERAL ELECTRIC COMPANY (GE)</td>
<td>0.6361</td>
<td>$21.09</td>
<td></td>
</tr>
<tr>
<td>10/29/2004</td>
<td>Split security</td>
<td>PATTERSON COMPANIES (POCO)</td>
<td>50.0000</td>
<td>$9.00</td>
<td></td>
</tr>
<tr>
<td>11/2/2004</td>
<td>Reinvestment</td>
<td>WILLIAM WIGGLE JR. CO. (WYI)</td>
<td>0.1865</td>
<td>$12.37</td>
<td></td>
</tr>
<tr>
<td>11/3/2004</td>
<td>Buy security</td>
<td>MEDTRONIC, INC. (MDN)</td>
<td>0.9590</td>
<td>$49.00</td>
<td>commission of $50.00</td>
</tr>
<tr>
<td>11/3/2004</td>
<td>Reinvestment</td>
<td>MEDTRONIC, INC. (MDN)</td>
<td>0.1780</td>
<td>$9.10</td>
<td></td>
</tr>
</tbody>
</table>

Click on a specific transaction to view or edit it. You can also delete a transaction while viewing it.
Members

The Members page displays a list of club members and summarizes each member's ownership in the club. For each member, the table displays the members' units, the value of the units, and the percentage ownership in the club. The table also shows the current value of a unit.

<table>
<thead>
<tr>
<th>Member</th>
<th>Units</th>
<th>Cash Value</th>
<th>Percent of Club</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, John</td>
<td>393,5848</td>
<td>$5,948.37</td>
<td>13.04%</td>
</tr>
<tr>
<td>Adams, Sam</td>
<td>283,2007</td>
<td>$4,280.10</td>
<td>9.38%</td>
</tr>
<tr>
<td>Fleming, Williamina</td>
<td>388,0481</td>
<td>$5,864.69</td>
<td>12.80%</td>
</tr>
<tr>
<td>Gardner, Isabella Stewart</td>
<td>203,9082</td>
<td>$3,081.73</td>
<td>6.76%</td>
</tr>
<tr>
<td>Hamilton, Alexander</td>
<td>227,2452</td>
<td>$3,434.43</td>
<td>7.53%</td>
</tr>
<tr>
<td>Hancock, John</td>
<td>295,8259</td>
<td>$4,470.91</td>
<td>9.80%</td>
</tr>
<tr>
<td>Knowles, Sarah</td>
<td>336,1959</td>
<td>$5,081.03</td>
<td>11.14%</td>
</tr>
<tr>
<td>Lee, Richard Henry</td>
<td>69,6454</td>
<td>$1,052.57</td>
<td>2.31%</td>
</tr>
<tr>
<td>Payne, Thomas</td>
<td>354,9888</td>
<td>$5,365.06</td>
<td>11.76%</td>
</tr>
<tr>
<td>Revere, Paul</td>
<td>296,4878</td>
<td>$4,480.91</td>
<td>9.82%</td>
</tr>
<tr>
<td>Richards, Ellen</td>
<td>168,5833</td>
<td>$2,547.85</td>
<td>5.59%</td>
</tr>
</tbody>
</table>

The valuation unit price is $15.113.

The Members section also provides functions to enter transactions related to membership, including deposits, withdrawals, and fees. You can enter starting balances for members, and you can view and edit member transactions.
Record Member Deposits

Use the “Record Member Deposits” page to record normal member payments (dues). When you visit this screen, you can enter a deposit transaction for each member.

<table>
<thead>
<tr>
<th>Date</th>
<th>Date of the deposit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account</td>
<td>Waterhouse</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Default amount</th>
<th>Default all the deposit fields to this value.</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Adams</td>
<td>Amount of deposit for John Adams.</td>
</tr>
<tr>
<td>$25</td>
<td>Remarks for John Adams.</td>
</tr>
<tr>
<td>Sam Adams</td>
<td>Amount of deposit for Sam Adams.</td>
</tr>
<tr>
<td>$15</td>
<td>Remarks for Sam Adams.</td>
</tr>
<tr>
<td>User CompuFest</td>
<td>Amount of deposit for User CompuFest.</td>
</tr>
<tr>
<td>$50</td>
<td>Remarks for User CompuFest.</td>
</tr>
<tr>
<td>Paying for 2 months</td>
<td>Remarks for Williamina Fleming.</td>
</tr>
<tr>
<td>Williamina Fleming</td>
<td>Amount of deposit for Williamina Fleming.</td>
</tr>
<tr>
<td>$25</td>
<td>Remarks for Williamina Fleming.</td>
</tr>
<tr>
<td>Isabella Stewart Gardner</td>
<td>Amount of deposit for Isabella Stewart Gardner.</td>
</tr>
<tr>
<td>$25</td>
<td>Remarks for Isabella Stewart Gardner.</td>
</tr>
</tbody>
</table>

Use the “Default amount” to credit each member with the same contribution. Club Accounting Online fills that amount in for each member of the club. You can edit the amount for each member as needed.
Record a Withdrawal

Use this page to record either a full or a partial withdrawal.

<table>
<thead>
<tr>
<th>Member</th>
<th>John Adams</th>
<th>Select the member who is withdrawing assets from the club.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal type</td>
<td>Partial</td>
<td>Choose whether the member is withdrawing only some assets, or is withdrawing completely from the club.</td>
</tr>
<tr>
<td>Announcement Date</td>
<td>8/15/2005</td>
<td>Enter the date on which the withdrawal is calculated. The unit value on this date will be used to calculate the total value of this withdrawal.</td>
</tr>
<tr>
<td>Payout Date</td>
<td>8/15/2005</td>
<td>Enter the date on which the withdrawal will be paid. If currently unknown, you can leave this blank and come back and complete the withdrawal at a later date.</td>
</tr>
<tr>
<td>Check this box if the user is withdrawing stock from the club. (What’s this?)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Check the box at the bottom of the form if you will pay the member's withdrawal in stock rather than cash. Click “Continue.”

Record a Withdrawal

Below are the number of dollars and units available to the withdrawing member on the specified date. Enter the amount the member will be withdrawing, as well as any penalties assessed by the club against the amount of the withdrawal. Your club's unit value on 8/15/2005 was $15.93. John Adams had $8,288.67 (393.58 units) available for withdrawal.

| Total value of withdrawal | $8,288.67 | The total dollar amount withdrawn by John Adams on 8/15/2005. |
| Units withdrawn           | 393.58    | The total units withdrawn. |
| Percent penalty           | 2.0%      | Enter the percent penalty to be assessed on the units withdrawn. |
| Withdrawal fee $          | 0         | Enter any additional penalties here. These will be added to the above assessed penalties. |
| Penalty amount $          | $125.37   | The dollar amount of the penalty assessed against John Adams for this withdrawal. |
| Dollars withdrawn $       | $6143.2   | This is the net value of the withdrawal - the dollar amount John Adams actually receives. |

Account

Bank of America

Choose the account from which the funds were transferred to John Adams.

Comments

---
Click “Continue.”

If you transfer stock to the withdrawing member, you use the next page to select the stocks and the number of shares of each stock to transfer.

### Record a Withdrawal

Select the number of shares of each club security the member is withdrawing. On the previous screen, you selected the dollar value of the withdrawal. If the total value of all withdrawn securities is smaller than the net amount of the withdrawal, then any shortfall will be made up for in cash transferred from the club to the withdrawing member.

<table>
<thead>
<tr>
<th>Security</th>
<th>Price per share</th>
<th>Shares owned</th>
<th>Market value of security</th>
<th>Value of withdrawn shares</th>
<th>Shares to withdraw</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASVI</td>
<td>$47.40</td>
<td>44.00000</td>
<td>$2,085.60</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>BBY</td>
<td>$43.66</td>
<td>5.00000</td>
<td>$217.80</td>
<td>$217.80</td>
<td>0</td>
</tr>
<tr>
<td>BRL</td>
<td>$46.60</td>
<td>89.00000</td>
<td>$4,165.20</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>CVS</td>
<td>$26.91</td>
<td>2.00000</td>
<td>$59.82</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>FAST</td>
<td>$63.65</td>
<td>49.63740</td>
<td>$3,159.42</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>GE</td>
<td>$34.21</td>
<td>111.06830</td>
<td>$3,800.33</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>HD</td>
<td>$41.61</td>
<td>106.66040</td>
<td>$4,438.14</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>ISLE</td>
<td>$28.01</td>
<td>12.00000</td>
<td>$300.12</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>LHO</td>
<td>$32.29</td>
<td>3.00000</td>
<td>$96.87</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>MCR</td>
<td>$17.56</td>
<td>10.00000</td>
<td>$175.60</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>MDT</td>
<td>$54.90</td>
<td>114.43500</td>
<td>$6,282.48</td>
<td>$2,745.00</td>
<td>50</td>
</tr>
<tr>
<td>PDCO</td>
<td>$43.00</td>
<td>100.00000</td>
<td>$4,300.00</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>UNH</td>
<td>$51.99</td>
<td>51.00000</td>
<td>$2,650.96</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>WAG</td>
<td>$48.30</td>
<td>175.89850</td>
<td>$8,495.90</td>
<td>$0.00</td>
<td>0</td>
</tr>
<tr>
<td>WWY</td>
<td>$72.07</td>
<td>52.84030</td>
<td>$3,808.20</td>
<td>$0.00</td>
<td>0</td>
</tr>
</tbody>
</table>

Stock value withdrawn: $2,902.80
Cash withdrawn: $3,180.40
Dollars withdrawn: $5,143.20

Click “Submit” after completing this form. Then, review the transaction on the next page and complete the transaction.

### Record Member Fees

Use the “Record Member Fees” page to record a fee for members of the club. The “Record Member fees” page is similar to the “Record Member Deposits” page. You can enter a default amount that is applied to each member. Then you can edit the individual member fees if necessary.
Record Opening Member Balances

Use the “Record Opening Member Balances” page to enter information about member balances in the club. You use this page only when you start up the club’s records and if you choose to use the switchover method.

Use this page to enter members’ paid in balances and any earnings previously distributed to the member. If a member has both paid in and distributed earnings balances, enter one transaction of each type for that member.

Click “Submit” to complete the transaction.

View/edit transactions

Use this page to view and edit member transactions. The page shows all transactions between two dates that you can specify. Click on a transaction to view or edit its details. You can also delete the transaction when you view it.
Cash Accounts

The Cash Accounts section displays a summary of the club’s cash accounts, description, and the balance in each account as of a specified date. Edit the date and click “Submit” to change the date of the account balances.

Accounting>Cash Accounts: Account Summary

- Record account interest
- Record account expense
- Record money market dividends
- Record account income
- Record cash transfer between accounts
- Record charitable contributions
- Create a new cash account
- Delete a cash account
- Rename a cash account
- Enter beginning account balances
- View/edit all cash account transactions

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspense</td>
<td>Suspense</td>
<td>$360.00</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>Petty Cash</td>
<td>$0.00</td>
</tr>
<tr>
<td>Citibank</td>
<td>Citibank</td>
<td>$0.00</td>
</tr>
<tr>
<td>E-Trade Bank Acct</td>
<td>E-Trade Bank Acct</td>
<td>$0.00</td>
</tr>
<tr>
<td>City-County Credit Union</td>
<td>City-County Credit Union</td>
<td>$327.46</td>
</tr>
<tr>
<td>Waterhouse</td>
<td>Waterhouse</td>
<td>$3,674.47</td>
</tr>
<tr>
<td>Citizens Bank Acct</td>
<td>Citizens Bank Acct</td>
<td>$0.00</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Bank of America</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

The Cash Accounts section also has functions to enter cash transactions not associated with a member or a security. Cash account transactions include interest, dividends, operating expenses (deductible), nondeductible expenses, income, and beginning balances associated with the cash accounts. There are also functions to create, delete, and rename cash accounts, and to view and edit cash account transactions.

About Cash Accounts

Club Accounting Online creates at least three (3) cash accounts for a club’s use: Bank, Broker, and Suspense. Accounts can be re-named as needed or you can create any other cash accounts that you need.

Club Accounting Online treats Bank, Broker, and Suspense type accounts the same way. Transactions in these accounts affect the club’s total value and usually have tax consequences.
• Bank and Broker type accounts mirror the accounts the club keeps at their bank(s) and brokerage(s). You can create new Bank and Broker type accounts if the club has multiple accounts.

• Use Suspense type accounts as a place to transfer money to provide the effect of making funds in transit not available. Use of Suspense accounts is optional.

About Petty Cash Accounts
BetterInvesting and ICLUBcentral recommend that you **do not use “Petty Cash” accounts** or any other account that is not to be included in club value and other calculations. If you create and use an account named “Petty Cash,” Club Accounting Online will treat it just like any other cash account. Any money in the “Petty Cash” account will be included in the calculations of unit and club value and performance.

An Important Note:

Club Accounting Online supports an old style of petty cash accounts. These are accounts named “Petty Cash” that were created by earlier versions of club accounting software before 08/01/2004 and NOT specifically created by the club's treasurer. Transactions in these accounts are NOT included as part of the operation of the club, in the calculation of unit values, any IRS taxable events, and are not included in calculations of unit and club value and performance.

These accounts are of use only for clubs that use an old style of accounting. If this does not apply to your club, disregard it.

If your club uses a defunct style petty cash account, we recommend that you quit using it, and either dispose of the cash in the account, or deposit it into a real cash account.
Record Interest on a Cash Account

Use this page to record any interest received in a cash account. Interest is for interest received on a cash account, such as your bank account or your money market account with the broker.

Only expenses directly related to investing activities are deductible. (e.g., pizza for a club meeting is not tax deductible, but the cost of report copies for club members is deductible)

Click “Submit” to complete the transaction
Record an expense

Use this page to record any expense paid from a cash account.

There are two kinds of expenses associated with cash accounts: deductible and nondeductible.

- **Deductible expenses** include such items as rent, office supplies, dues, and subscriptions.

- **Nondeductible expenses** include such items as pizza for the club meeting, flowers, parties, cookies, and greeting cards.

Allocation

Allocation attributes portions of the expense, and therefore the ownership and tax consequences of an expense, to each member. Allocation applies only to expense transactions. You can allocate expenses in one of two ways:

- Allocate the expense equally among members.

- Allocate the expense to members in proportion to unit ownership.

For example, if the expense is for copies of reports given out at a meeting, then a 'by member' expense might make sense. If the expense is for bond insurance covering the total portfolio, then it might make sense to distribute the expense 'by ownership share'.
Record a Money Market Dividend
Use this page to record the receipt of a money market dividend in one of the club's cash accounts.

Do not enter dividends received from companies here. Rather, use Accounting > Securities > Cash Dividend for these transactions.

The form is similar to the “Record Interest on a Cash Account” form.

Record Account Income
Use this page to record income in one of the club’s cash accounts. Income is for miscellaneous income not associated with any security or member transactions. This is a rare transaction for investment clubs. A transaction might include raffle proceeds, or a seminar your club held to help others.

The form is similar to the “Record Interest on a Cash Account” form.

Record a Cash Transfer
Use this page to record the transfer of money from one account to another.

- You cannot transfer cash to or from the Petty Cash account.
- Never use offsetting Income and expense transactions to transfer cash between accounts. If you do, Club Accounting Online will treat the transactions as taxable events.
- Never use a transfer transaction to correct a negative balance in an account unless an actual cash transfer took place.
- A Cash Transfer transaction can serve two purposes. First, it mirrors the transfer of cash from one of the club’s cash accounts to another of the club’s cash accounts. Second, it can provide a way of making money that is in transit (such as when you set up a DRIP account, or any other type when it may take a long time for a check to clear) unavailable for use.

Accomplish this kind of transfer as follows:

  o Transfer the money to cover the transaction to the Suspense account.
  o When you have received all of the information needed to enter the complete transaction, pay for the transaction from the Suspense account.

The form is similar to the “Record Interest on a Cash Account” form.

Record Charitable Contributions
Use this page to record a donation to a charity or non-profit organization. You will distribute the donation separately from other expenses.
Use of the charitable donation is for a donation of either stock or cash. You can choose to donate either stock or cash, and you can allocate the donation’s either by ownership in the club or split equally among all members. You can enter a transaction for donations of cash or stocks by clicking the appropriate button at the bottom of the page. If you make a stock donation, you enter information about the donated stocks on a second page.

The form is similar to the “Record Interest on a Cash Account” form. If you make a stock contribution, a second form will appear and you can select the donated shares.

**Create a New Cash Account**

Enter the name of the new account and click “Submit.”

**Delete a Cash Account**

Select the account that you want to delete from the drop down list. Click “Yes” to complete deleting the account. You can only delete cash accounts that have no historical transactions and no current balance.

**Rename a Cash Account**

Select the account that you want to rename using the drop down list. Enter the new name for the account and click “Submit.”

**Enter beginning account balances**

Use this page as part of the club startup process. Use Beginning Balance to enter the cash balance on the 12/31/yy switchover date for an existing club. Never use this transaction type at any other time.

**View/edit transactions**

The View/Edit Cash Transactions list allows you to view, edit, and delete cash transactions.
Utilities

The Utilities section of the Accounting tab contains a number of miscellaneous functions.

NOTE FOR NEW CLUBS: Use the Distribution Settings and Update Club Settings utilities before you enter any data in Club Accounting Online, regardless of the startup method you use. Update these settings subsequently only if you want to alter club settings, or you want to change how Club Accounting Online handles certain data or calculations.

<table>
<thead>
<tr>
<th>Accounting Utility</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backup manager</td>
<td>Use this feature to create online backups of your club's accounting data. You can also use this tool to restore your club books from one of these backups, or export one of these backups to your personal computer for use with the desktop program, Club Accounting for Windows.</td>
</tr>
<tr>
<td>Import accounting records</td>
<td>Users of our desktop software can import their accounting data using this feature. This feature is also used to restore club accounting records from backups that were exported earlier. Warning: Importing will erase all your club's existing transactions and this cannot be undone. When importing to a club with existing data, we recommend you use the backup manager to make a backup first.</td>
</tr>
<tr>
<td>Export accounting records</td>
<td>Use this feature to export your accounting data for desktop use with Club Accounting for Windows, or for back-up purposes.</td>
</tr>
<tr>
<td>Startup wizard</td>
<td>This wizard walks you the first steps of getting your club's accounting data online, regardless of whether you are importing from our desktop accounting software or starting from scratch.</td>
</tr>
<tr>
<td>Enter beginning balances</td>
<td>Clubs moving online from doing their accounting by hand can create beginning balances at the start of a new year to reflect the current state of their club's books, rather than entering every past transaction.</td>
</tr>
<tr>
<td>Distribution settings</td>
<td>Customize the way earnings are distributed among club members at the end of the year. Choose between time-based (recommended) and original BetterInvesting non-time based method of distributing earnings. Select a starting year in which distributions stop affecting members' units.</td>
</tr>
<tr>
<td>Distribute earnings</td>
<td>Distribute your club's earnings to each member. This is an essential activity for closing the books at year end, as the tax liabilities of each member of the partnership are allocated by this transaction.</td>
</tr>
<tr>
<td>Transfer member transactions</td>
<td>Use this feature to transfer all transactions by one member to another member. This comes in handy if we guess wrong when matching members from your desktop data and your online data when importing, or if there's some other form of identity mix up.</td>
</tr>
<tr>
<td>Clear club data</td>
<td>Erase all your club's transactions. Warning: this cannot be undone.</td>
</tr>
<tr>
<td>Update club settings</td>
<td>View or update the club's EIN, BetterInvesting number, initial unit value, and homepage.</td>
</tr>
<tr>
<td>Get quote</td>
<td>Get detailed information about a stock or other security.</td>
</tr>
</tbody>
</table>
Backup Manager

Use this page to create online backups of your club’s accounting data or to restore data from a previous backup file. Backup files are stored on the Club Accounting Online server, but you can also download backup files to your computer for storage or for use with the desktop Club Accounting program.

The page shows a list of all previous backup files stored on the Club Accounting Online server. If you want to restore your Club Accounting Online data to a previous backup, click “Recover” next to the backup you want to use. Because this process destroys your current Club Accounting Online data, you might want to make a backup of the current data before restoring an earlier file.

Click the on the name of a backup file to download the file to your computer. You can do this to keep a separate copy of your data, or you can import the downloaded file into your desktop Club Accounting software.

You can delete previous backups by checking the boxes next to the data you want to delete. Click the “Delete” button to complete the process.

Click the “Make Backup” button to save your current data in a file on the Club Accounting Online server.
Import Accounting Records

Use this function to import accounting data saved on your computer. The data might be from the
desktop Club Accounting software or to from Club Accounting Online records that were exported and
saved on your computer.

**Import Accounting Records**

If you are importing data to Club Accounting Online from Club Accounting for Windows for the first time, please read
the instructions below on how to export your data so that it can be imported properly.

- **Data file:** [Browse...]
  
  Select the file containing your accounting records. It should be a recently exported .DAT
  file (version 1.04), an .JCD file (version 2), or an .JCF file (version 3). Instructions on how to
  export are included below.

- **Import social security numbers**
  
  SSNs are used only for your convenience when printing tax forms. Clearing this checkbox
  will not erase SSNs already entered into online member profiles.

**Important:** Importing new accounting records will **destroy your club's current online accounting records** in
order to replace them with the imported records. **This process cannot be undone.**

If you are exporting data from Club Accounting, be sure to follow the instructions appropriate to the
version of Club Accounting that you use.

**Warning:** Importing data overwrites any data in Club Accounting Online. You cannot recover the
existing data after you import records. If you plan to import into a club with existing data, we
recommend you use the backup manager to make a backup first.
**Export Accounting Records**

Use this page to export your accounting data and save it on your computer. You can use this data with the desktop version of Club Accounting or for back-up purposes. This page is similar to the Backup Manager, except that no file is stored on the Club Accounting Online server.

**Startup Wizard (Start Club Books)**

Use the Startup Wizard (Start Club Books) to complete the first steps of getting your club's accounting data into Club Accounting Online. You can use the Startup Wizard whether you are importing from the desktop version of Club Accounting software or starting from scratch. See Chapter 5, Getting Your Club Started, for details about the Startup Wizard.

**Enter beginning balances**

Clubs moving online from doing their accounting by hand can create beginning balances at the start of a new year to reflect the current state of their club's books, rather than entering every past transaction. See Chapter 5, Getting Your Club Started.

**Distribution settings**

Customize the way you distribute earnings among club members at the end of the year. Choose between time-based (recommended) and original non-time based method of distributing earnings. Select a starting year in which distributions stop affecting members' units.

Use the Distribution Settings function to choose between the following recommended methodologies:

- The **non time-based distribution method** looks at the total of the club's earnings or losses at the end of the year. It then distributes the tax liabilities on those earnings to each member according to the number of units owned by the member at the end of the year. The length of time the person has been a member during the year is not a consideration.

- The **time-based distribution method** takes into consideration the length of time a person has been a member of the club during the tax year. Thus, if a member joins on September 1, only his or her portion of those earnings or losses that occurred from September 1 to December 31 is distributed to that member. **This is the distribution method approved by the IRS.**

The year-end distribution of earnings will not adjust members’ valuation units if a year is selected and the “Update” button clicked. Member cost bases” (paid in plus earnings) are still adjusted by year-end distribution of earnings, but actual Units will no longer be distributed when year end distribution of earnings is run. Select a year in which you would like to start distributing earnings using the new methodology. Distributions of earnings in years prior to the year selected will use the old methodology and adjust members’ units. Distributions of earnings starting with (and including) the year selected will use the new methodology and not adjust units.
**Distribute Earnings**

Use this page to distribute your club's earnings to each member at the close of each tax year. This is an essential activity for closing the books at year-end, as you allocate the tax liabilities to each member of the club.

The IRS requires that you distribute the club's earnings to its members at the end of each year. If you use the Tax Printer with Club Accounting Online, you can prepare the forms automatically from the Club Accounting Online records.

If your club is dissolving, it is not necessary to distribute the earnings. Simply withdraw all members. Club Accounting Online will compute the distribution for each member as part of the withdrawal.

**How to Prepare the Club Data for the Year End Distribution of Earnings**

- Make sure that you have entered all transactions for the year. You should wait until you have received all the information you need. Often have to wait until late February.

- Create valuations (Accounting > Securities > Create New Valuation) for all securities owned on 12/31/yy. **The valuations must be dated 12/31/yy even if that date is not the last business day of the year.**

**Transfer member transactions**

Use this page to transfer all transactions assigned to one member to another member. You may need to use this function in the event that Club Accounting Online assigns transactions to members incorrectly during the conversion of data from the desktop version of Club Accounting.

Be very cautious when using this feature, as it cannot be reversed short of restoring a previous backup.

**Clear club data**

This page erases your entire current club accounting data. **Warning: You cannot reverse this function!!**

Erasing club data does not delete backups that are currently stored in the Backup Manager (Accounting > Utilities > Backup Manager). All messages from message boards and files in the file storage area are retained.

Erasing club records does not affect your club access or maintenance agreement(s).

**Update club settings**

Use this function to edit or update the club's

- EIN – your club’s tax identifier with the IRS.
- BetterInvesting Club Number – a club identifier provided by BetterInvesting
• Initial Unit Value – generally $10/unit, which then changes after your club starts investing.
• Choice to include earlier ownership for return calculations on repurchased securities
• Choice to base merger and spinoff return on market value from the “action” date or on the tax basis

Get quote
Use this page to get detailed information about a stock or other security.
7. The Reports Tab

Click the **Reports** tab to display the Reports page.

The Reports page provides access to all of the Club Accounting Online reports. All online club members or visitors can access reports by clicking the desired report name.

### Reports

<table>
<thead>
<tr>
<th>General Reports</th>
<th>Annual Reports</th>
<th>Other Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>○ Valuation statement</td>
<td>○ Income/expense statement and Balance sheet</td>
<td>○ Withdrawal distribution report</td>
</tr>
<tr>
<td>Displays consolidated club portfolio and cash balance</td>
<td>Lists club's assets and liabilities and shows annual realized profits</td>
<td>List details of past withdrawals from club</td>
</tr>
<tr>
<td>○ Complete journal (ledger)</td>
<td>○ Distribution of earnings</td>
<td>○ Member Information listing</td>
</tr>
<tr>
<td>Lists all transactions for specified period.</td>
<td>Describes year-end closing of books.</td>
<td>List club members' profiles</td>
</tr>
<tr>
<td>○ Individual valuation unit ledger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lists member transaction history by member.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Cash journal listing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracks the flow of cash by account.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Petty cash journal listing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tracks the flow of petty cash by period.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Report display](image)

- **View Report**

- **Report data for the year of** 2004
- **View Report**

- **Withdrawal distribution report**
- **Member Information listing**
The following reports are available in Club Accounting Online:

**General Reports**
- **Valuation statement** – Displays consolidated club portfolio and cash balance.
- **Member status** – Displays value of club, cost basis, and returns by member.
- **Complete journal (ledger)** – Lists all transactions for specified period.
- **Transaction summary** – Lists transactions by date and type.
- **Individual valuation unit ledger** – Lists member transaction history by member.
- **Individual security ledger** – Gives transaction history of single or multiple securities.
- **Cash journal listing** – Tracks the flow of cash by account.
- **Cash contributions report** – Lists member contributions for the specified period.
- **Petty cash journal listing** – Tracks the flow of petty cash by period.
- **Petty cash contribution report** – Tracks contributions to petty cash by member.

**Annual Reports**
- **Income/expense statement and Balance sheet** – Lists club’s assets and liabilities and shows annual realized profits.
- **Allocation of income and expenses** – Describes year-end closing of books.

**Other Reports**
- **Withdrawal distribution report** – List details of past withdrawals from club.
- **Member information listing** – List club members' profiles.

**Printing Reports**

The “Printer Friendly” icon appears near the top of all reports. Click the icon to view a version of the report in a format that you can print. Click the “Print” button at the bottom of the printer friendly report to print the report.

If you would like to create an electronic copy of the printer friendly report, we recommend that you print it using the PDF file format.

Remember: members of your club can view reports on the club web site, so the club treasurer may not need to print copies of reports to take to meetings.
**Valuation Statement**

The Valuation Statement report shows the consolidated club portfolio and cash balance for a specific valuation date. You can also use this report to create and save a new valuation.

You can access a valuation report from the club home page by clicking the “Latest Valuation” link on the left. The club treasurer should print a copy of the Valuation Statement prior to every meeting, and distribute it to every club member at the meeting or let them know that it is available on the club web site so that they may print a copy on their own.

**Valuation Statement Options**

- **Include Compound Annual Return in the valuation statement** -- select this check box if you want to include the Compound Annual Return (CAR) on the report.

- **Choose from your Club’s Official Valuation Dates** -- select this option and choose from the list of your saved official valuations to view the valuation report for that date.

Click “Submit” after selection the options to generate the report.

**Valuation Statement Description**

The Security section of the Valuation Statement shows a table of information about the club’s securities:

- **Security** – the full name and ticker symbol of the security as entered in the Security Settings.
- **Date first purchased** – the day of the first purchase or acquisition of the security.
- **Shares owned** – the total number of shares of the security owned on the date selected.
- **Cost per share** –the average cost per share of the shares owned on the date selected.
- **Total cost** -- the total amount paid for the shares owned. Total Cost includes commissions, fees and administrative costs.
- **Price per share** –the price per share of the security on given date.
- **Market value** --the total value of the security (number of shares times the price per share) on the date selected.
- **Percent of total** -- the percent of the total value of the club represented by the value of the security or cash account. \[ \frac{(Total \ value \ of \ all \ securities \ plus \ the \ total \ value \ of \ all \ cash \ accounts)}{Total \ Club \ Value} \times 100 \]
- **Compound annual return** – the Compound Annual Return for the security. (optional display)

The report also shows the total cost, the total value, the percent of the club’s total and an optional CAR for all securities.

The Cash Accounts section of the Valuations Statement shows a table of information about the club’s cash accounts:

- **Cash account** – the name of the cash account
- **Total Cost** – the total cost of the cash account
• **Market Value** – the market value of the cash account
• **Percent of total** – the percentage of the club’s total assets represented by the cash account

The report also shows the sum of total cost, market value, and Percent of total for all of the cash accounts.

The summary section of the Valuation Statement includes:

• **Total value of portfolio** - the total cost of all investments, securities and cash, and the total value of the club’s assets on the valuation date.
• **Total number of units** - the sum of all units owned by all members of the club on the valuation date.
• **Current unit value** - the value of one unit on the valuation date. This number is equal to the total value of the portfolio divided by the total number of units.
• **Number of Units each $10.00 will Purchase** – by default, the report shows the number of units $10 will purchase on the valuation date. The default amount displayed ($10) is the beginning unit value set in the settings page located at Accounting > Utility Section > Club Settings.
**Member Status Report**

The Member status report summarizes each member’s participation in the club between the specified dates. Use this report to help members track their participation in the club.

You should print and distribute to every club member at each meeting.

**Member Status Report Options**

- **Report date** – Choose this option and select the valuation date from a drop down list of valuation dates. Click the “create a new valuation” link to create and save a new valuation date.
- **Show member contributions since** – The report will summarize member contributions from the date entered here.
- **View the member status for a custom date** – Choose this option to create a report for a custom date.
- **Start return calculation from** - Enter the date that Club Accounting Online will use as the start date for the return calculations. The default date is the first member transaction date.
- **Include the compound annual return in the member status report** – check the box to include CAR in the report
- Click “Submit” to display the report.

**Member Status Report Description**

The Member status report is a table that summarizes each member’s ownership in the club.

- **Name** – the member’s name (listed in alphabetical order by last name). Only members who own units on the report date appear in the list.
- **Paid in since mm/dd/yy** - the amount paid in the member since the date specified in the “show member contributions since” box. This column does not include amounts paid on the displayed date.
- **Total paid in** – the member’s total payments and fees less any withdrawals from the date of the first payment or fee to the report date. Any “Beginning Balance-Investment” is included. If a member withdraws more than the amount they paid into the club the amount in this column will be negative.
- **Total paid in plus earnings** – the total paid in to date plus distributions of earnings. Any “Beginning Balance-Investment” is included. This figure is the member’s tax-paid basis in the club. If a member withdraws more than his tax basis, this value may be negative or zero.
- **Units since mm/dd/yy** – the number of units purchased since the date specified in the “show member contributions since” box. This column does not include amounts paid on the displayed date. Units may be if the member has withdrawn more value than his payments during the specified time.
- **Total units** – the total number of units owned by the member as of the report date.
- **Market value** – the value of the units owned on the report date. Club Accounting Online uses the most recent securities valuation date to determine the value of each unit. That unit value multiplied by the number of units owned is the market value.
- **Percent ownership** – the member’s units divided by the total of all units owned by all members, expressed as a percentage.
- **CAR since mm/dd/yy** – the member’s Compound Annual Return for the member’s investment in the club since the date specified in the “Start return calculation from” box.

The report includes totals of the numerical columns. The total in the CAR column is the average CAR for a member since the date specified.
Complete Journal Ledger Report

The Complete Journal/Ledger is a double-entry ledger of transactions that change the value of the club. The report shows all transactions during the period you specify.

Transactions that change the value of the club are all transactions except stock dividends, mergers, and reinvested returns of capital.

Because this report is a double-entry ledger, each transaction must balance to zero. That is, each transaction must have the same amount entered as a credit as is entered as a debit.

Use this detailed report to check the balances shown in other reports. You can check the Paid in plus earnings columns in the Members Status Report, the Net Profit in the Distribution of Earnings Statement, the figures in the Income and Expense Statement and Balance Sheet against the figures in this report.

Print this report as needed.

If the report date is an earnings distribution date, the totals for the three earnings columns (Dividends Received, Misc. Received, and Gain on Sales) should each be zero. If they are not, then the earnings were not fully distributed. You can cause this condition by making changes during the distribution period after running the Distribute task.

Complete Journal Ledger Report Options

- **Report Date** – the last date to be included in the report. The default date is the current date. You can edit this field to contain the date you want.
- **Start Date** – The default start date is one (1) year before the report date. Edit this field to contain the date you want.

Complete Journal Ledger Report Description

The DR and CR headings indicate whether a positive value in that column represents a debit (DR) or a credit (CR). Negative values appear in parentheses ( ).

Each row of the report details a specific transaction. The information for each transaction is:

- **Date** – Date of the transaction.
- **Type** – Type of transaction.
- **Remarks** – Comments associated with the transaction.
- **Cash DR** – Change in the balance of the cash accounts.
- **Investment DR** – Change in the total cost of securities.
- **Paid in by members CR** – Change in the tax basis of members' accounts.
- **Dividends and interest received CR** – Dividends and interest received (both taxable and tax-free).
- **Misc. received CR** – Income and expenses entered by the user. Gain on Sales CR - Short-term and long-term capital gains received.
- **Gain on sales CR** – short-term and long-term capital gains received
- **Unrealized gains CR** – the difference between the market value and the cost basis of stocks transferred to a member during a withdrawal. If there have been no withdrawals involving the transfer of stock, this column should be zero. This Column does not show the entire unrealized gain of the club.
Transaction Summary Report

The Transactions Summary lists all the security and cash transactions that occurred between the specified dates. Use this report to check security and cash transactions against your other records such as bank and broker statements. In this way, you can be sure that you have entered all the required transactions correctly. Members can use this report to review club activities since the last meeting or for any other period.

Transaction Summary Report Options
You can specify a starting and an end date, or you can view all transactions.

Transaction Summary Report Description
The report has five separate sections

Buy, Sell & Transfer Transactions section
- **Date** – date of the transaction
- **Security** – same of the security
- **Type** – type of transaction: Buy, Sell, or Transfer. If you click on the Type, you can view complete details of the transaction and edit as necessary.
- **Shares** – Number of shares involved in the transaction.
- **Cost** – total cost of the shares including commissions.
- **Price** – original price (excluding commissions and fees) of all the shares bought, sold, or transferred.
- **Comm/Fees** – the total amount of expenses associated with the transaction.
- **STCG** – the short-term capital gain on the transaction.
- **LTCG** – the long-term capital gain on the transaction.
- **5YCG** – the five-year capital gain on the transaction.

Cash and Reinvested Distributions section
- **Date** – the date of the transaction
- **Security Name** – the name of the security involved in the transaction.
- **Type** – the type of distribution: Cash or Reinvested. Click on Type to view or edit the transaction.
- **Shares** – the number of shares received
- **Dividends** – the value of the shares received, or cash amount received. This amount includes commissions and Expenses of reinvested distributions after 1/1/01.
- **Interest** – the value of the shares received, or cash amount received
- **STCG** – short-term capital gain received as a distribution or as the result of a sale.
- **LTCG** – long-term capital gain received as a distribution or as the result of a sale.
- **5YCG** – five year capital gain on the transaction.

Splits, Spinoffs and Mergers section
- **Date** – the date of the transaction
- **Security Name** – the name of the security involved in the transaction
- **Type** – the type of transaction. Click on Type to view or edit the transaction.
- **Shares** – the number of shares involved in the transaction
- **Cash received** – the fractional share payment involved in the transaction, if any
- **LTCG** – the long-term capital gain portion of the fractional share
- **STCG** – short-term capital gain portion of the fractional share
- **5YCG** – five year capital gain on the transaction.

**Member Deposits and Withdrawals section**

- **Date** – the date of the deposit or withdrawal
- **Type** – the type of transaction. Click on Type to view or edit the transaction.
- **Cash amount** – the amount of cash involved in the transaction
- **Units** – the number of units associated with the deposit or withdrawal.
- **W/D Fee** – the fee associated with the withdrawal
- **Stock Value** – the value of any stock associated with the deposit or withdrawal

**Cash Income and Expenses section**

- **Date** – the date the transaction
- **Type** – the type of transaction. Click on Type to view or edit the transaction.
- **Account** – the cash account involved in the transaction.
- **Income** – the amount added to the cash account as miscellaneous income
- **Expense** – The amount removed from the cash account as a miscellaneous expense
- **Interest** – interest received on the cash account.
- **Dividends** – dividends received on the cash account
**Individual Valuation Units Ledger**

The Individual Valuation Units Ledger lists all member transactions between the specified dates. The report also shows the starting balances for the club members as of the report’s starting date.

Use this report to reconcile member records, or to provide a member with his or her personal record.

**Individual Valuation Units Ledger Report Options**

You can specify the starting and ending date for the report, and you can specify the members whose transactions are included in the report. The options are available at the bottom of the report page in a box labeled “Show ledger entries.”

Enter the starting and ending dates for the report in the “from” and “to” boxes.

Use the drop down list to select the members included in the report. The default is “All Members.” By clicking on the drop down list, you can select the members. Choices include “All Members,” “Current Members,” and “Former Members.” You can also select an individual member of the club. An asterisk identifies Inactive members.

Click “Submit” to generate the report with the new selections.

**Individual Valuation Units Ledger Report Description**

- **Date** – date of the transaction
- **Transaction** – type of transaction. Click on the entry to view or edit the transaction.
- **Paid in this date** – amount of the transaction
- **Total paid in to date** – total payments and fees minus withdrawals paid as of the report date. Distributions are not included
- **Paid in plus earnings to date** – total paid in to date plus distributed earnings. This figure is the member’s tax basis for in the club
- **Units purchased** – number of units associated with the transaction
- **Total units** - total units to the date of each transaction

The report shows the total value of the units owned by the each member as of the most recent valuation date.
**Individual Security Ledger**

The Individual security ledger shows transaction history, between the specified dates, for securities in the club’s portfolio. The report also lists the starting balance for each security as of the report’s starting date.

**Individual Security Ledger Report Options**

You can specify the starting and ending date for the report, and you can specify the securities included in the report. The options are available the box labeled “Show transactions.”

Enter the starting and ending dates for the report in the “from” and “to” boxes.

Use the drop down list to select the securities included in the report. By clicking on the drop down list, you can select “Active securities,” “Inactive securities,” or you can select specific securities. An asterisk identifies Inactive members.

The drop down list of securities lets you select multiple securities. To do this, hold down the CTRL key as you click on individual entries in the list. Alternatively, you can hold down the “Shift” key to select a contiguous group of entries.

Click “Submit” to generate the report with the new selections.

**Individual Security Ledger Report Description**

- **Date** – date of the transaction
- **Transaction** – type of transaction. Click on the entry to view or edit the transaction
- **Shares** – Number of shares involved in the transaction.
- **Price/share** – the price per share of the security on given date.
- **Amount** – dollar amount involved in this transaction.
- **Block** – block number assigned to these shares, if applicable.
- **Total shares** – cumulative total shares up to the date of the transaction.
- **Total cost basis** – cumulative total cost of the shares (includes commissions) at the time of the transaction. This total cost and the total shares are equal to those shown on the Valuation Statement for the same security and date.
**Cash Journal**

The Cash Journal contains a list of all cash transactions between specified dates. Use this report to reconcile cash accounts.

Each entry in the report contains the details for a single transaction. The report shows the amount of the transaction and the balance (after including the transaction) in any cash account affected by the transaction.

The report shows the starting balance for each cash account as of the first date of the report. The report also shows the ending balances, as of the last date included in the report.

**Cash Journal Report Options**

You can specify the starting and ending date for the report, and you can specify the securities included in the report. The options are available the box labeled “Show transactions.”

Enter the starting and ending dates for the report in the “from” and “to” boxes.

Use the drop down list to select the cash accounts included in the report. By clicking on the drop down list, you can select “All accounts,” or you can select a specific account.

Click “Submit” to generate the report with the new selections.

**Cash Journal Report Description**

- **Date** – date of the transaction.
- **Type** – type of transaction. Click the entry to view or edit the transaction.
- **Description** – description of the transaction
- **Receipts** – Cash received by the club. Examples include dividends, interest, member payments and fees, and proceeds from the sale of securities. **You may have negative receipts, such a returned check. These transactions have a negative sign in front of the amount (-).**
- **Expenditures** - Cash paid out by the club. Examples include a security purchase, a member withdrawal, and payment of expenses.
- **Cash Accounts** – The report has one column for each cash account owned by the club. Club Accounting Online computes the total in each account after adding or subtracting the amount in the Expenditure or Receipt to the previous account balance. The report shows zero balances in an account as blank space.
**Cash Contributions**

The Cash Contributions report shows all payments, fees, and withdrawals made by members between specified dates. Use this report to help you keep track of member payments and fees.

**Cash Contributions Report Options**

You can specify the starting and ending date for the report, and you can specify the members included in the report. The options are available the box labeled “Show transactions.”

Enter the starting and ending dates for the report in the “from” and “to” boxes.

Click the “Select All Members” button to include all club members in the report. Alternatively, you can select from the list of members using the “CTRL” and “Shift” keys. An asterisk denotes inactive members.

Click “Submit” to generate the report with the new selections.

**Cash Contributions Report Description**

Club Accounting Online organizes the report with members' listed in rows and dates listed in columns. If the number of dates exceeds the width of the page, Club Accounting Online presents the report in multiple sections. Each column shows member contributions on that date. The report shows the total of each column is totaled for each section.
Petty Cash Journal

The Petty Cash Journal contains information about transactions associated with the Petty Cash account. You can specify both the start date and the end date for the listing.

NOTE: Please see the information about Petty Cash Accounts in Chapter 6. Most investment clubs should not use a Petty Cash Account for any part of their club’s bookkeeping.

Petty Cash Journal Report Options

- **Report Date** - The last day to be included in the report. If the default date (the current date) is not the end date, edit this field to contain the date you want.

- **Start Date** - The first day to be included in the report. If the default date (the first transaction date) is not the desired start date, edit this field to contain the date you want.

Petty Cash Journal Report Description

- **Date** - Date of the transaction. **Type** - The type of transaction.

- **Expense** - Amount of the Expense transaction. Negative expenses are preceded with a minus sign (-).

- **Receipt** - Total of the contributions to the Petty Cash account on the date indicated.

- **Balance** - Balance in the account after adding or subtracting the amount of the transaction.

- **Description** - Description of the transaction.
**Petty Cash Contribution Report**

The Petty Cash Contribution Report lists the selected members' contributions to the Petty Cash account during a specified period.

**Petty Cash Contribution Report Options**

- **Report Date** - The last day to be included in the report. If the default date (the current date) is not the desired end date, edit this field to contain the date you want.

- **Start Date** - The first day to be included in the report. If the default date (the first petty cash contribution in the database) is not the desired start date, edit this field to contain the date you want.

**Petty Cash Contribution Report Description**

- **Date** – date of the contribution
- **Name** – member’s name
- **Amount of contribution** – the amount of money contributed to Petty Cash.

The report also lists the total amounts contributed by all members.
**Income/Expense and Balance Sheet**

Club Accounting Online displays the Income and Expense Statement and Balance Sheet as a pair. Together, they summarize the ledger totals shown in the Complete Journal/Ledger. Club Accounting Online produces the report for a single calendar year.

Use this report to provide a summary of the club’s realized profits (earnings), and the status of the club’s assets and equities. **Distribution Dates** - Displays a list of distribution dates. Choose the date representing the end of the year for which you want the report.

**Income & Expense Statement Report Description**

**Income Section**

- **Dividends** - Total dividends (cash and reinvested). This includes dividends for the securities and the Bank, Broker and Suspense accounts.
- **Interest** - Total interest (cash and reinvested). This includes interest received on securities and on the Bank, Broker, and Suspense accounts.
- Tax-free interest
- **Short term Capital Gain** - Total STCG (cash and reinvested).
- **Long term Capital Gain** - Total LTCG (cash and reinvested).
- **Five Year Capital Gain** - Total five-year capital gain amounts.
- **Miscellaneous Income** - Total miscellaneous income recorded in the cash accounts.
- **Total Income** - Total of all of the income items.

**Expenses section**

- **Expenses** – total expenses recorded in the cash accounts
- **Non-deductible Expenses** – total non-deductible expenses recorded in the cash accounts
- **Foreign Taxes** – total foreign taxes paid
- **Charitable Donations** – total charitable donations
- **Total Expenses** – total of all of the expense categories
- **Net Profit** - total income minus expenses

**Balance Sheet Description**

**Assets section**

- **Accounts** – The report shows the balance in each cash account and the total of all investments. The latter is the cost basis of the securities owned by the club.
- **Total Assets** - total cash value of the club’s cash accounts and cost basis of the securities held on the report date.

**Liabilities +Equity Section**
• **Capital Account - Members** - the total basis of the active members. This figure is the same as the “Total Paid in by Members” column in the Complete Journal/Ledger. It is also the same as the “Total Paid In Plus Earnings” column in the Members Status Report.

• **Unrealized Gains + Undistributed Earnings** – the unrealized gains due to the transfer of stock to a withdrawn member. This figure is the same as the “Total Unrealized Gains” column in the Complete Journal/Ledger.

• **Total** – the total of all liabilities and equity. This figure should match the “Total Assets” in the Assets section. It is the sum of the member capital accounts and the unrealized gains
**Distribution of Earnings Report**

The Distribution of Earnings Report shows the earnings that were distributed to members of the club at any time during the specified year. The report also shows any earning remaining to be distributed at the end of the current year.

Club Accounting Online adds distributed earnings each member’s tax basis in the club at the end of the year (Paid in Plus Earnings in the Members Status Report). The earnings are taxable income that each member should report on his or her personal tax return.

You can use this report to provide tax information for IRS Form 1065 and Schedule K-1. Print this report at the end of each distribution period, after you run the Distribute task. The distribution period is one calendar year (from January 1 to December 31). Distribute this report to members for use in preparing their individual tax returns.

**Distribution of Earnings Report Options**

- Select the “Distribution Year” from the drop down list. Click “Submit” to view the report.

Click “follow this link” to recalculate the year-end distribution.

**Distribution of Earnings Report Description**

The columns displayed in the report are:

- **Non-Qualifying Dividends** - Dividends that do not qualify for the lower tax rate as of the recent 2003 tax law changes. Changes to the tax laws in Jobs and Growth Tax Relief Reconciliation Act of 2003 (JGTRRA) define certain dividends as "qualifying" for lower tax rates if the shares are owned for 60 days in the window starting 60 days before the ex-dividend date and ending 60 days after the ex-dividend date.
- **Qualifying Dividends** - Dividends that do qualify for the lower tax rate as of the recent 2003 tax law changes. See above.
- **Interest** - Taxable interest distributed.
- **Tax-Free interest** - Tax-free interest distributed.
- **Short term capital gain** - STCG distributed.
- **Long Term Capital Gain** – long term capital gain distributed.
- **Five Year Capital Gain** - five-year capital gain distributed (only applies up to 2003, when 5-year gains were eliminated)
- **Other income** - any other income received into a cash account
- **Expense** - Nondeductible expenses paid out of a cash account other than Petty Cash.
- **Foreign Taxes Paid** - Amount of foreign taxes paid out of dividends by the company making the distribution.
- **Expense (non-deduct)** - any other non-deductible expenses taken from a cash account
- **Foreign taxes** – foreign taxes paid
- **Charity** – charitable contributions
- **Total** – sum of the other columns
• **Units** – units added to each member’s account as a result of the distribution

Note: Club Accounting Online assumes that distributed earnings leave the club and are immediately reinvested. When earnings are positive, members receive additional units but unit value drops. When earnings are negative, members’ total units decrease but unit value increases. In both cases, the current value for each member remains the same before and after the distribution.

There are two sections to the report:

• **Withdrawals During the Period section**

  There is a row in this section of the report for each member who withdrew (full or partial withdrawal) during the year. The report shows the date of the withdrawal and the member’s and their share of each of the items.

• **Remaining Earning Distributed at Year-End**

  There is a row in this section of the report for each member who will receive a distribution of earnings at the end of the year. This shows the difference between the total income distributed and the amounts already distributed to all members who withdrew during the year.
Withdrawal Distribution Report

The Withdrawal Distribution Report shows the earnings and capital gains that may be taxable when a member completely or partially withdraws from the club. Use this report to provide a withdrawing member with information about his or her withdrawal for his or her tax records.

Print this report and give it to the withdrawing member.

The figures in this report are not a definitive description of the tax consequences of a member's withdrawal. The withdrawing member should consult with his or her tax advisor.

Withdrawal Distribution Report Options

Use the drop down list to select the member and the withdrawal date. To choose more than one withdrawal, press the Ctrl key and click on the other withdrawals while holding the Ctrl key down.

Withdrawal Distribution Report Description

The report contains a full description of the withdrawal. For reports printed prior to then end of the year, consider the as tentative. The withdrawing member should not be used this report to determine tax liability if the report is generated prior to the end-of-year closing of the books.

You should print a copy of this report for the withdrawing member after you close the books for the tax year, and after you complete the distribution of earnings. You should also prepare a K1 form for the withdrawing member.

Member’s share of Distributions section

The information in this section appears for both partial and complete withdrawals. The Column report shows the withdrawing member's share of the club’s earnings between the last distribution date and the withdrawal date.

- **Dividends** - Dividends distributed. This also includes dividends on which foreign taxes were paid.
- **Interest** - Taxable interest distributed.
- **Qualifying Dividend** - Dividends that qualify for the lower tax rate as of the recent 2003 tax law changes. Changes to the tax laws in Jobs and Growth Tax Relief Reconciliation Act of 2003 (JGTRRA) define certain dividends as "qualifying" for lower tax rates if the shares are owned for 60 days in the window starting 60 days before the ex-dividend date and ending 60 days after the ex-dividend date.
- **Expense** - Nondeductible expenses paid out of a cash account other than Petty Cash.
- **Foreign Tax** - foreign taxes paid
- **Short Term Capital Gain** – STCG (sold less than one year after purchase) distributed
- **Long Term Capital Gain** – LTCG (sold more than one year after purchase) distributed.

Withdrawal details (including tax consequences) section
• **Gross withdrawal amount** – number of units withdrawn times the value of a unit on the
distribution date
• **Fees and penalties** – the total of any fees or penalties charge to the withdrawing member.
• **Net withdrawal amount** – “Gross withdrawal amount” less “Fees and penalties”
• **Cash received** – the amount of cash distributed to the withdrawing member
• **Stock value withdrawn** – the value of any stock distributed to the withdrawing member
• **Net value withdrawn** – the total of “Cash received” and “Stock value withdrawn”
• **Tax Basis prior to withdrawal** - The withdrawing member’s tax (cost) basis in the club prior
to this withdrawal distribution.
• **Current Year Earnings/ (Loss)** - The total amount of earnings distributed to the member for
the year the member withdrew (from the last distribution date to the withdrawal date).
• **Adjusted tax basis** – “Tax Basis prior to withdrawal” less “Current Year Earnings/ (Loss)”
• **Cash received** – Amount of cash given to the withdrawing member.
• **Member’s adjusted basis in stock withdrawn** - Withdrawing member’s adjusted tax basis
in the block of securities transferred.
• **Realized Gain/(Loss)** – the taxable gain or loss realized by the member as a result of the
withdrawal.
**Member Information Listing**

The Member Information Listing shows member information for one or more selected members. Use this report to provide address and identification information to the members. Print as needed. Use Reports > Member Information Listing to display the report parameter page.

**Member Information Listing Report Options**

Use the “Show member information” box to select the members included in the report. You can select “Current members” or “Former members” from the scrolling list, or you can select specific members.

To select multiple members, click the first member then press the Shift key and click the last member to be included, if the names are contiguous on the list. To select multiple members whose names are not contiguous, click the first name, hold the CTRL key down and click each additional name to be included.

Asterisks (*) mark the names of inactive members. Inactive members appear after all active members.

**Member Information Listing Report Description**

The report displays the name, address, email address and telephone numbers for the selected members. The report also indicates whether a member is active or not.
8. Watch List

Using the Watch List, your club members can add stocks that you want to keep an eye on, and then track their performance over time, watching to see if the stock falls to a more attractive level. You can also use the Watch List to help manage stock picking contests within your club.

To use the Watch List, click the red "Watch List" tab at the top of the page after you log in. Then click the "Add a new company" link on the page to add a stock.

Next, just enter a ticker symbol (or lookup a symbol by company name) to add a company to the list. Today’s date will be the default, but you can set the date that your club began watching the stock, and the price of the stock on that date will automatically be recorded. In subsequent visits to your site, the compound annual return for that stock since the time it was selected.

You can also upload a *.SDF (Stock Data File) data file that you've exported from any of ICLUBcentral’s investment analysis software programs: Classic Plus, Investor’s Toolkit 5 or Stock Analyst 3. When you upload the SDF file, that company will be added to the Watch List with the date and current price from your SSG that are included in the SDF file.

In addition, the SDF file will also be available for download from the Watch List, ready to be imported into any of the SSG software programs listed above. The first time you upload an SDF file to your
club Watch List, a special Watch List folder will also be created in your club’s File Storage area where you may also download the SDF data file to your SSG software program.

The Watch List makes it easy to follow up on the stock picks that club members present to your club, and track the performance of stocks that you decide not to purchase at the time of the original presentation.

Your Watch List also includes a Buy link for each stock – the club treasurer may click this link if your club votes to buy a stock that's on the Watch List and be taken to the Buy Security page to record a purchase of that stock.

Any member of your club who has privileges to "Record accounting information" in their "Edit Member Profile" screen can Edit or Remove any other member’s entries to the Watch List. Otherwise, members can Add, Edit and Remove only their own entries.
9. The Taxes Tab

The Taxes tab links you to the Club Accounting Online Tax Printer. The Club Accounting Online Tax Printer is available each year as an additional purchase to prepare and print all of your club’s required federal forms (and forms for certain states offered by ICLUBcentral) in a few easy clicks. The exact date of release depends on the IRS finalizing its forms.

### 2005 Club Tax Printers

<table>
<thead>
<tr>
<th>Tax Printer</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal</td>
<td>Purchased</td>
</tr>
<tr>
<td>State</td>
<td>Not purchased</td>
</tr>
</tbody>
</table>

All online investment clubs are legally required to file tax returns -- even clubs that lost money or did not make any trades during the year. Every investment partnership must file an annual tax return with the federal government. Some clubs must also file with state governments. The Club Tax Printer makes this dreaded task easy and error-free. In just a few minutes, the software helps you produce ready-to-mail tax forms for your club and each member.

For more assistance with closing your books for the year, please use the online tax printer user guide or visit the tax printer support page.

The Federal Tax Printer prints a finished Form 1065 for your club, plus a Schedule K-1 for each member of your club active in the year. Just review and sign them, then lick the stamps.

The State Tax Printer is available for the following states:

- Arizona Tax Printer
- California Tax Printer
- Georgia Tax Printer
- Maryland Tax Printer
- Massachusetts Tax Printer
- Minnesota Tax Printer

You can purchase the Club Accounting Online Tax Printer by clicking the “Purchase” link on the Tax Printer page. After you have successfully completed the purchase, clicking the Taxes tab takes you to the Club Accounting Online Tax Printer. Instructions for completing your club’s tax returns are available on those pages.
10. The People Tab

The main people page, or **People Tab**, takes you to a brief listing of all members, visitors, and former members and visitors.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Online</th>
<th>Tools</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams, John</td>
<td><a href="mailto:jadams@boston.com">jadams@boston.com</a></td>
<td>no</td>
<td>resend invitation</td>
<td>edit profile, delete</td>
</tr>
<tr>
<td>Adams, Sam</td>
<td><a href="mailto:sadams@boston.com">sadams@boston.com</a></td>
<td>no</td>
<td>invite online</td>
<td>edit profile, delete</td>
</tr>
<tr>
<td>CompuFed User</td>
<td><a href="mailto:compufed@better-investing.org">compufed@better-investing.org</a></td>
<td>yes</td>
<td>delete, preferences</td>
<td></td>
</tr>
<tr>
<td>Fleming, Williamina</td>
<td>w <a href="mailto:Fleming@nasa.gov">Fleming@nasa.gov</a></td>
<td>no</td>
<td>invite online</td>
<td>edit profile, delete</td>
</tr>
<tr>
<td>Gardner, Isabella</td>
<td><a href="mailto:museum@boston.gov">museum@boston.gov</a></td>
<td>no</td>
<td>invite online</td>
<td>edit profile, delete</td>
</tr>
<tr>
<td>Hamilton, Alexander</td>
<td>a <a href="mailto:Hamilton@treasury.gov">Hamilton@treasury.gov</a></td>
<td>no</td>
<td>invite online</td>
<td>edit profile, delete</td>
</tr>
</tbody>
</table>

Click on a member’s name to view basic information. Then you can click the “Edit Profile” button to update information about the member. Make sure each member you want to invite has a valid, unique email address. These addresses cannot be shared, even in the same household.

Click on “invite online” to send an invitation to the member. Click “Delete” withdraw a member.

Click the “show former members” or “show former visitors” to include them in the listing.

**Member Profiles**

You can edit member profiles and member permissions and roles (e.g. Treasurer, Member, Accountant, Secretary, etc.) by clicking the People Tab, then clicking the “Edit Profile” link next to any individual’s name.
Role refers to officers of the club.

You can assign various permissions so that members can modify the club’s accounting records and web site. Club Accounting Online has these permissions available:

- Record accounting information
- Modify club name and settings
- Invite and eject members
- Edit member profiles and permissions
- Post to message boards
- Delete posted messages
- Create and delete message boards
- Access membership discussions
- Upload files
- Delete files
- Create and delete folders

Members who have created Login names (online members) can always edit their own profile. Only the club administrator can change permissions. (The “Club Administrator” is the person who created the club site; others can then be given Administrator privileges.)

Add Members

Use this page to add members to your club web site. This is the same page used in Chapter 5, Getting Your Club Started, to invite members.

New members who join by accepting the invitation have the following permissions:

- Post to message boards
- Access membership discussions
- Upload files

If a member does not have a Club Accounting Online Login name (e.g. it says “no” in the online column on the main people page) and would like to establish one, the club’s administrator can use the “Send Invitations” link on the left hand navigation menu in the People section to send current members an invitation to create a user name.

The member receives an email instructing them on how to join the club. They follow the instructions to set up their own personal username and password.

Invite Visitors

Your club may wish to invite guests, such as potential new members, to your Club Accounting Online web site. These visitors have limited access to your club web site, and must be specifically invited by the club Administrator (or other member with appropriate permissions to invite people to the club web site). The “Invite Visitors” page is where you can initiate an invitation to an individual to visit your club. (Note: This page is nearly identical to the “Add Members” page.)
Enter the name and email address of the individual(s) you wish to invite, and, if you wish, enter a personal message in the space provided. An invitation will be sent to the person with instructions and a special link that will allow them to create a Club Accounting Online login name and join your club as a visitor.

Once a visitor joins, he or she by default may:

- View the club's Accounting information (including all past transactions and reports).
- View and contribute to the Watch List (so that, for instance, you could require them to complete an SSG and add it to the site as a condition of their prospective membership).
- View the list of members and visitors (but not the personal information in their profiles).
- View the files in the File Library.
- View the Calendar.

The club administrator (or any member with permission to “Edit Member Profiles and Permissions”) can give visitors more access (if desired) by going to the People page, clicking the visitor's name and then editing their profile. All of the permissions that are available to members are also available to visitors. In particular, you may wish to allow visitors to:

- View or post to message boards (except to the Private Messages List, which is always restricted to members).
- Upload files to the File Library.

**Invitations Outstanding**

This page lists invitations that you have sent, but that have not been accepted. You can cancel or resend the invitations.

**Send Invitations**

Use this form to invite exiting club members to this site so that they can access their accounting information.
11. Message Boards Tab

Clicking the club’s **Message Boards** tab will take you to the main Message Boards page. Clubs create message boards so that members can communicate electronically.

The Message Board main page for new clubs contains two message boards: Mailing List and Private Messages List. You can create additional message boards by clicking the “New message board” link in the left column. The initial settings of these lists permits every member of the club (members and visitors) to read messages on the “Mailing List” but only club members can read messages on the “Private Messages List.”

Messages posted on any of the listed message boards are displayed on the page. You can view all of the messages on a message board by clicking on its name. You can view a particular message by click on its subject.

Click “Post” from the main message board page to write a new message. If the message board has been configured for email access, you can post a message by sending it to the message board’s email address.
Message Board Configuration

Club administrators (or any member with proper permissions) can click the name of any displayed message board on the main Message Board page, and then click the **Message Board Setup** link on the right-hand side to access the **Message Board details** page.

### Message Board Details

<table>
<thead>
<tr>
<th>Message Board Name:</th>
<th>Mailing List</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Alias:</td>
<td><a href="mailto:cfest05main@clubs.iclub.com">cfest05main@clubs.iclub.com</a></td>
</tr>
</tbody>
</table>

Pick an e-mail address for posting to this message board, or leave it blank to disable posting via e-mail.

**Visitor Access:**

- ○ Read and Post
- ○ Read Only
- ○ None

- □ Hide message board history from new members

Perfect for keeping membership discussions private.

- Update Message Board Settings
- Delete Message Board

**Send E-Mail To:**

- User CompuFest (compufest05)

The **Message Board details** page contains the following information and options, and allows administrators to set any given message board’s parameters:

- **Message Board Name** - the name displayed on the Message Board pages.

- **Email Alias** - an e-mail address for the message board. Email messages sent to this address are posted to the message board. If this is blank, then posting and distribution of messages via e-mail is disabled.

- **Visitor Access** - set this option as desired to allow/disallow visitors to have access to any given message board contents.

- **Hide message board history from new members** – check this box to prevent new members from being able to see messages posted to the message board before they joined the club.
• **Send Email to** - all members who have an email address listed in their Member Profile (People > Edit Profile) will be listed here. Messages posted to the message board are sent via email to all members whose names are checked on this page.

Click “Update Settings” to modify the message board settings. Click “Delete Board” to delete this message board.

You can use a similar screen to create new message boards.
12. File Storage Tab

Click the **File Storage** tab to display the main File Storage page. Use the File Storage Area to store documents, reports, pictures or any other files that the club may need.

<table>
<thead>
<tr>
<th>Name</th>
<th>Modified</th>
<th>Created By</th>
<th>Size</th>
<th>Public Files</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Reports</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minutes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Partnership/Bylaws</strong></td>
<td>Jul 06</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Stock Research</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The number in parentheses to the right of a folder name is the number of files and/or sub-folders that are included in that folder.

Up to 40 megabytes of data can be stored in the File Storage Area. In the top right corner of the screen, the amount of your club’s allotted storage space currently used is displayed, in both megabytes and as a percentage of the total.

The black arrow to the left of the folder name indicates that the folder has items within it. Click the arrow to expand the folder and display the files and sub-folders in the folder. The arrow will change to
point downward, indicating that the folder has been expanded. Click the arrow again and the folder will collapse, hiding the folder’s contents.

To open a file or folder, click the item’s name. Please note that you must have the same software installed on your computer as was used by the uploading member to create a particular file in order to view the file. For instance, to read SSG files, both the sender and the recipient must have their own licensed copy of SSG software.

By default, Club Accounting Online provides three folders in the file storage area: “Minutes,” “Partnerships/Bylaws” and “Stock Research.” You may rename or delete these folders.

In addition, if you upload *.SDF files to your club Watch List (exported from Investor’s Toolkit, Stock Analyst and Classic Plus), a folder named “Watch List” will also appear automatically in the File Storage area where those *.SDF files are stored. You may not remove the Watch List folder.

**Add New File**

To add a new file to your club’s File Storage area, click the “Add new file” link that appears at the bottom of every page.

![Add New File](image)

Next, choose the file from wherever it is located on your computer. You may also add a description of the file, and designate a particular folder into which it will be saved in the File Storage area.

**Note:** Files must not exceed 2 MB in size. If you attempt to upload a file that is larger than 2 MB, or if there is not enough available space in your club’s File Storage area for the file, the upload will fail.

**Delete Files**

To delete files from your club’s File Storage area, check the checkbox that appears to the far right side of the file’s name in the Public Files column, then click the “Delete checked files” link at the bottom of the screen. You will be asked to confirm the file deletion before it is completely wiped from the File Storage area.
**Add New Folder**

There are links on all File Storage pages to “Add new folder” and “Add new file” (if a member’s profile has appropriate permissions to upload files). Click either of these links to upload files and/or create new folders.

To create a new folder, click the “Add new folder” link at the bottom of any page in the File Storage area. You will then name the folder and designate whether or not it should be created within another folder (a sub-folder).

![Add New Folder](image)

**Rename/Move a Folder**

You can delete or rename folders in your File Storage area by clicking the “rename/move” link to the right of the folder name. Enter the new name for the folder and/or the new location. To display the folder in your main File Storage area, select “No Parent Directory” as the folder location.

![Rename/Move Folders](image)

**Set Files as Public/Private**

Club Accounting Online allows you to designate certain files that are available to non-members of your club. By default, all files in your File Storage area are private. To set one or more files as public, check the checkbox that appears to the far right side of the file’s name, then click the “Set checked as
public/private" link at the bottom of the screen. Once files have been set as public, the word “Public” appears in the Public Files column for that file.

To allow non-members to view your club files, simply provide them with the link that appears at the bottom of the File Storage area. The link will be similar to this:


where XXXX is your club’s unique identifier.

You can use the public files feature to publish information about your club for potential new members, or to share stock studies with other investors.

At no time will non-members have access to your club’s accounting information, membership information or any other files that have not been designated as being publicly available.

Note: All folder names in your club’s File Storage area will appear on your club’s public page, even if there are files within those folders.
13. Calendar Tab

Click the Calendar tab to use the club’s calendar.

You can “View,” “Edit” and “Add” events, meeting reminders, snack or stock study schedules, or anything you find useful to post on a club calendar. Click the day to add, edit or view events on that date. Days with items are highlighted in yellow on the month calendar view.
14. Support and Other Resources

Help from ICLUBcentral

Technical Support is available on our web site at http://www.iclub.com/. You may review the “Frequently Asked Questions” section of the web site for answers to common problems and get general information for using Club Accounting Online.

If these resources do not solve your problem, the most efficient way to contact an ICLUBcentral Technical Support Representative is to use our web help form located at http://www.iclub.com/support/. Our experts will then easily be able to retrieve and reply to your question or problem quickly and efficiently.

Remember, ICLUBcentral Technical Support can help you diagnose and resolve most software-related problems and offer tips on using the software. However, we are not CPAs. If you have a detailed accounting question, you should consult with an accountant. In many cases, you may be able to find full training and help from your local BetterInvesting chapter.

Before contacting ICLUBcentral Technical Support, be sure to check these additional resources for help with your questions.

- Select Help on any Club Accounting Online page to view the online help and frequently asked questions.
- Check the Table of Contents and Index to see if the answer to your question is in this Manual.
- Use the Glossary in this Manual to look up definitions for any of the terms that you do not understand.
- The Club-Treasurers list is an online community where treasurers help each other with difficult transactions. Join the list from the link on our Technical Support page or by visiting http://lists.betterinvesting.net/read/all_forums/.
Lost Passwords

If you have lost your password, please go to the login page and select “Forgotten your username or password?” You will receive an email with a temporary password and a link to reset your password to something that you will remember in the future.

For security reasons, ICLUBcentral Technical Support representatives do not have access to passwords for any individuals, and can only initiate the same “lost password” request in the system that the above link performs.

If a member of your club has forgotten his or her password, that individual should contact ICLUBcentral Technical Support directly. We cannot assist club administrators or treasurers with password issues for individual members – please have those members contact support themselves.

When Requesting Technical Support

Use the following list as a guide to help our experts quickly answer your questions:

- Write down the precise wording of any error message displayed when you had a problem, including the names of any files mentioned in the message.

- Determine the version of Windows that you use. If you use Windows XP, you will want to know which Edition and which Service Pack you have installed. Right-click on “My Computer” and select “Properties” to find out about your operating system.

- How much memory is in your computer? Right-click on “My Computer” and select “Properties” to find out about your computer’s memory.

- What is the exact error that you get? If possible, provide the steps you took prior to the problem, so that we can try to re-create the same problem.

- What programs do you have running? The System Tray is the collection of icons in the lower-right corner of the screen next to the clock. Hold your mouse over each icon and a pop-up closest description of the program appears. Please list all the icons next to the clock. Windows XP users should list all icons, including hidden ones.

- Have you installed new programs since the last time our software was working? If you have not installed new software, please let us know if you have made any other changes to either the hardware or the software on the computer.

- Have you installed the software on a home computer, in an office, or in a networked environment?
Other Resources

- BetterInvesting Web Site – The BetterInvesting web site (http://www.betterinvesting.org) includes the Club & Chapters section as well as archives of BetterInvesting magazine and BITS. Each year, BetterInvesting posts instructions for completing club tax returns there.

- BetterInvesting Online Communities – BetterInvesting sponsors several online communities for BetterInvesting members, investment club members and club treasurers.
  - Club-Treasurers and I-Club-List – these are online discussion groups that are accessible by email and via a web browser. The Club-Treasurers-List is specifically for issues pertaining to the club treasurer's job. I-Club-List is a more general list, focusing on investing (particularly the kind of investing practiced by members of BetterInvesting) and investment clubs. You can subscribe to both lists at http://lists.betterinvesting.net/read/all_forums/.
  - BetterInvesting Community on CompuServe – this forum features discussions of all facets of investing and investment clubs. You can join the forum discussions at http://community.compuserve.com/BetterInvesting.
15. Glossary

active  A member who owns units in the club, or a security in which the club owns shares.

allocate  To assign the earnings of the club, consisting of dividends, interest, capital gain, and expenses to individual members.

average cost method  A calculation method that uses the average cost of all blocks of the security owned by the club in determining the cost basis of mutual funds the shares being sold.

backup  To copy your club’s data files to another location for the purpose of protecting the data. In Club Accounting Online, use the Backup Manager of Export to do this.

bank account  An account that holds cash associated with buying and selling securities, and other club expenses or income.

basis (tax basis, tax-paid basis, cost basis)  A calculation that subtracts cost from value to arrive at the capital gain. Members pay tax on the capital gain. See also cost basis, club tax basis, and member tax basis.

beginning balance  The cash value of a member’s investment, a security, or cash account on the switchover date.

block (lot)  Shares of a security bought using a single transaction. Club Accounting Online numbers each block for identification when the club sells shares.

broker account  An account that holds cash associated with buying and selling securities, and other club expenses and income.

capital gain  The difference between the current price of an investment that is being sold and the cost basis of the investment. Members must pay taxes on their share of the capital gain. Securities that you purchased during various capital gain periods may be taxed differently according to whatever federal tax regulations are in force.

checkbox  A rectangle into which you can place a checkmark or remove a checkmark by clicking it or the text next to it. Example: "Select the checkbox." Example: "Select the DRP Plan checkbox."
choose  To click or drag to an item. When you release the mouse button, an action associated with the chosen item occurs immediately.

close  To leave a screen, or to exit from Club Accounting.

cost basis  The sum of all the members' tax bases.

compound annual return  The difference in the value of a fixed investment from the beginning of the current year to the end of the current year expressed as a percentage. Alternatively, the percent return on a fixed investment for a period other than a year, extrapolated to one year.

cost  The price of a share or block of shares plus any commission or charge.

cost basis (cost)  The cost of an investment. For a security, this includes the price paid for the security plus associated expenses allowed by the IRS such as commissions. When you sell shares, you must pay tax on the difference between the cost basis and the actual amount received.

current files (data files)  The data files that contain the member, security, and cash account information for your club. You place information in these files when you save the information you enter on the Club Accounting Online forms. Club Accounting Online uses the information in these files to perform calculations and produce reports. Archived data is not included in the current files.

default  A value Club Accounting Online uses unless you change that value.

dialog box  A window that appears on the screen to ask for information.

directory  See folder.

Dividend Reinvestment Plan (DRP)  A stock purchase plan in which the club buys shares directly from the issuing company, and in which the company automatically reinvests dividends for the club as additional shares.

earnings distribution  See distribute.

fee  An amount of money received from a member for which the member receives no units.

file  A group of related data stored in the computer under a name to identify the data.

folder  A named area on a disk that contains files.

form  A window in which you can enter new information or edit existing identification, transaction, or parameter information.

fractional share payment (cash-in-lieu)  A cash amount received from a company instead of a partial share.
home page The first page displayed when you visit Club Accounting Online.

inactive Any member who has withdrawn all his or her holdings in the club, or any security for which the club no longer owns shares.

list A window that contains lines of information you can select for the purpose of entering, editing, viewing, or deleting.

list box (list window, window, box, field) A box that has an attached drop-down list from which you select an entry to appear in the box. You display the attached list by clicking the arrow box at the right of the list box.

menu A list of tasks associated with the name you choose on the menu bar. You can select one item on a menu.

option button (radio button) A circle into which you can place a dark spot or remove the dark spot by clicking it or the text next to it. You can select only one option button in a group or radio buttons.

petty cash An amount of money received from a member for which the accounting must be kept completely separate. Club Accounting Online does not support Petty Cash accounts.

price The amount paid for an investment, not counting any associated expenses such as commissions or service charges.

price per share The amount paid for a single share, not including any commission or service charge.

save To put the member, security or cash information you entered into the current files.

select To highlight an item on a menu or list. After selecting one or more items, you must do something else to cause an action that is associated with the selected item.

software The operating system and program that cause your computer to perform the Club Accounting Online tasks.

suspense account An imaginary account into which you can transfer money temporarily. This has the effect of making some of the cash in the Bank or Broker account unavailable until removed from the Suspense account.

switchover procedure For an existing club, the tasks involved in changing from a manual (or different software) accounting system to Club Accounting Online.

tax-paid basis The amount paid in by a member plus the earnings distributed to him/her. This is the portion of the value of a member’s share of the club on which taxes have been paid.

tax basis Includes capital gains on securities and cash, plus the difference between miscellaneous income and miscellaneous expenses in the cash accounts, plus all money paid in by the
member and all money already distributed to the member. Members pay tax on the
difference between the tax basis and the current realized gain in the club's total value.

text box (text box, box, field) A rectangular area into which you can type information, or that
displays information.

transaction Any Club Accounting Online event that concerns a member, security, or cash account.

transaction list A list of all the transactions in the current files for one or all members, one or all
securities, or all cash accounts.

unit (member unit, valuation unit) A method of measuring a member's ownership in the club. The
number of units owned by a member increases as the member makes payments to the
club. The value of units increases and decreases as the value of the club's investments
increase and decrease.

valuation A value assigned to a single share. You must enter periodic valuations for the shares
owned by the club in order to keep the calculation of the club's value current. Also refers
to the saving of a price per share for all securities owned on a specific date withdrawal.
The situation in which a member withdraws all or part of his or her holdings (units) in the
club receiving all cash, all securities, or a combination of the two. If a member completely
withdraws, he or she becomes inactive.
16. ICLUBcentral Inc. Terms of Service

These Terms Of Service ("Terms Of Service") set forth the terms and conditions for your use of the web site (the "Site") and the information, functions, facilities, products and services offered by ICLUBcentral Inc. ("ICLUBcentral") on the Site (the "ICLUBcentral Services").

1. Site Ownership and Operation
ICLUBcentral owns and operates the Site. Through the Site, ICLUBcentral provides you with access to a collection of online resources designed to enable you to create, administer, and participate in investment clubs.

2. Privacy
Your privacy is of great importance to ICLUBcentral. All information gathered about you and your investment club members related to your use of the Site and the ICLUBcentral Services will be governed by the ICLUBcentral Privacy Policy, available at: www.iclub.com/privacy.html

3. Your Access
In order to use the Site and the ICLUBcentral Services, you will be assigned a user identification ("User ID") and password (your "Password"). You are responsible for all activity occurring through the use of your Password. In addition, you are responsible for keeping your User ID and Password confidential and you agree not to disclose your User ID or Password to others. You agree to notify ICLUBcentral immediately of the actual or suspected unauthorized use, unauthorized disclosure, or theft of your Password. You agree that ICLUBcentral is not responsible for any loss to you arising from your breach of your responsibilities hereunder. You must be at least eighteen years of age to access the ICLUBcentral Services. You represent and warrant that you have been authorized by each member of your investment club (each, an "Investment Club Member") to execute this Agreement on their behalf and to bind them to the terms and conditions hereof.

4. Information You Provide
You are responsible for the accuracy, timeliness, and completeness of all information provided to ICLUBcentral in connection with your use of the Site and any ICLUBcentral Services. ICLUBcentral is not responsible for any claims relating to any inaccurate, untimely or incomplete information you provide to ICLUBcentral. You represent and warrant that you are the owner or a licensee or otherwise have the right to provide any information or materials (including pre-existing materials) that you post or transmit for use in public areas on the Site (including without limitation posting on discussion boards or placing in announcements) (collectively, "Public Areas"). You hereby grant ICLUBcentral an
irrevocable, royalty free, non-exclusive worldwide license to use, copy, display, create derivative works from, and distribute any information or materials you post on Public Areas. As set forth in the Privacy Policy, any submissions to Public Areas will be public and ICLUBcentral will not be responsible for the action of other users of the Site with respect to any information or materials you post in Public Areas.

5. Permitted Use
You may make a single copy of pages from the Site on your hard drive or in print for your own personal, non-commercial use, provided that you do not alter or remove any copyright, trademark, or other proprietary notice contained in the copy.

6. Your Conduct
You agree not to use the Site, or any links to or access to any other websites from the Site, to:

a. resell or transfer any ICLUBcentral Services or use or access to the ICLUBcentral Services; or

b. restrict or inhibit any other user from using and enjoying the Site or interfere or invade the privacy of other users of the Site or any third parties; or

c. impersonate, or otherwise misrepresent your affiliation with any other person or entity; or

d. modify, falsify, or delete any attributions, legends, marks, notices, or any other proprietary designation of the origin or source of any material (including content) appearing on the Site; or

e. post or transmit any information or software which contains a virus, Trojan horse, worm or other harmful component; or

f. copy, post, publish, transmit, reproduce, modify, create derivative works of, distribute or in any way exploit any information, content, software, component or other material obtained through the Site or any ICLUBcentral Services (other than as expressly permitted in Section 5 of these Terms of Service); or

g. reverse engineer, decompile, disassemble or decode the Site, or otherwise derive or attempt to derive any source code or algorithms from the Site; or

h. post or transmit information, content, software, components or other material onto the Site or ICLUBcentral Services which will infringe the intellectual property rights or other proprietary rights, of any third party; or

i. post or transmit any unlawful, fraudulent, libelous, defamatory, obscene, pornographic, profane, threatening, abusive, hateful, offensive, or otherwise objectionable information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense or give rise to civil liability; or
j. post or transmit any advertisements, solicitations, chain letters, pyramid schemes, investment opportunities or schemes (other than to your Investment Club Members) or other unsolicited commercial communication (except as otherwise expressly permitted by ICLUBcentral) or engage in spamming or flooding; or

k. stalk or harass another user; or

l. collect or store data about another user; or

m. attempt to use any other user's User ID or Password; or

n. attempt to transmit to the Site electronic mail messages that could impair or interfere with the operations of ICLUBcentral or the Site; or

o. violate or facilitate any violation of any applicable local, state, federal, or international law, statute, regulation, code, or ordinance; or

p. use the ICLUBcentral Services to send or post on any place on the Site any message that includes the unauthorized posting of material, non-public information about companies, an offer to buy or sell any security that violates applicable securities law, including the regulations of governmental agencies including, without limitation the U.S. Securities and Exchange Commission, or that violates the rules of any national or other securities exchange, including without limitation the New York Stock Exchange and the NASDAQ.

Any conduct by you that violates any of the above obligations or is in any way contrary to these Terms Of Service may result in the suspension or termination of your access to the Site or to any of the ICLUBcentral Services, at the sole discretion of ICLUBcentral, in addition to any other remedies set forth herein or otherwise applicable in law or equity.

7. Monitoring of the Site
ICLUBcentral has no obligation to monitor the Site. However, you acknowledge and agree that ICLUBcentral has the right to monitor the Site electronically from time to time and to disclose any information as it deems appropriate to satisfy any law, regulation, or other governmental request, to operate the Site and the ICLUBcentral Services properly, or to protect itself or other users of the Site.

8. Notice of ICLUBcentral's Trademark Rights, Copyright and Rights in Proprietary Materials
The ICLUBcentral service mark and logo are service marks of ICLUBcentral and any third party trademarks, service marks, logos and trade names appearing on the Site or any ICLUBcentral Service are the property of their respective owners. You acknowledge the rights of ICLUBcentral and the respective third parties in those marks and, further, that you have no right or authorization to copy or use any of those trademarks, service marks, logos, or trade names in any way. In addition, the Site and the ICLUBcentral Services contain material protected by copyrights, patents, or other proprietary rights and laws, including, but not limited to, text, software, photos, videos, graphics, images music and sound (collectively referred to herein as the "Proprietary Material") and such material is owned by
ICLUBcentral or licensors. Any use of such Proprietary Material other than as permitted herein is expressly prohibited without the prior permission of ICLUBcentral and/or the relevant rightholder. In the event that you believe, in good faith, that any materials on the Site or the ICLUBcentral Services infringe your copyrights, notifications of claimed copyright infringement should be sent, in accordance with Title 17, United States Code, Section 512(c)(2) (a portion of the "Digital Millennium Copyright Act") to ICLUBcentral's designated agent.

9. Financial Advice
ICLUBcentral is not a financial advisor and does not provide financial advice. You agree that you are responsible for your own decisions about financial matters and that you will not hold ICLUBcentral liable for any damages relating to your finances, whether relating to data, opinion, or other information provided on the Site. The Site contains information and customer-posted materials concerning many companies that issue and sell securities. ICLUBcentral has not (1) passed on the merit of any of these companies or any information concerning these companies and (2) endorsed recommended or sponsored any of these companies or information concerning such companies, or any security, financial product or instrument. ICLUBcentral does not assume any responsibility for reviewing the accuracy, completeness or timeliness of any information you or your Investment Club Members post to the Site. You understand and agree that ICLUBcentral does not offer or provide tax, legal or investment advice to individuals. You understand and agree that any investment decisions you make will be based solely on your evaluation of your financial circumstances, investment objectives, risk tolerance, financial condition and liquidity needs.

10. Indemnification
By agreeing to these Terms Of Service, you agree to indemnify, defend and hold harmless ICLUBcentral, its directors, officers, employees, agents, licensors, attorneys, independent contractors, providers, subsidiaries and affiliates (collectively "ICLUBcentral and Affiliates") from and against any claim, loss, expense, or demand or liability, including attorneys' fees and costs, incurred by ICLUBcentral and Affiliates in connection with any claim by a third party (including any intellectual property claim) arising out of (i) materials or content you submit, post to or transmit through the Site, and (ii) your use of the Site or the ICLUBcentral Services in violation of these Terms Of Service or in violation of any applicable law. You further agree that you will cooperate as reasonably required in the defense of any such claims. ICLUBcentral and Affiliates reserve the right, at their own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by you, and you shall not in any event settle any such claim or matter without the written consent of ICLUBcentral. You further agree to hold harmless ICLUBcentral and Affiliates from any claim arising from a third party's use of information or materials of any kind that you post to the Site.

11. DISCLAIMER OF WARRANTIES
THE SITE AND THE ICLUBCENTRAL SERVICES ARE PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS WITHOUT WARRANTIES OF ANY KIND, EITHER EXPRESS OR IMPLIED. TO THE FULLEST EXTENT PERMITTED BY LAW, ICLUBCENTRAL AND AFFILIATES DISCLAIM ALL REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED INCLUDING, BUT NOT LIMITED TO: (1) ANY WARRANTY FOR INFORMATION, DATA, SERVICES, UNINTERRUPTED ACCESS, OR PRODUCTS PROVIDED THROUGH OR IN CONNECTION WITH THE SITE OR THE ICLUBCENTRAL SERVICES, (2) ANY WARRANTIES CONCERNING THE AVAILABILITY,
ACCURACY, USEFULNESS, OR CONTENT OF INFORMATION, PRODUCTS OR SERVICES PROVIDED THROUGH OR IN CONNECTION WITH THE SITE OR THE ICLUBCENTRAL SERVICES, (3) ANY WARRANTIES OF TITLE OR IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR WARRANTIES OF NONINFRINGEMENT, AND (4) ANY WARRANTIES OF ANY KIND AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SITE OR THE ICLUBCENTRAL SERVICES. ICLUBCENTRAL AND AFFILIATES DO NOT WARRANT THAT THE SITE OR THE ICLUBCENTRAL SERVICES ARE FREE OF VIRUSES, WORMS, TROJAN HORSES OR OTHER HARMFUL COMPONENTS. ICLUBCENTRAL IS TAKING REASONABLE MEASURES TO ENSURE THAT INFORMATION PROVIDED BY YOU IS DISCLOSED ONLY TO THOSE SPECIFIED BY YOU IN ACCORDANCE WITH THE PRIVACY POLICY. HOWEVER, THE INTERNET IS AN OPEN SYSTEM AND ICLUBCENTRAL CANNOT AND DOES NOT GUARANTEE THAT THE INFORMATION ENTERED BY YOU WILL NOT BE MISAPPROPRIATED, INTERCEPTED, DELETED, DESTROYED OR USED BY OTHERS. YOU AGREE NOT TO HOLD ICLUBCENTRAL AND AFFILIATES LIABLE FOR ANY LOSS OR DAMAGE OF ANY SORT INCURRED AS A RESULT OF ANY SUCH MISAPPROPRIATION, INTERCEPTION, DELETION, DESTRUCTION, OR USE OF INFORMATION PROVIDED THROUGH THE SITE OR THE ICLUBCENTRAL SERVICES.

12. LIMITATION OF LIABILITY
YOU UNDERSTAND THAT, EVEN IF ICLUBCENTRAL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, UNDER NO CIRCUMSTANCES SHALL ICLUBCENTRAL AND AFFILIATES BE LIABLE FOR ANY GENERAL, SPECIAL, DIRECT, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES WHETHER IN AN ACTION UNDER THEORY OF CONTRACT, TORTIOUS CONDUCT, NEGLIGENCE OR ANY OTHER THEORY, ARISING OUT OF OR RELATING IN ANY WAY TO THE SITE AND/OR THE ICLUBCENTRAL SERVICES, INCLUDING WITHOUT LIMITATION (A) YOUR USE OR INABILITY TO USE THE SITE AND ANY ICLUBCENTRAL SERVICES, (B) YOUR USE OR RELIANCE ON ANY INFORMATION CONTAINED ON THE SITE OR THE ICLUBCENTRAL SERVICES, OR (C) ANY PRODUCTS OR SERVICES ADVERTISED ON THE SITE OR IN RELATION TO THE ICLUBCENTRAL SERVICES. YOUR SOLE AND EXCLUSIVE REMEDY FOR DISSATISFACTION WITH ICLUBCENTRAL IS TO STOP USING THE SITE AND/OR THE ICLUBCENTRAL SERVICES. IF, FOR ANY REASON, THE FOREGOING LIMITATION IS FOUND BY A COURT OF COMPETENT JURISDICTION TO BE INVALID OR INAPPLICABLE UNDER THE CIRCUMSTANCES, YOU AGREE THAT ICLUBCENTRAL’S AND AFFILIATES’ TOTAL LIABILITY FOR ALL DAMAGES, LOSSES, OR CAUSES OF ACTION OF ANY KIND OR NATURE SHALL BE LIMITED TO THE GREATEST EXTENT PERMITTED BY SUCH STATE LAW.

13. Links from and to the Site
The Site and the ICLUBcentral Services may contain advertisements and links to websites controlled, owned, and operated by third parties. You acknowledge and agree that ICLUBcentral cannot control and has no responsibility for the accuracy or availability of information provided by linked sites and has no responsibility for your transactions based on or related to the advertisements and links. You further acknowledge that use of any websites controlled, owned or operated by third parties is governed by the terms and conditions of use for those websites, and not by these Terms Of Service. Links to external websites (including external websites which are framed by ICLUBcentral) or
inclusions of advertisements do not constitute an endorsement by ICLUBcentral of such sites or the content, products, advertising or other materials presented on such sites, but are for your convenience and you access them at your own risk.

14. **Termination**
You acknowledge and agree that ICLUBcentral may suspend or terminate your access or use of the Site or any ICLUBcentral Services at any time and for any reason, including for no reason at all, without prior notice. The relevant version of these Terms Of Service shall continue to apply to all prior use of the Site and any ICLUBcentral Services. Sections 10, 11, 12, 14 and 15 of these Terms of Service shall survive termination of this Agreement for any reason.

15. **General Provisions**
Failure by ICLUBcentral to enforce any provision(s) of these Terms shall not be construed as a waiver of any provision or right. These Terms Of Service, and all other aspects of your use of the Site and/or the ICLUBcentral Services, shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts, without regard to its conflict of laws rules. All claims and disputes arising out of these Terms Of Service, or your use of the Site and/or the ICLUBcentral Services, other than action for specific performance or injunctive relief, shall be brought in the federal, state, or local courts located in Boston, Massachusetts, and, with regard to such claims and disputes, you hereby irrevocably (i) submit to the exercise of personal jurisdiction over you by those courts and (ii) waive any jurisdictional, venue, or inconvenient forum objections to such courts. These Terms Of Service constitute the entire agreement between you and ICLUBcentral with respect to the Site and the ICLUBcentral Services provided on the Site and supersedes all prior agreements or understandings, whether written or oral, between you and ICLUBcentral with respect to the Site and the ICLUBcentral Services provided on the Site. If any provision of these Terms Of Service is found to be invalid or unenforceable, the remaining provisions shall be enforced to the fullest extent possible, and the remaining portions of these Terms Of Service shall remain in full force and effect. These Terms Of Service shall inure to the benefit of ICLUBcentral, its successors and assigns.
17. Privacy Policy

ICLUBcentral is committed to safeguarding your online privacy. Please read the following policy to understand how we will handle your personal information as you make full use of the offerings at our site. This policy may change from time to time, so please check back periodically. This policy will let you know:

1. What personal information is being gathered about you and why
2. How the information will be used
3. Whom the information will be shared with, if anyone
4. From whom other information may be collected
5. What choices you have
6. How you can update or correct your information
7. What security procedures protect your information
8. What cookies are and how they are used
9. What else you should know about your online privacy

If you have any questions regarding this policy or if you worry that ICLUBcentral is not abiding by it, please contact us at privacy@iclub.com.

1. What information we collect and why:

ICLUBcentral collects information in a variety of ways on different parts of the site.

- **Registration**

  When you register for an account, we ask for your name and email address. We use your email address when we need to contact you regarding your account and we use your name to personalize your experience. All users must select a Username and Password. While this is the only information required to use our Service, the more information that you provide (and the more accurate it is), the better we are able to customize your experience. In addition, when the site is used, we retain your IP address for some period of time.
• **Club & User Information**

We give each club and each user the option of storing additional information, including tax identification numbers. Club officers and administrators can view the contact information and tax identification numbers of all club members, if this information is entered, as well as edit this information. Club members and guests cannot edit your contact information, but can view as much information as you wish to allow them to see. (Each user can change these settings under the Preferences menu.) Non-officer, non-administrator club members and guests cannot view your tax identification number.

• **Transactions**

Club officers and administrators may enter transactional information, like member deposits and stock purchases, into the club accounting area. All club members can view the transactional data for their club.

• **Club Invitations**

When you invite a friend to join your investment club, we ask for the friend's name and email address. We will automatically send this friend a one-time email inviting him or her to join your club, along with a personal message from you. We store this information for the sole purpose of sending this one-time email. You may contact ICLUBcentral to request the removal of this information from our database.

From time to time, we may ask you for personal information, including but not limited to when you enter a contest or promotion sponsored by ICLUBcentral. If you contact ICLUBcentral, we may keep a record of that correspondence. ICLUBcentral also occasionally asks users to complete surveys that we use for research purposes. All other information gathered is optional and is used to publish your member profile for members of your club and others (as you may set in Preferences) to know more about you. We may also use aggregated information to better target advertising to your interests.

ICLUBcentral's primary goal in collecting personal information is to provide you, our member, with a customized experience. By knowing a little bit about you, ICLUBcentral is able to deliver more relevant content, functions, and advertisements, and hence, to better serve you.

2. **How the information will be used**

Except as otherwise provided in this Privacy Policy and/or at the point at which your personal information is collected, all details of your personal information are kept confidential—ICLUBcentral does not share data on individual clubs or members with third parties. ICLUBcentral does, however, reserve the right to disclose your personal information when,
i. in its sole discretion, it determines that such disclosure is necessary to protect ICLUBcentral or its employees, their rights or property, or to protect the physical safety or health or employees of ICLUBcentral or a member of the general public; or

ii. when compelled to by law, subpoena or court order.

ICLUBcentral may from time to time share contact information with the National Association of Investors Corporation (BetterInvesting) for purposes of marketing but does not make accounting or transactional records of individuals or individual clubs available to BetterInvesting.

ICLUBcentral occasionally examines our members’ demographics, interests, and behavior, based on information provided to us upon registration, during promotions, from server logs, or from surveys. We do this to better understand our users. This data is compiled and analyzed on an aggregated basis. ICLUBcentral may from time to time share this aggregated data with business partners or advertisers, but this does not include information that can identify an individual person or club. ICLUBcentral will only retain your personal information for so long as is deemed necessary by ICLUBcentral, unless we have your permission or unless the law provides otherwise.

Our third-party partners (“Partners”) may provide selected services on our site. When the user signs up for these services, we will share names, or other contact information that is necessary for the third party to provide these services. Partners’ use of your personal information is subject to their own privacy policies and not this privacy policy. We obtain the user’s explicit consent before any information is shared with Partners.

3. Who is collecting your information and who has access to it

When you are signing on to ICLUBcentral and when you are asked for personal information by ICLUBcentral, you are sharing that information with ICLUBcentral and BetterInvesting only, unless specifically stated otherwise. Officers, administrators, and other club members may also be able to access certain personal information that you choose to make visible to them (such as your name, content that you post, and so on). (To modify what information is available to whom, please set your Privacy Preferences.) ICLUBcentral is not in a position to monitor or control any particular club member’s use of that content.

Only authorized employees, mandatories, and agents of ICLUBcentral will have access to your personal information. It is company policy not to look into any individual’s data unless asked by that individual, and not to look into any club’s data unless asked by an authorized member of the club. If you ask a question about a transaction that you entered, then we will assume that we have your permission to look at your data unless you explicitly request otherwise when asking. We will only access your information without your express permission if this information is urgently needed for the performance of necessary mandates.
4. From whom other information about you can be collected

From time to time, ICLUBcentral may collect information about you from third parties if we have your permission to do so, if the law authorizes such collection, or if we have a serious and legitimate reason to do so and either of the following conditions is fulfilled:

a. The information is collected in your interest and cannot be collected from you by the time at which such information is necessary.
b. The collection from a third person is necessary to ensure the accuracy of the information.

5. What choices are available to you regarding collection, use, and distribution of your information?

ICLUBcentral may, from time to time, send you email regarding our products and services. In addition, if you indicated upon registration or later that you are interested in receiving offers or information from ICLUBcentral and its partners, we or our partners may occasionally send you mail about products and services that we believe may be of interest to you. If you do not wish to receive these mailings, simply tell us when you give us your personal account information or edit your account information to indicate that you no longer wish to receive such offers and mailings.

You also have choices regarding cookies (which are explained in Section 8 below). By modifying your browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set or to reject all cookies. If you choose to reject all cookies, you will be unable to use the parts of the ICLUBcentral service that required registration in order to participate.

ICLUBcentral does not sell or rent user information to anyone. We will notify you at the time of data collection or transfer if your data will be shared with a third party and you will always have the option of not permitting the transfer, unless the applicable law provides otherwise. If you do not wish to allow your data to be shared, you can choose not to use a particular service or not to participate in certain promotions or contests.

6. How you can edit your information

At your request, ICLUBcentral will confirm the existence of your file and communicate to you any personal information concerning you contained in your file at ICLUBcentral. To ensure security, requests for access to or verification of your personal information must be made in writing, with proof of appropriate identification. Your access to the personal information contained in your file will be free of charge. You may change or remove personal information by first signing in and then editing your member profile. If you have forgotten your password, you may request a new one. For all other problems signing in, please visit our online support area at http://www.iclub.com/support.
7. What security procedures protect your information

ICLUBcentral takes your privacy very seriously. Our site gives you two options for logging in: regular (faster) and Secure Server (slower). If you choose to log in using our Secure Server option, you will be protected by the Secure Sockets Layer (SSL) protocol, the financial industry's standard for authenticating sites and for encrypting communications between users and Web servers. (You can tell that you are using the Secure Server option when the url address in your browser starts with 'https://' rather than the standard 'http://').

SSL cloaks your personal information with powerful encryption during transmission. SSL is the standard used by online banks, brokerages, and consumer retail sites for protection of information. In addition, our security includes two-way data encryption that incorporates digital certificate technology. We support both 40- and 128-bit encryption technologies. The following platforms support SSL: Netscape Navigator 4.06 or higher, Microsoft Internet Explorer 4.01 or higher, and AOL 3.0 or higher.

The security level of your session affects the data that you access during that session. If you do not view your accounting data, for example, then it will not be sent over the internet regardless of the security level that you have chosen. Secure Server sessions will be somewhat slower than regular sessions. Regular sessions are as secure as online email transfer and many clubs decide that this is sufficient for viewing their club's transactions.

Our security measures are not limited to online data transmission: we exercise our best reasonable efforts to protect your information offline as well. The computer servers that store your data are secured in locked and monitored facilities, with access restricted to essential technical employees. Temporary access to your personal information is granted only to employees with a specific need-to-know. (For instance, our technical support staff might need to see past transactions to help you set up or manage accounting.) Our employees are trained to keep your personal data private and are kept up-to-date on our privacy and security policies.

8. What cookies are and how they are used

ICLUBcentral uses cookies to store non-personal information so that we can tailor the service to your preferences. A cookie is a small amount of data sent to your browser from a web server and stored on your computer. Cookies remind us who you are and make it easier to access your account information on our computers. They also help us estimate our number of members and figure out what areas of our service are most popular so that we can continue to improve our offering. We do not store personal information in these cookies.

9. What else I should know about my online privacy

Please note that whenever you voluntarily disclose personal information online, including in your correspondence within your individual groups, that information can be collected and used by others.
In short, if you disclose personal information online that is accessible to others, you may receive unsolicited messages from other parties in return. Ultimately, you are solely responsible for maintaining the secrecy of your user identification, passwords and any information about yourself. Please be careful and responsible whenever you are online.

Your account information is password-protected so that only you have access to this personal information. We urge you not to divulge your user identification or password to anyone. Remember to log off your computer or close your browser window when you have finished your work to ensure that others cannot access your personal information and correspondence. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we have put in place safety measures to protect the confidentiality of your personal information, ICLUBcentral cannot guarantee or warrant the security of any information you transmit to us or from our online products or services, and you do so at your own risk. This Web site and the ICLUBcentral services are not intended for children under thirteen years of age. We encourage parents and legal guardians to monitor their children's Internet usage and to help us enforce our privacy policy by instructing their children to never provide their personal information on this Web site without their permission.

The ICLUBcentral site may contain links to other sites. Please be aware that we are not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information. This privacy statement applies solely to information collected by this Web site.

If we decide to change our privacy policy, we will prominently post our revised privacy policy on this Web site so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. You have the obligation to review changes in this privacy policy. Your continued use of this Web site and any other ICLUBcentral services after the revised privacy policy has been posted on this site constitutes your agreement to be bound by all such changes. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner.

If you have any questions about the privacy or security of your data on ICLUBcentral, please contact us at:

privacy@iclub.com
+1 (617) 661-2582
1430 Massachusetts Avenue
Cambridge, MA 02138
18. Changes to This Manual

This chapter outlines changes in the manual since its original publication.


December 2005  – Added information about the new **Watch List** function (Chapter 8).

  – Expanded information about inviting **Visitors** and the privileges that they may be granted (Chapter 10).

January 2006  – Added information about the new **Public Files** function and enhancements to the **File Storage** area to allow expandable/collapsible folders (Chapter 12).