

The World's Most Popular Tool for Investment Club  
Operations and Accounting

# myICLUB.com User Guide



# myICLUB.com

# User Guide

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Developed by



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This manual is a work in progress. ICLUBcentral updates myICLUB.com 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 write your suggestion to [ideas@iclub.com](mailto: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 and members.

## 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.



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# Table of Contents

1.	Introduction to myI CLUB.com .....	4
2.	What to Expect as Treasurer .....	5
3.	Important Club Accounting Concepts .....	8
4.	The Basics of Using myI CLUB.com .....	12
5.	Getting Your Investment Club Started .....	15
6.	The Accounting Tab.....	23
7.	The Reports Tab .....	70
8.	The Watch List.....	139
9.	The Taxes Tab.....	140
10.	The People Tab .....	141
11.	The Voting Tab.....	145
12.	The Discussions Tab.....	147
13.	File Storage Tab .....	149
14.	The Calendar Tab.....	152
15.	The Videos tab .....	155
16.	The Help Tab .....	157
17.	Linking SSGs to myI CLUB.com.....	158
18.	Support and Other Resources.....	160
19.	Glossary.....	162
20.	Terms of Service .....	165
21.	Privacy Policy .....	171

# 1. Introduction to myI CLUB.com

BetterInvesting and I CLUBcentral have partnered to provide accounting software to investment clubs since 1989. The investment club accounting tools at myI CLUB.com 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).

**myI CLUB.com** is *web-based* or *cloud-based* software—software that runs on a secure server. You use myI CLUB.com by visiting the myI CLUB.com web site ([www.myiclub.com](http://www.myiclub.com)). Your club's data is stored on the server, but you can copy the data to your computer for archival storage. All communication between your computer and the myI CLUB.com server uses industry-standard security practices.

For new users, myI CLUB.com is a robust and secure online program.

While the basic function of myI CLUB.com is to support investment club and investing partnership accounting, myI CLUB.com features include a robust set of tools to help clubs function more successfully in all areas of operations.

Features include:

- Private, personalized investment club website.
- Industry-standard security.
- Full investment club accounting, edited only by authorized officers, but viewable by all club members.
- Detailed performance, portfolio and financial reports, viewable by any registered club member.
- End-of-day and historical stock quotes to help you track the club portfolio's performance.
- Multiple levels of access for officers, members, and guests.
- File storage area for sharing stock research, meeting minutes, club bylaws, pictures, and more.
- Customizable email-compatible private club message boards.
- Club calendar.
- Watch List to help manage the club's best ideas for future investments.
- Context-sensitive help on every page, for every feature and report.
- Innovative tools to help clubs make the best decisions about member withdrawals, reconcile financial accounts, and manage changes to holdings in the club's portfolio.
- Add-ons for federal and state club tax return preparation.

## 2. What to Expect as Treasurer

Investment club treasurers perform a variety of tasks necessary to keep accurate club records. Club treasurers and administrators should take the time to read this manual to understand what myICLUB.com can do for their club and how the club's records should be maintained.

Treasurers of an investment club can use myICLUB.com to:

- Enter member, investment, and cash transactions.
- Maintain a historical database of all of the club's financial activities.
- Calculate member contributions and the total of their paid-in capital 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 myICLUB.com database or by entering prices manually.
- Allocate the club's earnings and expenses to members at the end of the year.

### Startup Tasks

Clubs that are just starting to use myICLUB.com will need an administrator who will need to perform a few one-time tasks to get the club started:

- Create a personal user account at the myICLUB.com web site. (Each member of your club will require their own login and password. Do not share logins and passwords with other members.)
- Use an appropriate startup method for your club's records so that you can begin to use myICLUB.com.
- Invite your other members to join the club's website.
- Assign appropriate access privileges to officers such as the treasurer.

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 a club's regular meeting no matter its meeting schedule:

- Deposit member payments and fees in the appropriate financial institutions, and enter the deposits into the club's accounting records.

- Print reports immediately before each meeting and distribute them to each member, including at a minimum:
  - 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 the 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. Occasional Tasks include:

- Deleting and re-entering or editing 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 transaction, printing the Withdrawal Distribution Report, writing a check, and/or transferring shares to the withdrawing member.
- Printing or distributing reports, such as:
  - 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 tax year is a very important task. Closing the books properly will provide correct tax information to the club's members and enable accurate preparation of 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 institutions with which the club does business to provide all necessary year-end information.

There is no need to stop entering current tax year transactions. myI CLUB.com 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-allocation 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 the 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.
- Allocate club earnings to the members who were active at any part 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 & Expenses Report.
  - Income and Expense Statement and Balance Sheet (optional).
- Provide the IRS with a completed Form 1065 and a copy of each member's Schedule K-1 and, if needed, a Schedule K-3.
- Provide each current member and any member who completely withdrew during the year with a completed K-1 Schedule.
- Provide any member who withdrew a copy of their Withdrawal Distribution Report.
- 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 Club Accounting Concepts

Investment club members and treasurers need to understand several fundamental concepts used by the myI CLUB.com accounting system. Understanding these concepts will help avoid data entry errors and know when the bank or broker has not provided enough information for you to enter a proper record.

#### Member Units

myI CLUB.com 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 **payments** to the club. (These member payments are sometimes referred to as dues.) Member payments purchase new units of the club at the then current **unit value**. 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 1<sup>st</sup>. You pay \$100 that day, and your friend pays \$100 on February 1<sup>st</sup>. 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. While the same amount of money was invested, members received different numbers 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 myI CLUB.com do the work of allocating each member their share of club units. Allowing members to contribute higher amounts will enable the club to build up its capital at a faster rate while making it possible for those members who are able to contribute more to the club.

Member payments that are classified as **fees** do not buy units but do increase the club's value. Fees also increase a member's cost basis in the club.

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.

Depending on the settings selected in myICLUB.com, the unit value and number of units held by each member may change when the treasurer allocates earnings at the end of each year using the Allocate Income & Expenses utility. There is a club setting to choose an allocation method which reinvests allocated income. **However, reinvesting allocated earnings does not change the total value of each member's ownership of the club and is therefore not necessary and not recommended.** For clubs started after 2010, the reinvestment option is not available. Both reinvesting and no reinvesting of allocated income will give accurate member cost basis tracking and provide for accurate IRS tax reporting.

## Transactions with Tax Consequences

Generally speaking, there are two categories of transactions that an investment club will engage in.

**Taxable transactions** include realized gains from sale of shares, income from other sources, distributions (such as dividends) from companies on shares owned, and interest earned in a cash account.

**Tax-deductible transactions** include foreign taxes paid and losses on the sale of shares. Due to tax law changes enacted in 2017 investment or club expenses (like the purchase of stamps or software), are no longer deductible for investment partnerships.

**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 reduces the cost basis of the security making this type of distribution.
- *Security Purchase* - This is a reassignment of the club's assets (from cash to a security).
- *Member Withdrawal* - Any taxable gain or loss may be realized by the withdrawing member for their investment in the club. Any reporting and tax liability are 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. myICLUB.com 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. Note that for most investment clubs there is little advantage to receiving tax-free interest, and depending on your state the reporting of tax-free interest can add complexity to tax filings.

## Unsupported Transactions

myI CLUB.com uses a *cash-basis only* accounting system. Do not enter transactions that happen in the future. Enter transactions only when they occur.

myI CLUB.com does not support buying and selling short securities, purchasing securities using margin, or buying and selling 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). myI CLUB.com 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

myI CLUB.com uses Internal Rate of Return (IRR) 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. However, 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, myI CLUB.com 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. myI CLUB.com 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 myI CLUB.com 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 the 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. Comparing CAR to the expected return when the stock was purchased is more useful.

## 4. The Basics of Using myICLUB.com

The screenshot shows the myICLUB.com website interface. At the top left is the myICLUB logo. A navigation bar contains links for Home, Club Hub, Sign Up, Login, Buy/Renew, Blog, and Help. On the left side, there is a vertical menu with links: How to Start a Club, About myICLUB.com, Why Switch to myICLUB?, myICLUB Blog, Club Tax Printers, Other Club Tools, Support, and About ICLUBcentral. Below the menu are logos for Better Investing Endorsed Product and an Authorized Provider for iMS e file. The main content area is divided into three sections: 1. Login: A heading 'Login' followed by a welcome message, a 'Login' button, a 'Save my password' checkbox, and a link for 'Forgotten your username or password?'. 2. New to myICLUB.com?: A heading followed by a 'Sign up for a new account' link and a link to 'Learn more about all the great features of myICLUB.com'. 3. Investment Club Hub: A heading followed by two links: 'Investment Club Sentiment Index' and 'Investment Club Top 40'.

myICLUB.com requires only the use of a web browser and an active connection to the Internet. You can use any modern web browser to connect to the site.

To use myICLUB.com, just browse to [www.myiclub.com](http://www.myiclub.com). If you have previously registered to use myICLUB.com, you can log in to use myICLUB.com 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 myICLUB.com. *If other people use your computer, do not check this box.*

If you have not previously registered to use myICLUB.com, you should click the Sign up for a new account link and follow the instructions to create a personal account at [www.myiclub.com](http://www.myiclub.com). After that, you can log in and create your club's accounting records, and then begin using myICLUB.com.

## Your Club Home Page

**myiCLUB** Your Clubs: Demo Club Stock quote: Welcome, Russell My Account | Logout

Home Accounting Reports Watch List Taxes People Voting Discussions File Storage Calendar Videos Help

### Demo Club

**Club Portfolio** What's this?

CASH ESIX JNPR AMGN GLW TYC AIG

Total Securities: \$16,932.20 Total Portfolio: \$23,562.81  
Cash: \$6,630.61 Unit Value: \$4,384

**Expiration Date**  
Your myiCLUB subscription is good through January 01, 0001. [Renew club subscription](#)

**Club Sentiment Index**  
June 2023 : Where is the stock market headed in the next 12 months?  
 Bullish  
 Neutral  
 Bearish  
[Vote](#) [Go to club sentiment index](#)

**Recent Blog Posts**

- Register for our Mid-Year 2022 SmallCap Informer Webinar
- New Technical Indicators Report on StockCentral
- Set Your Favorite Reports on myiCLUB
- The Debt Ceiling Issued is Settled (for Now)
- Introducing the REIT Center on StockCentral

[Go to blog posts](#)

**Club Web Links**  
No external web links have been added to the club's website by its Administrators. [Edit](#)

**Club Watch List** What's this?

FDS NVDA MSTR NFLX MIRNA CNC TRGP IDA AEM TECK BWFG SCHW CLF CCL PL...

**Club Calendar**

6/29/2023	GLW dividend payment
6/30/2023	AIG dividend payment
7/18/2023	Investment Club Webinar

[Go to club calendar](#)

**Club Voting**  
You have no active motions requiring a vote. [Go to voting](#)

**Club Message Boards**

Mailing List (21) democlub@clubs.iclub.com  
Oct 24 agenda Guillermo Trevino  
Aug 25 Hi everybody! Ryan Anthony

Private Messages List (9)  
Presidential Gossip (5)

[Go to message boards](#)

You will see your club's home page when you log in to myiCLUB.com. Your club's home page is similar to the home page for the Demo Club shown above. You can return to the club's home page from any other page by clicking on the 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 clicking on the name of your club.

The horizontal grey bar at the top of the home page contains several tabs that take you to the major sections of myiCLUB.com (Home, Accounting, Reports, Watch List, Taxes, People, Voting, Discussions, File Storage, Calendar, Videos and Help). The name of the tab that you view at any particular time will

be in **bold** type in the grey tab bar. Once on the main page of a tab topic, a navigation column at the left of the window gives you access to options for that particular tab.

The club home page is organized into topic blocks. These include Club Portfolio, Club Calendar, Club Voting, Club Discussions, Investment Club Hub, Expiration Date, Club Sentiment Index, and Recent Blog Posts.

The **Club Portfolios section** gives a quick overview of the club portfolio. This includes a graphic heat map of the club's stock holdings, securities value, cash value, total portfolio value and unit value. Three links are also in this block. The [What's this?](#) link opens a new window to explain the heat map.

The [Go to Accounting summary](#) link opens the main **Accounting** summary page where links to enter accounting transaction are located. Summaries of the Club portfolio and member ownership are also on this page. For details on the Accounting Summary page see the section on [The Accounting Tab](#) in this manual.

The [Go to latest valuation](#) link opens the latest **Valuation Statement**. 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 dropdown list of valuation dates.

The **Club Calendar** area shows upcoming club events. The [Go to club calendar](#) link takes you to the Calendar page where a full month of events is displayed. Also on this page are links and settings to manage the club calendar. For details on use of the club calendar see the section on [The Calendar Tab](#) in this manual.

The **Club Voting** topic block shows a summary of recent and current club votes in progress. You have no active motions requiring a vote is displayed if there are no current votes in progress. The [Go to voting](#) link takes you to the **Current Motions** page where club voting is managed. For details on use of the voting features see the section on [The Voting Tab](#) in this manual.

The **Club Discussions** section displays recent messages posted to the club's discussion boards. Click on a message to view it, or click on the name of a message board to view its messages. The [Go to discussions](#) link takes you to the main Discussions page where club discussions are managed. For details on use of the **Discussions** features see the section on [The Discussions Tab](#) in this manual.

## 5. Getting Your Investment Club Started

You can log in to use myI CLUB.com at [www.myiclub.com](http://www.myiclub.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 myI CLUB.com. *If other people use your computer, do not check this box.*

### Login

Welcome to **myI CLUB.com**, the investment club web site used by most clubs in the United States for investment club accounting, operations, communications, planning and file sharing. Login below or [sign up for a free trial](#).

Login:  You are using our secure server.

Password:   [Forgotten your username or password?](#)

Save my password

### New to myI CLUB.com?

[Sign up for a new account](#), and enjoy the trial version free for 45 days with a new club, or purchase a one-year subscription, or a two-year subscription. [Learn more about all the great features of myI CLUB.com](#) or check out [15 reasons why you should switch to myI CLUB.com today](#).

**Note:** 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.

### Sign Up for a New Account

If you have not previously registered to use myI CLUB.com, click the **Sign up for a free trial** link. Fill out the required information on the page to create a new club at [www.myiclub.com](http://www.myiclub.com).

**Note:** If you are not trying to create a new club, please contact your Treasurer. They will email you an invitation to join your 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 myI CLUB.com site (using the same Login name and password) to access other services provided by I CLUBcentral.

## Start Your Club

After creating an account and logging in, you can view the records of a **Demo Club**, or, if you are the administrator/founder/authorized officer you can click the link to **form a new online club**. Forming a new club creates the basic accounting records database for a club or allows you to import data directly to start a club online.

### Start Your Club

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

Club name:

Club EIN :

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** (IRS Employer Identification Number) and **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.

### Start Club Books

By answering just one or two questions, you can determine how best to enter your books, which will let your other club members view the club portfolio and run reports.

**Do you use Club Accounting for Windows software?** If yes, you can import your books directly from your desktop accounting software.

**Yes, I use Club Accounting for Windows.** We can import your books; you won't have to manually enter any old transactions at all.

**No, I use another program or keep our books by hand.** If you chose this option, you'll need to enter your transactions by hand. Use this option if your club is just starting out.

You can skip this tutorial and go straight to your club home page by clicking on "club home" in the navigation bar.

## 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 to 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 myICLUB.com 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 myICLUB.com. 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 myICLUB.com for club records, and invites them to visit the myICLUB.com 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 myICLUB.com web site.

**Note:** This is the only method by which individuals may gain access to your club's website.

### 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!

Doug

[Save Above Text as Default](#)

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

Name	Email Address (optional)
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>

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 > Allocation Settings** to make sure that the 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 their 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 myI CLUB.com 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 myI CLUB.com 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 the now-retired desktop version of Club Accounting from I CLUBcentral, Club Accounting 3, you can export data from your existing software and then import that data into myI CLUB.com. 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 myI CLUB.com. 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.

**Note:** Importing Social Security Numbers is optional. You can check the box to import Social Security Numbers, or you can leave it unchanged. If members do not supply their Social Security Numbers now, they will need to be manually entered when preparing the club's tax return.

Importing an accounting records file from your computer into myI CLUB.com completely erases all existing data in myI CLUB.com.

## Import Accounting Records

Transactions can be imported into your myICLUB.com from software for investment club accounting made by ICLUBcentral and certain other developers. Please review these instructions carefully before you proceed since the import process will overwrite any existing data in your myICLUB.com database.

Note: If you are migrating to myICLUB.com from any program, we recommend using our personalized Club Concierge, a free service that will import and review your data for you. [Details are available here.](#)

### Club Accounting 3

If you are importing data from ICLUBcentral's Club Accounting 3 (CA3) for Windows for the first time, some adjustments should be made in CA3 before you make an export file.

There are two database fields where formatting used in Club Accounting 3 might not match myICLUB.com. To make sure that current member profiles are imported correctly from CA3, please do the following for all current members.

- In CA3, go to the **View** menu and select **Members**. For each current member that shows up, double-click the member's name to open their **Member Information** screen.
- Next, make sure that the **State/Province** field in the address only has a two-letter code, such as MA, AR, or CA.
- Next, make sure that all **Phone Numbers** are formatted as 123-456-7890 with just a dash between each number. Using parentheses – () – to indicate area codes, or entering the numbers in a long sequence such as 1234567890 may cause myICLUB.com to skip everything but the member's name when importing profile information.

See the [instructions below](#) on how to export your data from CA3 in \*.ICF format so that it can be imported properly into myICLUB.com.

### Bivio

myICLUB.com can import **XML** files. While you may use the import function below, we recommend contacting our complementary Club Concierge so that our team can review your file and ensure the accuracy of your data. [Contact us here.](#)

### NAIC Club Accounting, version 1 or 2

If you are using NAIC Club Accounting version 1 or 2, [contact our Support Team](#) for assistance.

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 myICLUB.com 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 your 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 myICLUB.com and then begin using myICLUB.com to create detailed records going forward. This is the **switchover** method (you switch over from your old method to myICLUB.com).

If you use the switchover method, myICLUB.com requires data about your club as of a particular date, known as the switchover date. It makes the most sense to convert to myICLUB.com 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 myICLUB.com 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. Click **Continue**.
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. 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.

myICLUB.com 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.

Click **Continue** after you have completed this entry.

4. Enter **Opening Balances** for each club member's ownership and participation in the club. myICLUB.com 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.

Click **Continue** to save the member opening balances.

## Update Club Settings

Before entering data into myICLUB.com, you should review the **Update Club Settings** and **Allocation Settings** pages. These pages allow you to enter or change the myICLUB.com settings for your club. The settings you specify tell myICLUB.com how to handle data and calculations.

- **Accounting > Utilities > Update Club Settings**

### Update Club Settings

**Club EIN:**

Used for tax identification purposes. This is used exclusively to print your tax forms.

**Initial Unit Value:**

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.**

**Include Earlier Ownership:**  Yes  
 No

Include earlier ownership for return calculations on repurchased securities.

**Merger/Spinoff return based on:**  Market value from the "action" date  
 Tax basis

**Logo picture:**



Delete logo

- **Club EIN (Employer Identification Number)** - Enter your club's IRS tax identification number when you first begin to use myICLUB.com 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** - Enter the beginning value of a unit when you first begin to use myICLUB.com 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.
- **Logo picture** – Upload a photo or club logo that will appear on the club’s websites and reports.

Click **Change** at the bottom of the page to enter the new settings into myICLUB.com.

- Go To **Accounting > Utilities > Allocation Settings**.

## Allocation Settings

Customize how your club's year-end allocation of income and expenses is performed with these advanced settings. Investment clubs formed in or after 2010 will not need to adjust these settings, and most investment clubs formed before 2010 will not need to adjust these settings more than once.

### Time-based Allocation Settings

The time-based method allocates income and expenses from taxable transactions to each member at year-end according to the amount of the club each member owned at the time of the transaction. This is the default and the recommended method of allocating income and expenses as it is fairer for members. The non-time-based method allocates income and expenses according to the amount each member owned at the time of their withdrawal or as of the end of the club's fiscal year. This method was used before computerized club accounting software was developed and, while acceptable, can create less "fair" allocations, especially for members with significant changes in ownership in the club throughout the course of the year.

Select the method for your club

Time based allocation

Non-time based allocation

### Reinvestment of Allocated Income and Expenses

When first developed, investment club accounting followed a similar method of unit accounting as used by mutual funds, with year-end allocations of income and expenses reinvested in the purchase or sale of units in the club. Later, this reinvestment was deemed unnecessary, so the mandatory reinvestment of units as part of the year-end allocation was removed in myICLUB.com. Members' cost basis (paid in plus earnings) are still adjusted by the year-end allocation, but no reinvestment of units occurs. Since clubs may have used reinvestment in the past, this setting allows those clubs to maintain accurate records before the switchover to the new, simpler allocation method. Allocations in years prior to the year selected will use the old methodology and reinvest units at year-end. Allocations starting with (and including) the year selected will use the new methodology and not units will not be adjusted. Effective with the 2010 year, reinvestment of units was discontinued entirely.

Select the year in which your club began using the new year-end allocation methodology if prior to 2010:

2006 ▾

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.

Click **Update settings** to save changes.

## 6. The Accounting Tab

The **Accounting** tab has five sections that are available in the left 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. Most of the functions on the **Accounting** page involve changing the accounting records. Only members with permission to make accounting changes will be able to use these features. A member without permission to make accounting changes will see a message informing them they do not have access to the feature.



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

### Summary

The **Accounting** tab first 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 first three columns of the portfolio section include links. The myICLUB logo icon  link takes you to the **Get Stock Quotes/ Information** page about the stock whose ticker symbol is to the right of the logo. Clicking the ticker symbol link generates a Security Ledger report listing one year of transactions ending with the most recently entered transaction for that company. Clicking the link in the **Type** column

takes you to the **Edit security settings** page where the security profile of the company can be viewed and edited.

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 the number of units they own, cash value, and percentage ownership in the club. The member names in this section are links. Clicking on a name link generates a **Member Unit Ledger** report showing the member transactions for one year, starting one year from the current date.

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

The screenshot shows the myICLUB Accounting page. At the top, there is a navigation bar with the myICLUB logo, a 'Your Clubs:' dropdown menu set to 'Demo Club', a 'Stock quote:' input field, and a 'Welcome, Russell' message with links for 'My Account' and 'Logout'. Below the navigation bar is a menu with options: Home, Accounting, Reports, Watch List, Taxes, People, Voting, Discussions, File Storage, Calendar, Videos, and Help.

The main content area is titled 'Accounting' and features a left-hand navigation menu with sections: Accounting, Summary (with links for View/edit transactions and BrokerSync), Wizards (with links for Reconcile accounts, Pre-meeting, and Post-meeting), Securities (with links for Buy, Sell, and Cash Distribution), Members (with links for Deposit, Member Withdrawal, Withdrawal Calculator, and Member fee), Cash Accounts (with links for Interest, Expense, and Bank/Money market dividend), and Utilities (with links for Get stock quote, Backup manager, Import accounting records, and Export accounting records).

The main content area is divided into three sections:

- Portfolio**: A table showing the club's holdings. The table has columns for Symbol, Type, Shares, Last Close \*, and Market Value. The holdings include AIQ, AMGN, ESRX, GLW, JNPR, and TYC, all listed as Common Stock. Summary rows show Security Totals at \$17,176.45, Cash at \$6,630.61, Portfolio Value at \$23,807.06, and Unit Value at \$4.429. Below this, a summary table shows 'Your units' as 0.000000 (0.00% of total units) and 'Your value' as \$0.00.
- Cash Available**: A table showing the balance for various cash accounts. The table has columns for Account and Balance. The accounts listed are Broker (\$6,630.61), Petty Cash (\$0.00), Bank (\$0.00), and Suspense (\$0.00).
- Member Value**: A table showing the value of each member's units. The table has columns for Member, Units, Cash Value, and Percent of Club. All members listed (Desaj\_Dilip, Desaj\_Mukesh, Desaj\_Vincent, Desaj\_Vivek, Patel\_Kirit, Patel\_Shankar, and Shah\_Sharad) own 767.8712 units, each worth \$3,401.01, representing 14.29% of the club.

A note at the bottom of the Member Value section states: 'The valuation unit price is \$4.429.'

In the left navigation column under the **Summary** heading are two links, **View/edit transactions** and **BrokerSync**.

## View/Edit Transactions

The **View/edit transactions** page allows you to search for transactions by date range and transaction type - **Security**, **Member**, or **Cash**. The default date range is one year ending on the current date and can be customized.

A **Show Advanced** link allows for amount and text criteria to be included in the search parameters. Clicking the **Submit** button generates a list of transactions meeting the search criteria. Items in the **Transaction** column are links. Clicking the link opens a transaction page where the transaction may be viewed and edited or deleted.

## BrokerSync

The **BrokerSync** link is where settings to allow direct entry of transactions downloaded from your broker website are located. The process starts with a page to back up your data or proceed without a backup. Since importing data from your broker changes your records and errors can occur in the download, a data backup before proceeding is recommended. The next step is to choose your broker from the list of supported brokers. Broker account information will be required. Once **BrokerSync** is set-up, the link can be used by the treasurer to download transactions from your broker.

## Wizards

**Wizards** are tools to help treasurers complete a series of transactions such as to prepare for a meeting or wrap up after a meeting. The **Wizards** heading in the left navigation column shows available wizards, including **Reconcile Accounts**, **Pre-meeting**, and **Post-meeting**.

Clicking on the **Wizards** heading displays additional wizards in the main section of the page, including the **Start-Up Wizard** and **Withdrawal Calculator**.

### Reconcile accounts

The Reconcile accounts wizard allows for easy reconciliation of club cash account records with financial institution statements. Details of using the Reconcile accounts feature are located in the **Reconcile Accounts** section of this manual.

### Pre-meeting wizard

The **Pre-meeting wizard** is a step-by-step prompt for entering the typical entries to prepare for a club meeting as well as generating the reports most often used at a club meeting.

### Startup Wizard

This tool is used when the club is first starting and will seldom need to be accessed later.

### Withdrawal Calculator

The Withdrawal calculator presents recommended payout scenarios for member withdrawal. For details on the Withdrawal calculator see the Member section discussion on the **Withdrawal Calculator**.

## 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.

### Accounting>Securities: Portfolio

- [Record purchase of security](#)
- [Record sale of security](#)
- [Record cash dividend](#)
- [Record reinvestment](#)
- [Record stock split](#)
- [Record merger of securities](#)
- [Record merger with cash](#)
- [Record spinoff of securities](#)
- [Record foreign tax](#)
- [Record charges paid by company](#)
- [Create new valuation](#)
- [Edit or delete existing valuation](#)
- [Update security settings](#)
- [Change Company Name or Ticker](#)
- [Enter beginning security balances](#)
- [View/edit security transactions](#)

Symbol	Shares	Last Close Price	Date of Last Close Price	Type	Market Value
 <a href="#">AIG</a>	25	\$57.94	7/3/2023	<a href="#">Common Stock</a>	\$1,448.50
 <a href="#">AMGN</a>	25	\$225.01	7/3/2023	<a href="#">Common Stock</a>	\$5,625.25
 <a href="#">ESRX</a>	50	\$92.33	12/20/2018	<a href="#">Common Stock</a>	\$4,616.50
 <a href="#">GLW</a>	50	\$35.16	7/3/2023	<a href="#">Common Stock</a>	\$1,758.00
 <a href="#">JNPR</a>	65	\$31.33	7/3/2023	<a href="#">Common Stock</a>	\$2,036.45
 <a href="#">TYC</a>	25	\$67.67	7/3/2023	<a href="#">Common Stock</a>	\$1,691.75
<b>Security Totals</b>					<b>\$17,176.45</b>
<b>Cash</b>					<b>\$6,630.61</b>
<b>Portfolio Value</b>					<b>\$23,807.06</b>
<b>Unit Value</b>					<b>\$4.429</b>
<b>Your units</b>		<b>0.000000</b>	<b>All units</b>		<b>5,375.098372</b>
<b>Your percent</b>		<b>0.00%</b>	<b>Your value</b>		<b>\$0.00</b>

 [Links to Company Description, Price Quotes, Dividend and Split Histories, Historical Prices, and more](#)

The **Securities** page has functions to create, delete, view, and edit security transactions and to perform other tasks related to securities. The functions are available by clicking on the function in the left column or at the top of the Securities page. To access all security related tasks in the left navigation column, click the link at the bottom of the Securities section of the navigation column. The full **Securities** page is accessed by clicking on the bold **Securities** heading in the left navigation column. This also expands the list of transactions listed in the left navigation column.

### Record Purchase of Security

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.

- Enter the appropriate values for each of the information fields shown.

- For the **Total cost** field, enter the total actual cash paid out. This should include the cost of the shares plus any commissions and/or fees. This is the tax cost basis for this purchase.
- The price per share displayed will be the price **before** commissions and/or fees.
- Use the dropdown list (click the down arrowhead to the right of the box) to choose the cash account used to pay for the purchase.
- The optional Comments box is for any information about the purchase that you wish to record.

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 transaction.

**Note:** After entering a buy of a new security, you should always the **Security Settings** page for that security to review and if needed edit its settings (name, symbol, type, country, etc.).

### Record a Buy of a Security

Use this form to record the club's purchase of securities and mutual funds. Please use the [charges paid by company page](#) to record any charges paid by company associated with this purchase.

Date	<input type="text" value="7/5/2023"/>	Date of the security buy. It is important to report this date correctly as it is used to calculate the tax consequences of subsequent transactions.
Symbol	AAPL	Ticker symbol of the security purchased. <a href="#">Symbol lookup</a>
Shares	<input type="text" value="20"/>	Number of shares bought.
Commission	\$ <input type="text" value="5"/>	Commission and any SEC fees for the purchase.
Service fee	\$ <input type="text" value="5"/>	Any other fees associated with the purchase.
Total cost	\$ <input type="text" value="3820"/>	Total cost of all shares purchased, including commission and any service fee.
Price per share	\$ 190.50	The calculated price per share of the newly-acquired securities. Don't worry if it differs slightly from your brokerage statement. <a href="#">What's this?</a>
Account	<input type="text" value="Broker"/> ▾	Account from which funds were drawn to pay for the purchase.
Comments	<div style="border: 1px solid #ccc; height: 50px; width: 100%;"></div>	

## Record Sale of Security

To enter a sale of stock or other security, enter the security sale date and choose the security from the dropdown list of ticker symbols of securities owned by the club.

### Record a Sale of a Security

Step 1

Date	<input type="text" value="7/5/2023"/>	Date of the security sale.
Symbol	<input type="text" value="META"/> ▾	Ticker symbol of the security sold.

Click **Continue**.

Enter the number of shares being sold. If selling the entire position, click the Sell all link next to the text showing the total number of shares held. Using this link is especially helpful when selling all shares where the club had enrolled in a dividend reinvestment plan or DRP. It ensures all fractional shares are sold.

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.** myICLUB.com will calculate this value based on the number of shares and the total amount. myICLUB.com calculates the **Net proceeds** after you enter the other data.

Use the dropdown menu to choose the cash account receiving the proceeds of the sale

Add comments and use the dropdown menu to record a reason for the sale, if desired.

## Record a Sale of a Security

Step 2

Your club had 125 shares of META available to sell on 7/5/2023. ([Sell All](#))

Shares sold	<input type="text" value="10"/>	Total number of shares sold.
Sale total	\$ <input type="text" value="2941.00"/>	Gross proceeds prior to commission.
Commission and fees	\$ <input type="text" value="5"/>	Commission and any SEC fees incurred in the sale.
Net proceeds	\$ <input type="text" value="2936"/>	Total of the <b>net</b> proceeds from the sale. This is the amount that was actually deposited into the club's cash account.
Account	<input type="text" value="Broker"/> ▾	Account to which the proceeds from the sale were deposited.
Comments	<input type="text"/>	
Reasons for selling (Select one)	<input type="text" value="Stock is overvalued."/> ▾	

Click **Submit**.

## Selling a Partial Position of a Security

If not selling all shares owned by the club, myICLUB.com 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) (this is the First-In, First Out, or FIFO, method.)

### Record a Sale of a Security

**Step 3**

You have entered a sale of 10 shares of META for \$2,941.00.  
The date of the sale is 7/5/2023.

The last step in recording this transaction is choosing which shares of META to sell. By default, the oldest shares are sold first.  
To accept the default values, simply click on the 'Submit' button, or enter your own values in the fields below.

Meta				
Date purchased	Cost basis	Cost basis per share	Shares available	Shares sold
2/26/2013	\$2,712.98	\$27.13	100.000000	<input type="text" value="10"/>
6/15/2020	\$5,786.75	\$231.47	25.000000	<input type="text"/>

Click **Submit**.

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

The sell transaction has been successfully recorded.

<b>Type</b>	Sell security	The action taken.
<b>Date</b>	7/5/2023	Date of the transaction.
<b>Symbol</b>	META	Ticker symbol of the stock sold.
<b>Company</b>	Meta	Name of the company whose stock was sold.

Lot purchase date	Shares prior to sale	Shares sold
2/26/2013	100.000000	10.000000

<b>Shares</b>	10.000000	The total number of shares of META sold.
<b>Price per share</b>	\$294.1000	The price of each individual share sold.
<b>Total sale</b>	\$2,941.00	The sale total, including commission and fees.
<b>Commission</b>	\$5.00	Commission and SEC fees paid on the sale.
<b>Net proceeds</b>	\$2,936.00	Net proceeds from the sale that were actually deposited into the club's cash account.
<b>Account</b>	Broker	The proceeds from the sale were deposited into Broker.

Click [here](#) to continue.

Click **Delete** to delete the transaction.

Click **Edit** to return to the transaction entry page to correct mistakes

The icons in the upper left corner allow you to create a PDF version of the confirmation page or to email the confirmation page to another club member.

## **A Note About Cost Basis**

If the Average Cost Method (security settings page) applies to the security, as in a Mutual Fund, myI CLUB.com 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. The default block selection used by myI CLUB is the First-In-First-Out (FIFO) method. 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 are required to use the FIFO. Many brokers now allow default methods to be determined on the brokerage web site for the club. If you do not use the same method as your broker, this may result in a discrepancy between your tax records and the brokerage's tax records for the sale.

If shares become worthless, sell all the shares for zero (0) dollars.

## **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 from a security owned by the club. Interest from bank or broker accounts should be entered from the **Cash Accounts** section.

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. A return of capital reduces your cost basis in the security. Medium-term capital gain applies only to some distributions received in 1997 and is included for legacy purposes.

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**

## Record Cash Distribution/Dividend

A Cash Distribution occurs whenever a company returns a payment to shareholders. Dividends are the most common type of distributions, though there several others. For payments that include several types of distributions, use the "Add another distribution type" link to enter them all on one screen. Be sure to enter the Gross/pre-tax amount of the distribution that you received. Enter any foreign tax withholding in the Foreign Tax field. For dividends paid by ADRs, any associated processing fee should be entered as a separate deductible expense transaction.

NOTE: After you select the Symbol and enter the Payout Date, myICLUB.com will attempt to select the appropriate Ex-Dividend Date and automatically calculate the total Amount of the distribution. Confirm that these amounts and dates match those reported by your brokerage firm.

Symbol	BP	The ticker symbol of the income-yielding security. An asterisk denotes an 'inactive security' (zero shares held).
Payout Date	06/23/2023	Date of distribution.
Ex-Div Date	5/11/2023	Ex-Dividend date of distribution. ( <a href="#">Find it</a> ) ( <a href="#">What's this?</a> )
Type	Dividend	Type of distribution.
Amount	\$ 118.98	The total amount received in the distribution.
Foreign tax	\$ 2.70	The amount of the foreign tax paid (if any). Leave blank if none.
Type	Return of capital	Type of distribution.
Amount	\$	The total amount received in the distribution.
ADD ANOTHER DISTRIBUTION TYPE TO THIS TRANSACTION ↓ REMOVE DISTRIBUTION TYPE ↑		
Cash Account	Broker	Account to which the income was distributed.
Comments	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>		

Use the dropdown menu to select the symbol of the company paying the dividend.

The **Payout date** is the day the money was received.

The **ex-dividend date** is now automatically entered by myICLUB. It is the date used to determine if the dividend receives preferential tax treatment. 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.

The **Amount** field is for the total dividend amount before any foreign tax is subtracted. For securities in the myICLUB database, this is also now automatically entered.

If foreign tax was withheld, enter the amount in the **Foreign tax** field. The net amount will be deposited in the account selected for the **Cash Account field**.

Some securities distribute different types of distributions in one lump sum. Real Estate Investment Trusts (REITs) are the most common security to do this. Use the **ADD ANOTHER DISTRIBUTION TYPE TO THIS TRANSACTION** link to add rows for type and amount for another distribution type. Typically, the club does not know all the different types of distributions when the cash is received. This information comes from the broker 1099. The distribution can be entered as a dividend from the REIT initially and edited later when the details are known.

Click **Submit** to save the transaction.

## **Record Reinvestment**

All reinvested distributions, except Return of Capital, are taxable in the year you receive them. Return of Capital is a return of money invested and reduces the club's cost basis. 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 date on which new purchases will not be entitled to the upcoming dividend. The ex-dividend date is often one to 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.

myICLUB.com 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 myICLUB.com 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.

myICLUB.com computes and displays the Total amount of the distribution.

## Record Reinvestment/DRIP

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 form is a DRIP, or dividend reinvestment program. Please use the [charges paid by company page](#) to record any charges paid by company associated with this reinvestment transaction.

Date	<input type="text" value="7/5/2023"/>	
Symbol	<input type="text" value="AAPL"/>	Ticker symbol of the security. An asterisk denotes an 'inactive security' (zero shares held currently).
Ex-Dividend Date	<input type="text"/>	Ex-Dividend date of the reinvestment. <a href="#">What's this?</a> <a href="#">Find it</a>
Type	<input type="text" value="Dividend"/>	The type of the reinvested distribution.
Invested amount	\$ <input type="text"/>	The <b>net</b> amount of the distribution, after subtracting any commissions, fees, or foreign taxes paid (the amount actually reinvested in acquiring shares of the security).
Foreign tax	\$ <input type="text"/>	The amount of foreign tax paid (if any).
New shares	<input type="text"/>	Number of new shares received in this transaction.
Commission	\$ <input type="text"/>	Commission and any SEC fees for the reinvestment.
Service fee	\$ <input type="text"/>	Any others fees associated with the reinvestment. Enter <a href="#">charges paid by company</a> separately.
Total amount of distribution	\$ <input type="text"/>	The <b>gross</b> (total) amount of the distribution including the invested amount, commission, and service fees. Do not include foreign taxes or charges paid by company.
Price per share	\$ 0.00	The calculated price per share of the newly-acquired securities. Don't worry if it differs slightly from your brokerage statement. <a href="#">What's this?</a>
Comments	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>		

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

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, myI CLUB.com 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.

### How to Record a Stock Split

Enter the date of the stock split and choose the stock symbol. Click **Continue** to complete the transaction.

## Record a Stock Split

**Step 1 of 2**

A stock split occurs when a company increases the number of existing shares by a specific ratio (such as 2:1 or 3:2), distributing the new shares to shareholders. The per-share price of the stock is adjusted, as well, but the market capitalization of the company and the total cost basis of any investor's holdings remain the same after the split as before (just as changing a \$20 bill into two \$10 bills doesn't change the overall value of the currency). A reverse stock split is the opposite: a company reduces the number of existing shares and thus boosts the per share price of each share. One reason for reverse splits is to remain in compliance with minimum share price requirements of stock exchanges. See the Help page for instructions on [entering a stock split](#), or [specific instructions for more complicated split transactions](#).

Date	<input type="text" value="8/30/2020"/>	Date of the stock split.
Symbol	<input type="text" value="AAPL"/> <a href="#">Look up split history</a>	Ticker symbol of the split stock. An asterisk denotes an 'inactive security' (zero shares held currently).

myI CLUB.com displays the name of the chosen security along with number of shares owned on the date of the transaction.

## Record a Stock Split

**Step 1** > Step 2 of 2

Your club owned 600.000000 shares of Apple on 8/30/2020.

Shares after split	<input type="text" value="2400"/>	The total number of shares of Apple after the split, including fractional shares.
Split ratio	<input type="text" value="4"/> for <input type="text" value="1"/>	Ratio of the number of shares received for the number of shares previously owned.
Cash for fractional shares	\$ <input type="text"/>	Enter here any cash received from the sale of fractional shares during the split.
Account	<input type="text" value="Broker"/>	Account to which any proceeds from the split were deposited.

Comments

Enter either **Shares after split** or **Split ratio**. myICLUB.com computes the other entry. If the **Shares after split** is fewer than before the split, you have entered a reverse stock split. The **Split ratio** will have a smaller number in the upper position than the number in the lower position, for example 1 for 10.

Click **Submit**, and then review the details of the transaction on the confirmation page.

## Record Merger of Securities

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. While most mergers are not taxable events, occasionally you will encounter a taxable merger. Since the tax treatment of this type of merger is the same as a sale of the old shares and a purchase of the new company shares, enter this type of merger in this manner.

myICLUB.com transfers the dollar cost basis from the original company into the acquiring company or companies.

### How to Record a Merger

## Record a Merger

**Step 1 of 2**

A merger occurs when two companies combine into a single company. Shareholders of one of the companies will typically receive only stock in the new company for their shares of the old company. This is called the merger consideration. Sometimes cash and stock are part of the merger consideration (in which case the Merger with Cash transaction should be used). If the merger consideration is all cash, this merger is best entered as a Sell transaction. See the Help page for instructions on [entering a merger](#), or specific instructions for [entering mergers of some popular companies](#).

Date	<input type="text" value="04/07/2023"/>	Date of the merger.
Merging company	<input type="text" value="FN"/>	Select the security that your club owns that is merging with another security. An asterisk denotes an 'inactive security' (zero shares held currently).
Number of daughter companies	<input type="text" value="1"/>	Enter the number of companies that the merger results in. ( <a href="#">What's this?</a> )

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

Enter the information for each daughter company in the form. myICLUB.com computes the percentage of the cost basis of the original company to each of the daughter companies.

Click **Continue** after entering the information.

## Record a Merger

**Step 1** > Step 2 of 2

Your club owned 150 shares of FN on 4/7/2023.  
 The price per share of FN on that date was \$

**Recalculate** Please click this button to recalculate values for new inputs

Row #	Symbol of new company	Shares received *	Price per share	Cost basis percentage
1	<input type="text"/> <a href="#">Symbol lookup</a>	<input type="text"/>	<input type="text"/>	0.00%

Cash received \$  Enter here any cash received from the sale of fractional shares during the merger.

Account  Account to which any proceeds from the merger were deposited.

Comments

\* Include fractional shares

For **Shares Received** it is important to include any fractional shares you were entitled to receive. If your broker statement has an item labeled cash-in-lieu, they sold the fractional shares. If the statement includes the number of fractional shares, add these to the whole shares received. This information can also be calculated for the exchange ratio published by the companies involved. myICLUB.com support can also be contacted for help.

**Cash received** is the cash-in-lieu received from the sale of any fractional shares. It should always be less than the price per share for the new company.

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

### Record a Merger with Cash

What a shareholder receives from a merger for their shares of the old company is called the merger consideration. This is often a set number of shares of the new company for each share of the old company. In a **Merger with cash**, the merger consideration is composed of a set amount of cash plus a set number of new shares for each share of the old company. There are two main types of mergers with cash. These are fully taxable transaction and a transaction taxable only to the maximum of cash received.

myICLUB.com transfers the dollar cost basis from the original company into the acquiring company or companies according to the rules for the different types of mergers with cash.

## How to Record a Merger with Cash

### Record a Merger With Cash

**Step 1 of 2**

A merger with cash occurs when two companies combine into a single company, and shareholders of one of the companies receive both cash and stock in the new company for each share of the old company. If one group of shareholders receives only cash for their shares, this merger is best entered as a Sell transaction. See the Help page for instructions on [entering a merger](#), or specific instructions for [entering mergers of some popular companies](#)

Date	<input type="text" value="7/5/2023"/>	Date of the merger.
Merging company	<input type="text" value="NVMI"/>	Select the security that your club owns that is merging with another security. An asterisk denotes an 'inactive security' (zero shares held currently).
Number of daughter companies	<input type="text" value="1"/>	Enter the number of companies that the merger results in. ( <a href="#">What's this?</a> )

Enter the date of the merger completion and select the old company from the dropdown menu next to **Merging company**. The number of daughter companies is rarely different than 1. If you received shares in more than one new company, enter the number of new companies.

### Record a Merger With Cash

**Step 1 > Step 2 of 2**

Your club owned 200 shares of NVMI on 7/5/2023.  
 The price per share of NVMI on that date was \$

Transaction is fully taxable  
 Transaction is taxable to a maximum of the cash received  
For more information about the differences between fully and partially taxable transactions, please click the Help link near the top right-hand corner of this page.

Cash per share received:	<input type="text" value="15.2"/>
Cash received (not counting fractional shares):	<input type="text" value="3002"/>
Exchange ratio of new to old shares:	<input type="text" value="3.2569"/> to 1
Price per share of new shares on merger date:	<input type="text" value="32"/>
Reorganization Fee:	<input type="text" value="38"/>
Total Merger Consideration per share:	<input type="text" value="119.4208"/>

Row #	Symbol of new company	Shares received *	Price per share
1	<input type="text" value="ABC"/> <a href="#">Symbol lookup</a>	<input type="text" value="651.38"/>	<input type="text" value="32"/>

Cash received \$  Enter here any cash received from the sale of fractional shares during the merger.

Account  Account to which any proceeds from the merger were deposited.

Comments

**\* Include fractional shares**

Click on the button to indicate the type of merger-with-cash. This is very important as the two types have very different tax consequences.

**Cash per share received** is the per share cash portion of the merger consideration.

**Cash received (not counting fractional shares)** is a calculated field from data entered by the user.

**Exchange ratio of new to old shares** is the share portion of the merger consideration. It shows the number of new shares received for each old share.

**Price per share of new shares on merger date** is important because possible capital gains and cost basis transfer have a Fair Market Value component.

**Reorganization fee** records the often-mandatory fee for mergers with cash. At the time of this writing, the fee was in neighborhood of \$40.

**Total merger consideration per share** shows the value of the cash plus shares received for each share of the old company. This is a myICLUB calculated amount.

The **Symbol of new company** is where to enter the symbol of the new company.

Shares received will auto-fill when the Exchange ratio of new shares to old shares field above is populated.

Price per share will also will auto-fill when the Price per share of new shares on merger date field above is populated.

**Cash received** is for entering the cash-in-lieu from the sale of fractional shares, if any. The amount should always be less than the price per share of the new shares. It is NOT for entering the total cash received from the cash portion of the merger consideration.

**Important note:** The cost basis allocation from old shares to new has a market value of the new shares component. Your entry for the price per share of the new shares may not match the price used by your broker. Your records for the cost basis of the new shares and any possible gain from the merger will not match your broker in this case. This is not a cause for alarm. Tax law and IRS regulations do not have one set method for determining the market value. Both your records and the broker are likely to satisfy the IRS.

## Record Spinoff of Securities

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. The new companies were previously business units of the company executing the spinoff. 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.

### How to Record a Spinoff

Select the security and the date of the spinoff transaction, including the number of daughter

companies. In most cases, this is just one.

### Record a Spinoff

**Step 1 of 2**

A spinoff occurs when a company creates a new public company from an internal business unit, distributing shares of the new company (the “daughter” or “child”) to shareholders of the “parent” company. Part of the cost basis in the parent company is transferred to the child company as part of the spinoff transaction. Cost basis allocation between parent and daughter companies is related to the Fair Market Value (FMV) of each company to the combined FMV of both after the spinoff. Companies often (but not always) give guidance on basis allocation. See the Help page for instructions on [entering a spinoff](#), or instructions for [entering spinoffs some popular companies](#).

Date	<input type="text" value="06/01/2023"/>	Date of the spinoff.
Parent company	<input type="text" value="REGN"/> ▾	Select the security that your club owns that is spinning off another entity. An asterisk denotes an 'inactive security' (zero shares held currently).
Number of daughter companies	<input type="text" value="1"/>	Enter the number of companies that are being spun-off from the parent company. Do not include the parent company.

Choose **Continue**.

### Record a Spinoff

**Step 1 > Step 2 of 2**

Your club owned 50 shares of REGN on 6/1/2023.

The price per share of REGN on that date was \$

Remaining basis percentage (The amount of the cost basis that the parent security retains):  %

Please enter as much information as you can about the spinoff below:

Please click this button to recalculate values for new inputs

Row #	Symbol of new company	Shares received *	Price per share
1	<input type="text" value="Symbol lookup"/>	<input type="text"/>	<input type="text"/>

Cash received \$  Enter here any cash received from the sale of fractional shares during the spinoff.

Account  ▾ Account to which any proceeds from the spinoff were deposited.

Comments

\* Include fractional shares

myI CLUB.com 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.

Two options for calculating the cost basis of each company are offered by myI CLUB.com. Use the radio button to choose how the cost basis split is calculated. The radio button with the price of the parent company will cause myI CLUB to make the calculations or choose the Remaining basis percentage to enter company guidance, your own calculation or the amount in an myI CLUB.com help FAQ regarding the specific transaction.

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 Withheld

Most clubs will only encounter foreign taxes associated with the receipt of dividends from a non-U.S. company. Foreign taxes withheld from a dividend are now more easily entered using the **Cash distribution** entry screen. Use the **Record foreign tax** entry screen to record foreign taxes paid not associated with a dividend. An example from past experience is a tax on a capital gain from a merger of foreign companies one which was listed on a US exchange. These are unusual but do happen.

## How to Record Foreign Tax Withheld

Type in the date and amount of the tax. Use the dropdown menus to select the ticker symbol of the company associated with the tax and the cash account from which the tax was paid.

Add any comments.

### Record a Foreign Tax

Use this form to record any foreign taxes paid by a company. Foreign taxes are sometimes paid on dividends issued by foreign companies. Please use this form to record **only the amount of the foreign tax**. Use the [cash distribution](#) page to record dividend income, and the [reinvestment](#) page to record reinvestments.

Date	<input type="text" value="6/14/2023"/>	Date on which the foreign tax was paid or reported.
Symbol	<input type="text" value="BP"/>	The ticker symbol of the security on which foreign tax was paid. An asterisk denotes an 'inactive security' (zero shares held currently).
Account	<input type="text" value="Broker"/>	Account to which the tax was distributed.
Amount	<input type="text" value="\$"/>	The amount of the foreign tax.

Comments

Click **Submit**, and then review the details of the transaction on the confirmation page.

## Record Charges Paid by Company

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.

## How to Record Charges Paid by Company

**Record Charges Paid By Company**

Use this form to record any charges paid by company.

Date  Date on which the charges were paid or reported.

Symbol  The ticker symbol of the security for which the charges were paid. An asterisk denotes an 'inactive security' (zero shares held currently).

Amount \$  The amount of the charges paid by company.

Comments

Click **Submit**, and then review the details of the transaction on the confirmation page.

## Create New Valuation

myICLUB.com uses **Valuations** to calculate the value of a unit and the total 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 before each meeting. Most clubs will enter a valuation monthly (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 allocate the club's income and expenses.**

## How to Create New Valuations of the Club's Securities

After entering the date for the valuation, click **Continue**.

## Create New Valuation

Create a new official securities valuation and download or enter prices for all the club's securities as of that date. This is typically only done once a month pursuant to the terms in your club's operating documents.

### Step 1 : Choose a valuation date

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

If current day closing prices are not yet available, myI CLUB.com obtains the previous day's closing prices for securities from a database of historical prices. Current day closing prices are usually available in the myI CLUB.com database at approximately 9pm Eastern time. However, this is under the control of the price database supplier and this time frame cannot be guaranteed. If myI CLUB.com'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.

## Review/Edit Securities Valuations

Step 2 : Value securities for 7/7/2023

[What's a Quote Symbol?](#)

Symbol	Quote Symbol	Price	Shares owned on 7/7/2023	Price date
AMN	AMN	\$108.74	10.000000	7/7/2023
ANET	ANET	\$158.9	25.000000	7/7/2023
BRK.B	BRK.B	\$341.46	7.683000	7/7/2023
CLFD	CLFD	\$46.14	20.000000	7/7/2023
INMD	INMD	\$37.13	30.000000	7/7/2023
MSFT	MSFT	\$341.27	11.413001	7/7/2023
VEEV	VEEV	\$195.36	7.000000	7/7/2023
WAL	WAL	\$36.37	20.000000	7/7/2023

Comments:

## Edit or Delete Existing Valuation

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

## Edit/Delete Valuation

This page lets you change the prices of securities in existing valuations, or delete a valuation.

Note that if you edit or delete a valuation, the unit amounts in member transactions after the valuation date will change.

Step 1 : Choose a valuation date

6/17/2023

[create a new valuation](#)

Click **Edit** or **Delete**. If you choose **Edit**, myICLUB.com 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.

A link to **Create a New Valuation** is also included on this page.

## Review/Edit Securities Valuations

Step 2 : Value securities for 6/17/2023

[What's a Quote Symbol?](#)

Symbol	Quote Symbol	Price	Shares owned on 6/17/2023	Price date
AMN	AMN	<input type="text" value="\$108.1"/>	10.000000	6/17/2023
ANET	ANET	<input type="text" value="\$157.79"/>	25.000000	6/17/2023
BRK.B	BRK.B	<input type="text" value="\$338.31"/>	7.683000	6/17/2023
CLFD	CLFD	<input type="text" value="\$49.64"/>	20.000000	6/17/2023
INMD	INMD	<input type="text" value="\$36.99"/>	30.000000	6/17/2023
MSFT	MSFT	<input type="text" value="\$342.33"/>	11.413001	6/17/2023
VEEV	VEEV	<input type="text" value="\$200.05"/>	7.000000	6/17/2023
WAL	WAL	<input type="text" value="\$37.42"/>	20.000000	6/17/2023

Comments:

## Update Security Settings

The page displays a list of all securities the club currently owns. The **Show Inactive Securities** checkbox acts as a toggle. Click in the box to add all securities the club previously owned to the list. This page also includes a link, **Go to portfolio**, which takes you to the **Accounting > Securities > Portfolio** page.

## 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.

	Company name	Symbol	Type	Exchange	Country
	AMN Healthcare Services Inc	AMN	Common Stock	NYSE	US
	Arista Networks Inc	ANET	Common Stock	NYSE	US
	Berkshire Hathaway	BRK.B	Common Stock	NYSE	US
	Clearfield Inc	CLFD	Common Stock	OTC	US
	Inmode Ltd	INMD	Common Stock	OTC	US
	Microsoft	MSFT	Common Stock	OTC	US
	Veeva Systems Inc	VEEV	Common Stock	NYSE	US
	WESTERN ALLIANCE BANCORPORATION	WAL	Common Stock	NYSE	US

Show Inactive Securities

[Go to portfolio](#)

A view of some inactive securities is below.

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

	Abercrombie & Fitch *	ANF	Common Stock	NYSE	US
	American Intl Group *	AIG	Common Stock	NYSE	US
	Biomet *	BMET	Common Stock	OTC	US
	Cboe Global Markets Inc *	CBOE	Common Stock	NYSE	US

The pencil icon to the left of the company name is a link to edit the security profile of that company. Click the button to view and edit the settings for that security.

## Edit security settings

This page allows you to edit the symbol, name, security type, tax status, and (for mutual funds and fixed cash investments) method used for cost basis calculation.

### Basic Settings

Company Name

Symbol  [\(What's this?\)](#)

Exchange

Security Type  ▾

### Advanced Settings

Federal Tax-Free?

Country  ▾ [\(What's this?\)](#)

Quote Symbol  [\(What's this?\)](#)

Use this page to check the **Symbol** and **Security Type** are correct. The default for **Security Type** is Common. This will need to be changed if the security purchased was not common stock. Use the **Advanced Settings** for tax status and identifying the country of incorporation. The **Country** field is important as the IRS has increased reporting of foreign income. Having the correct country designated will make this easier at tax time. The **Stock Quote** feature next to your name on the top navigation bar can help find the country of incorporation, also known as the country where the country is domiciled.

Some clubs like to use slightly different **Symbols** for purchases of the same stock. To be sure these can use the price downloads for valuations, the **Quote Symbol** can be adjusted to use the symbol used by the stock exchange.

Click **Submit** to save the changes.

**Note:** The price database used by myICLUB may use a slightly different quote symbol than used by the stock exchange or other price databases, especially for different classes of stock of the same company. The example above shows this. The myICLUB database uses BRK.B for the Berkshire Hathaway class B shares. Other databases use BRKB or BRK-B.

## 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.

## Record Opening Security Lot Balance

Enter the opening security lot balance.

Security lot acquisition date	<input type="text" value="7/7/2023"/>	The date that your club acquired the security.
Symbol	<input type="text"/> <a href="#">Symbol lookup</a>	Ticker symbol of the security.
Shares	<input type="text"/>	Number of shares in this security lot.
Price per share	\$ <input type="text"/>	The price for which each share of the security was acquired.
Total price	\$ <input type="text"/>	The total price of this lot of securities.
Comments	<input type="text"/>	

## View/Edit Security Transactions

Use the Security **View/Edit Transactions** selection page to view a list of security transactions during a specified date range. The default date range when first opened is one year ending on the current date. You can customize the date range of the displayed transactions.

### View/Edit Transactions

#### Show/Search transactions

Search for transactions meeting the following criteria:

#### Transaction Date

From  To

Transaction Type

[Show Advanced](#)

Date	Transaction	Security	Shares	Amount	Notes
6/8/2023	<a href="#">Security income</a>	Microsoft (MSFT)	0.0000	\$7.76	Dividend
5/26/2023	<a href="#">Security income</a>	WESTERN ALLIANCE BANCORPORATION (WAL)	0.0000	\$7.20	Dividend
4/18/2023	<a href="#">Buy security</a>	Clearfield Inc (CLFD)	20.0000	\$900.90	commission of \$0.00
3/9/2023	<a href="#">Security income</a>	Microsoft (MSFT)	0.0000	\$7.76	Dividend
3/3/2023	<a href="#">Security income</a>	WESTERN ALLIANCE BANCORPORATION (WAL)	0.0000	\$7.20	Dividend

Click on the link describing a specific transaction to view it. This will open a new **Transaction Description** page with the option to edit or delete the transaction.

## Transaction Description



<b>Type</b>	Security income	The action taken.
<b>Date</b>	3/9/2023	Date of the transaction.
<b>Ex-Div date</b>	2/15/2023	Ex-dividend date.
<b>Type</b>	Dividend	Type of the security income.
<b>Symbol</b>	MSFT	Ticker symbol of the security.
<b>Company</b>	Microsoft	Name of the company.
<b>Amount</b>	\$7.76	<b>Net</b> amount of the Dividend.
<b>Account</b>	Broker's Acct	The Dividend was deposited to Broker's Acct.

[Delete](#) [Edit](#)

Click [here](#) to continue.

## 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.

## Accounting>Members: Valuation Unit Summary

[deposit](#) [withdrawal](#) [withdrawal calculator](#) [member fee](#) [beginning balances](#) [view/edit transactions](#)

Member	Units	Cash Value	Percent of Club
<a href="#">Curie, Marie</a>	436.1070	\$66,468.02	10.38%
<a href="#">Defoe, Daniel</a>	412.1696	\$62,819.67	9.81%
<a href="#">Epburn, Kathrine H</a>	141.0460	\$21,497.14	3.36%
<a href="#">Grace, Princessa</a>	102.5692	\$15,632.80	2.44%
<a href="#">Liu, QuanYin</a>	102.8790	\$15,680.01	2.45%
<a href="#">Mallet, Bruce</a>	290.7431	\$44,312.79	6.92%
<a href="#">Malley, Russell</a>	618.4020	\$94,252.00	14.72%
<a href="#">Marshall, Thurgood</a>	644.3315	\$98,203.98	15.34%
<a href="#">Rafael, Artista</a>	102.4166	\$15,609.53	2.44%
<a href="#">Salk, Jonas</a>	190.4582	\$29,028.15	4.53%
<a href="#">Swift, Johanna</a>	642.6698	\$97,950.71	15.30%
<a href="#">Theotokopoulos, Domenico</a>	111.2324	\$16,953.17	2.65%
<a href="#">Tomas, Marlow</a>	406.6625	\$61,980.33	9.68%

The valuation unit price is \$152.412.

The Members section also provides functions to enter transactions related to membership, including deposits, withdrawals, and fees. The withdrawal calculator gives options for funding a withdrawal organized by advantages to the club. 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 from one to all members.

### Record Member Deposits

Please click this button to recalculate the total amount of the deposit

Date	<input type="text" value="06/22/2023"/>	Date of the deposit.
Account	<input type="text" value="Broker"/>	Account to which the deposit should be made.
Default amount	<input type="text" value="\$ 0"/>	Default all the deposit fields to this value.
Marie Curie	<input type="text" value="\$ 0.00"/>	Amount of deposit for Marie Curie.
	<input type="text"/>	Remarks for Marie Curie.
Daniel Defoe	<input type="text" value="\$ 0.00"/>	Amount of deposit for Daniel Defoe.
	<input type="text"/>	Remarks for Daniel Defoe.
Kathrine H Epburn	<input type="text" value="\$ 0.00"/>	Amount of deposit for Kathrine H Epburn.
	<input type="text"/>	Remarks for Kathrine H Epburn.
Princessa Grace	<input type="text" value="\$ 0.00"/>	Amount of deposit for Princessa Grace.
	<input type="text"/>	Remarks for Princessa Grace.
QuanYin Liu	<input type="text" value="\$ 0.00"/>	Amount of deposit for QuanYin Liu.
	<input type="text"/>	Remarks for QuanYin Liu.
Bruce Mallet	<input type="text" value="\$ 0.00"/>	Amount of deposit for Bruce Mallet.
	<input type="text"/>	Remarks for Bruce Mallet.
Russell Malley	<input type="text" value="\$ 0.00"/>	Amount of deposit for Russell Malley.
	<input type="text"/>	Remarks for Russell Malley.
Thurgood Marshall	<input type="text" value="\$ 0.00"/>	Amount of deposit for Thurgood Marshall.
	<input type="text"/>	Remarks for Thurgood Marshall.
Artista Rafael	<input type="text" value="\$ 0.00"/>	Amount of deposit for Artista Rafael.
	<input type="text"/>	Remarks for Artista Rafael.
Jonas Salk	<input type="text" value="\$ 0.00"/>	Amount of deposit for Jonas Salk.
	<input type="text"/>	Remarks for Jonas Salk.
Johanna Swift	<input type="text" value="\$ 0.00"/>	Amount of deposit for Johanna Swift.
	<input type="text"/>	Remarks for Johanna Swift.
Domenico Theotokopoulos	<input type="text" value="\$ 0.00"/>	Amount of deposit for Domenico Theotokopoulos.
	<input type="text"/>	Remarks for Domenico Theotokopoulos.
Marlow Tomas	<input type="text" value="\$ 0.00"/>	Amount of deposit for Marlow Tomas.
	<input type="text"/>	Remarks for Marlow Tomas.
<b>Total</b>	<b>\$0.00</b>	Total amount of the deposit.

Comments

The **Account** dropdown menu is to choose the cash account receiving the deposit. Use the **Default amount** to credit each member with the same contribution. myICLUB.com fills that amount in for each member of the club. You can edit the amount for each member as needed. A comment can be added in the **Remarks** field for each member. Click the **Submit** button to save the transaction, **Cancel** to leave the deposit page and open the main Members page or **Reset** remove all entries and start over.

## Record a Withdrawal

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

### Record a Withdrawal

Use this form to record a withdrawal. Please enter the following information on this page:

<b>Member</b>	<input type="text" value="John Adams"/>	Select the member who is withdrawing assets from the club.
<b>Withdrawal type</b>	<input type="radio"/> Partial <input checked="" type="radio"/> Full	Choose whether the member is withdrawing only some assets, or is withdrawing completely from the club.
<b>Announcement Date</b>	<input type="text" value="8/15/2005"/>	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.
<b>Payout Date</b>	<input type="text" value="8/15/2005"/>	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.

Check this box if the user is withdrawing stock from the club. ([What's this?](#))

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 **\$6,268.57** (393.58 units) available for withdrawal.

<b>Total value of withdrawal</b>	\$ 6,268.57	The total dollar amount withdrawn by John Adams on 8/15/2005.
<b>Units withdrawn</b>	393.58	The total units withdrawn.
<b>- Percent penalty</b>	<input type="text" value="2"/> %	Enter the percent penalty to be assessed on the units withdrawn.
<b>- Withdrawal fee</b>	\$ <input type="text" value="0"/>	Enter any additional penalties here. These will be added to the above assessed penalties.
<b>(Penalty amount)</b>	\$125.37	The dollar amount of the penalty assessed against John Adams for this withdrawal.
<b>Dollars withdrawn</b>	\$ <input type="text" value="6143.2"/>	This is the net value of the withdrawal - the dollar amount John Adams actually receives.
<b>Account</b>	<input type="text" value="Bank of America"/>	Choose the account from which the funds were transferred to John Adams.
<b>Comments</b>	<input type="text"/>	

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.

Dollars withdrawn: \$6,143.20		Net dollar amount of the withdrawal.			
Security	Price per share	Total shares owned	Market value of security	Value of withdrawn shares	Shares to withdraw
ASVI	\$47.40	44.00000	\$2,085.60	\$0.00	0
BBBY	\$43.56	5.00000	\$217.80	\$217.80	5
BRL	\$46.80	89.00000	\$4,165.20	\$0.00	0
CVS	\$29.91	2.00000	\$59.82	\$0.00	0
FAST	\$63.65	49.63740	\$3,159.42	\$0.00	0
GE	\$34.21	111.08830	\$3,800.33	\$0.00	0
HD	\$41.61	106.66040	\$4,438.14	\$0.00	0
ISLE	\$25.01	12.00000	\$300.12	\$0.00	0
LHO	\$32.29	3.00000	\$96.87	\$0.00	0
MCRI	\$17.56	10.00000	\$175.60	\$0.00	0
MDT	\$54.90	114.43500	\$6,282.48	\$2,745.00	50
PDCCO	\$43.80	100.00000	\$4,380.00	\$0.00	0
UNH	\$51.98	51.00000	\$2,650.98	\$0.00	0
WAG	\$48.30	175.89850	\$8,495.90	\$0.00	0
WWY	\$72.07	52.84030	\$3,808.20	\$0.00	0
Stock value withdrawn: \$2,962.80			Value of the stock withdrawn.		
Cash withdrawn: \$3,180.40			Value of cash withdrawn.		
Dollars withdrawn: \$6,143.20		Total dollar amount of the withdrawal.			

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

## Withdrawal Calculator

The withdrawal scenario calculator is designed to help you understand the ramifications and potential best course of action when a member departs your club.

The first screen asks you to choose a club member, if their withdrawal will be full or partial, and what that member's withdrawal date will be. Keep in mind that a withdrawal cannot be entered on a valuation date.

After choosing these three options, the report will show Recommended Scenarios, such as:

- Transfer appreciated securities (with any remaining balance in cash).
- Sell depreciated securities to raise cash.
- Pay off member in cash.

These scenarios are in order from most to least recommended. Since it is only possible to go so far and still continue to 'recommend' a course of action, we also explicitly include a **Not Recommended Scenarios** section. If a scenario includes the transfer or sale of securities, a list of recommended securities to fulfill the scenario is given.

## Withdrawal Scenario Calculator



Members can be withdrawn from your investment club on a full or partial basis, and paid off with stock, cash, or a combination of the two (depending on your club's operating agreement). There may be significant advantages and disadvantages to each method of processing a withdrawal, depending on the type of withdrawal and the club's portfolio, so it can be difficult to determine the best course of action. myI CLUB's unique Withdrawal Scenario Calculator is a useful tool to help you understand the ramifications and potential best course of action when a member departs your club. Get started by entering the details below to receive a full analysis of the possible withdrawal scenarios that may be best suited for your club's particular circumstances:

Select the withdrawing partner:	Domenico Theotokopoulos ▾
Is this a full or a partial withdrawal?	<input checked="" type="radio"/> Full <input type="radio"/> Partial
Withdrawal Date	7/11/2023
<input type="button" value="Calculate best possible withdrawal scenarios"/> <input type="button" value="Cancel"/>	

### 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. Remember, member fees do not purchase more units for the member. The fee amount is added to the member's cost basis in the club. It is recommended to limit fees to items requiring reimbursement to the club, such as an insufficient funds charge from a returned check. It is not recommended to charge special fees to cover club expenses.

### 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 switch-over 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.

## Record Opening Member Balances

Enter the opening balance values for a member

Date	<input type="text" value="12/31/2022"/>	Opening balance date. This is usually the date that your club starting using our accounting platform.
Member	<input type="text" value="Marie Curie"/>	Choose the club member.
Amount	\$ <input type="text" value="12365.45"/>	Enter the amount of this member's stake in the club on the date specified.
Units	<input type="text" value="6.445698"/>	Enter the number of valuation units owned by this member on the date specified.
Type	<input type="text" value="Paid in"/>	Select whether this is the amount paid into the club by this member, or the amount distributed to this member by the club
Comments	<input type="text" value="December 2022 Switchover"/>	

Click **Submit** to complete the transaction.

### View/Edit Transactions

Use this page to view and edit member transactions. The page shows all member transactions between the specified date range. The default date range is one year ending on the current date.

## View/Edit Transactions

### Show/Search transactions

Search for transactions meeting the following criteria:

#### Transaction Date

From  To

Transaction Type

[Show Advanced](#)

Date	Transaction	Member	Amount	Units	Changes in cost basis
3/13/2023	<a href="#">Deposit cash</a>	Bruce Mallet	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Kathrine H Eburn	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Artista Rafael	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Marie Curie	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Johanna Swift	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Jonas Salk	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Thurgood Marshall	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Domenico Theotokopoulos	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	QuanYin Liu	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Russell Malley	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Princessa Grace	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Daniel Defoe	\$3,000.00	22.677370	\$3,000.00
3/13/2023	<a href="#">Deposit cash</a>	Marlow Tomas	\$3,000.00	22.677370	\$3,000.00
1/9/2023	<a href="#">Deposit cash</a>	Marie Curie	\$2,000.00	16.233249	\$2,000.00
1/9/2023	<a href="#">Deposit cash</a>	Johanna Swift	\$2,000.00	16.233249	\$2,000.00
1/9/2023	<a href="#">Deposit cash</a>	Bruce Mallet	\$2,000.00	16.233249	\$2,000.00
1/9/2023	<a href="#">Deposit cash</a>	Kathrine H Eburn	\$2,000.00	16.233249	\$2,000.00
1/9/2023	<a href="#">Deposit cash</a>	Artista Rafael	\$2,000.00	16.233249	\$2,000.00

Click on a transaction to view its details. The page that opens allows the transaction to be edited or deleted.

## Transaction Description



Type	Deposit cash	The action taken.
<b>Date</b>	1/9/2023	Date of the transaction.
<b>Marie Curie</b>	\$2,000.00	The amount of deposit for Marie Curie
<b>Daniel Defoe</b>	\$2,000.00	The amount of deposit for Daniel Defoe
<b>Kathrine H Eburn</b>	\$2,000.00	The amount of deposit for Kathrine H Eburn
<b>Princessa Grace</b>	\$2,000.00	The amount of deposit for Princessa Grace
<b>QuanYin Liu</b>	\$2,000.00	The amount of deposit for QuanYin Liu
<b>Bruce Mallet</b>	\$2,000.00	The amount of deposit for Bruce Mallet
<b>Russell Malley</b>	\$2,000.00	The amount of deposit for Russell Malley
<b>Thurgood Marshall</b>	\$2,000.00	The amount of deposit for Thurgood Marshall
<b>Artista Rafael</b>	\$2,000.00	The amount of deposit for Artista Rafael
<b>Jonas Salk</b>	\$2,000.00	The amount of deposit for Jonas Salk
<b>Johanna Swift</b>	\$2,000.00	The amount of deposit for Johanna Swift
<b>Domenico Theotokopoulos</b>	\$2,000.00	The amount of deposit for Domenico Theotokopoulos
<b>Marlow Tomas</b>	\$2,000.00	The amount of deposit for Marlow Tomas
<b>Total</b>	<b>\$26,000.00</b>	Total amount of the deposit

**Account** Broker The funds were deposited into Broker

Click [here](#) to continue.

## 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. The default date is the current date.

## 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](#)
- [Enter beginning account balances](#)
- [View/edit all cash account transactions](#)
- [Reconcile accounts](#)

Account	Balance	Edit	Mark Default For Cash & Security Transactions	Mark Default For Member Transactions	Mark Inactive
Broker	\$756.00	 	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
Bank	\$0.00	 	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Suspense	\$0.00	 	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Date:   Show Inactive Accounts

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, investment expenses, non-investment 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

myICLUB.com creates at least three (3) cash accounts for a club's use: **Bank**, **Broker**, and **Suspense**. Accounts can be re-named (edited) or deleted as needed. Click the pencil icon to edit an account. To delete an account, click the trash can icon. Do not delete an account that has transactions associated with it. You can use the check box to make such accounts inactive. New cash accounts can be created to meet the club's needs. A cash account can be designated the default account for member or cash/security transactions.

myICLUB.com 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 and rename them accordingly if the club has multiple financial accounts, but this is completely optional. Some clubs prefer to keep things simple and only use the default Bank and Broker accounts, while others prefer to rename the accounts and/or create a separate account in myICLUB.com for each account the club utilizes.

Use **Suspense** type accounts as a place to transfer money to provide the effect of marking funds that are in transit as not available for investment. Use of **Suspense** accounts is optional.

## About Petty Cash Accounts

BetterInvesting and myICLUB.com 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, myICLUB.com 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.

**Note:** myICLUB.com supports an older feature for clubs that used petty cash accounts. These are accounts named Petty Cash were created by versions of ICLUBcentral's club accounting software used before 08/01/2004 and were 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 or any IRS taxable events, and are not included in calculations of unit and club value and performance. Today clubs can use the non-investment expense transaction to record items that are outside the operation of the club. If your established club still uses the 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.

### Record Interest on a Cash Account

Use this form to record the receipt of interest in one of the club's cash accounts.

Date	<input type="text" value="6/29/2023"/>	Date of the interest income.
Amount	\$ <input type="text" value="1.23"/>	The amount of the interest income.
Account	<input type="text" value="Broker"/>	Account which accrued interest.
Tax Status	<input type="text" value="Taxable"/>	Is the interest income tax-free?

Comments

Click **Submit** to complete the transaction.

## Record an Expense

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

## Record an Expense

Date	<input type="text" value="7/11/2023"/>	Date of the expense.
Amount	\$ <input type="text"/>	Amount of the expense.
Account	<input type="text" value="Broker"/>	Account from which funds were drawn to pay the expense.
Type	<input type="text" value="Investment"/>	Is this an Investment or Non-Investment Expense? ( <a href="#">What's this?</a> )
Category	<input type="text" value="Uncategorized"/>	Expense Category
Distribution method	<input type="text" value="By ownership share"/>	Equally divided among members or weighted by percentage ownership share? ( <a href="#">What's this?</a> )
Comments	<input type="text"/>	

There are two **Types** of expenses associated with cash accounts: investment and non-investment.

- **Investment** expenses include items that are directly related to the club's operations, such as rent, office supplies, dues, and subscriptions.
- **Non-Investment** expenses include such items as pizza for the club meeting, flowers, parties, cookies, and greeting cards.

The expense **Category** allows clubs to label outlays using a few common groupings.

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

Allocate the expense **equally among members**.

Allocate the expense to members **in proportion each member's ownership share**.

**Note:** To comply with partnership tax law at the time this was written, to allocate expenses equally among members requires this method to be included in the club partnership agreement. If the partnership agreement does not specify methods different from ownership percentage, then ownership percentage **must** be used to allocate expenses.

Click **Submit** to complete the transaction.

## Record a Money Market Dividend

Use this page to record the receipt of a dividend from a money market fund into 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.

**Note:** A Money Market Fund can be treated as a security in myICLUB.com, but this is more work for the treasurer and is **not** recommended. However, if your club treats a Money Market fund as a security, dividends from that fund will be entered using **Accounting > Securities > Cash Dividend**.

### **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 entry page is similar to the **Record Interest on a Cash Account** page.

### **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, myICLUB.com 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:

Transfer the money to cover the transaction to the **Suspense** account.

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

## Record a Cash Transfer

Use this form to record the transfer of cash between club accounts. (Use the Deposit and Withdrawal forms to record transfers between the club and its members).

Date	<input type="text" value="7/11/2023"/>	Date of the cash transfer.
Amount	\$ <input type="text"/>	Transfer this amount ...
Source	<input type="text" value="Broker"/>	... from this account ...
Destination	<input type="text" value="Broker"/>	... to this account.
Comments	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>		

The entry page is similar to the **Record Interest on a Cash Account** page with the additions of fields to identify the account that is the source of funds and the destination account (the account receiving the funds).

## Record Charitable Contributions

Use this page to record a donation to a charity or non-profit organization.

Use of the **charitable donation** is for a donation of either stock or cash. You can choose to donate either stock or cash. You can enter a transaction for donations of cash only, stock only or a combination of the two. To include a stock donation, click the **Select stocks** button. This will open a new page with a list of your current portfolio with a field to select the number of shares to donate. The price per share column will display the price from the most recent valuation date before the donation date.

Use the Allocation method dropdown menu to choose how the donation will be allocated among the members for tax purposes. **Note:** To comply with partnership tax law at the time this was written, to allocate donations equally among members requires this method to be included in the club partnership agreement. If the partnership agreement does not specify methods different from ownership percentage, then ownership percentage **must** be used to allocate expenses.

## Record Charitable Contributions

Use this form to record the a donation to a charity or non-profit. This donation will be distributed separately from other expenses.

If this is a cash only donation, please click the "Cash only donation" below after entering the information in the form. If the donation included stocks, please click the "Select stocks" button.

Date	<input type="text" value="7/11/2023"/>	Date of the charitable contribution.
Amount	\$ <input type="text" value="150."/>	The total amount of the charitable contribution. This amount includes the cash amount of the contribution, and also the total value of any donated stocks.
Account	<input type="text" value="Broker"/>	Choose the account from which the contribution funds were drawn.
Distribution method	<input type="text" value="By ownership share"/>	Enter whether this charitable contribution should be equally divided between all members of the club or by weighted ownership percentage in the club.
Comments	<input type="text"/>	
<input type="button" value="Cash only donation"/> <input type="button" value="Select stocks"/> <input type="button" value="Cancel"/> <input type="button" value="Reset"/>		

## 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 dropdown 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 dropdown 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/yyyy switchover date for an existing club. It is unlikely this transaction will be used again.

## View/Edit Transactions

The **View/Edit Cash Transactions** list allows you to view, edit, and delete cash transactions. The default date range is one year back from the current date. The date range can be edited to a custom range.

## Reconcile Accounts

The **Reconcile Accounts** feature allows for checking your records against financial institution records. The first step is to decide to back up the club data before the reconcile process. It is a good idea to back up data before possible changes to the data.

## Reconcile Transactions

Note: Data discrepancies may occur during reconcile. We strongly recommend that you back up your myICLUB.com data before reconciling records. This will ensure that you can easily restore your club accounting records should something go wrong.

[Backup my data and continue](#)

[Continue without backup](#)

The next page displays a dropdown menu to select the cash account to reconcile. The balance as per the club books at the start of the reconcile period for the selected account is also displayed. This can be edited to reflect the balance from the institutions records.

A list of transactions that have not yet been reconciled appears with a check box next to the transaction. Check the box for all transactions that appear on the financial institution records. A running balance of the difference between your records and the financial institution records is displayed as transaction boxes are checked.

If you are confident your records match the financial institution, start the reconciliation with the **Select All** button. If the Difference data is not zero, go thru the list to find the transaction(s) causing the difference.

Duplicate entries can be deleted using the **Delete** button.

**Important:** Be sure the check box is checked **ONLY** for transactions you want deleted, before clicking the delete button.

## Reconcile Account

Select Account to Reconcile:

Broker

Enter Ending Cash Balance for selected time period from your financial institution:

Select all the transactions that appear on your most recent statement. If there are transactions that appear on the statement that have not yet been entered, do so now. To correct a data entry error, redo the transaction or press delete to remove it.

Starting Balance (includes already reconciled records):

\$-26,870.97

Date	Item	Amount ^
<input checked="" type="checkbox"/> 01/09/2023	deposit cash	26,000.00
<input checked="" type="checkbox"/> 01/20/2023	buy security (ASMLF)	-32,000.00
<input type="checkbox"/> 02/02/2023	buy security (FEDCD)	-5,000.00
<input type="checkbox"/> 02/17/2023	sell security (SWKS)	11,700.00
<input type="checkbox"/> 02/17/2023	sell security (CMCSA)	7,910.00
<input type="checkbox"/> 02/17/2023	sell security (CBOE)	6,325.00
<input type="checkbox"/> 02/20/2023	sell security (JOBY)	4,900.35 <input type="text"/>

Start Date:

[Submit](#)

Last Reconciled: n/a

Show Reconciled

Starting Cash Balance **\$-26,870.97** + Selected Transactions **\$-6,000.00** = **\$-32,870.97**

Ending Cash Balance for the period **\$756.00**

Difference **\$33,626.97**

[Select All](#)

[Delete](#)

[Cancel Reconcile](#)

[Done](#)

Transactions marked for deletion will not be removed unless the reconcile is completed by clicking the Done button

## Utilities

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

**Note for New Clubs:** Use the **Allocation Settings** and **Update Club Settings** utilities before you enter any data in myICLUB.com, 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 myICLUB.com handles certain data or calculations.

Accounting Utilities	
Accounting Utility	Description
<a href="#">Withdrawal Calculator</a>	Determine recommended methods for withdrawing a member of your club either fully or partially.
<a href="#">Get quote</a>	Get a current price, historical growth chart, or review the split and dividend history (including ex-dividend dates) about a security.
<a href="#">Backup manager</a>	Use this feature to export your accounting data for remote back-up purposes.
<a href="#">Import accounting records</a>	Restore your club accounting records from backups that were previously exported and saved offline. <b>Warning:</b> 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.
<a href="#">BrokerSync</a>	Import records directly from your broker.
<a href="#">Export accounting records</a>	Use this feature to export your accounting data for desktop use with Club Accounting for Windows, or for back-up purposes.
<a href="#">Startup wizard</a>	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.
<a href="#">Enter beginning balances</a>	Clubs moving online from doing their accounting by hand can create <i>beginning balances</i> at the start of a new year to reflect the current state of their club's books, rather than entering every past transaction.
<a href="#">Allocation settings</a>	Customize the way income and expenses are allocated among club members at the end of the year. Choose between time-based (recommended) and the original non-time based method of distributing earnings. Select a starting year in which allocations stop affecting members' units.
<a href="#">Allocate income and expenses</a>	Allocate your club's income and expenses 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.
<a href="#">Transfer member transactions</a>	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.
<a href="#">Club web links</a>	Add links to different websites that will appear on the club's private home page.
<a href="#">Clear club data</a>	Erase all your club's transactions. <b>Warning: this cannot be undone.</b>
<a href="#">Clear leftover members</a>	Erase all your club's leftover members.
<a href="#">Update club settings</a>	View or update the club's EIN, initial unit value, and homepage.
<a href="#">Round all decimals</a>	Audits your historical data and rounds all cash values to two decimal places, for accuracy. Share values, unit values, and cost per share values will not be rounded.

## Withdrawal Calculator

The Withdrawal calculator link in the **Utilities** section leads to the same pages as the Withdrawal Calculator in the Members section. See [Withdrawal Calculator](#).

## Get Quote

Use the **Get Quote** link to get basic fundamental information about a company. Enter the ticker symbol. The date field defaults to the current date. Click **Submit** to generate the quote information page.

### Get Stock Quotes/Information

Get a current price, historical growth chart, or review the split and dividend history (including ex-dividend dates) about a security.

 [Symbol lookup](#)

The **Get Stock Quotes/Information** page displays a basic description of the company's business, a table of fundamental data and information on the company size, sector, and country of domicile.

A graph of historical revenue, EPS, and stock price is at the bottom of the page.

Above the graph are links for more detailed information.

## Get Stock Quotes/Information

Get a current price, historical growth chart, or review the split and dividend history (including ex-dividend dates) about a security.

AAPL 7/21/2023  [Symbol lookup](#)

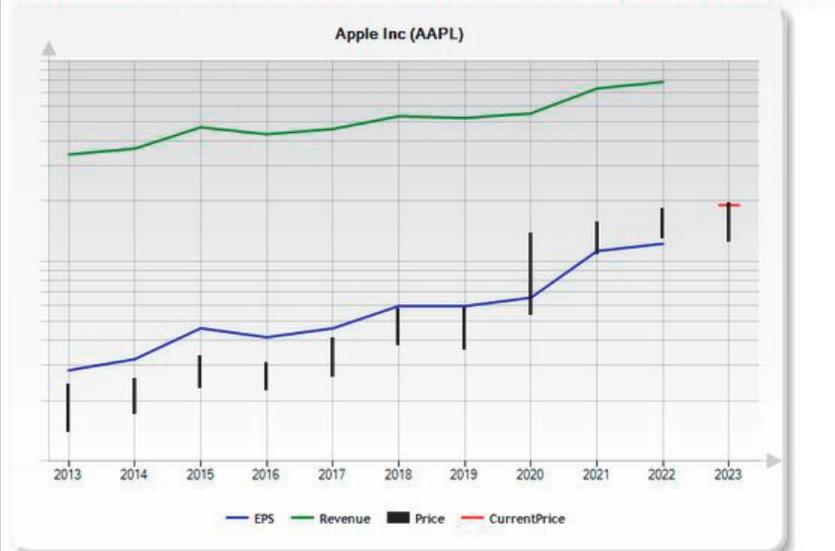
### Apple Inc (OTC: AAPL)

Apple designs a wide variety of consumer electronic devices, including smartphones (iPhone), tablets (iPad), PCs (Mac), smartwatches (Apple Watch), and AirPods, among others. In addition, Apple offers its customers a variety of services such as Apple Music, iCloud, Apple Care, Apple TV+, Apple Arcade, Apple Fitness, Apple Card, and Apple Pay, among others. Apple's products include internally developed software and semiconductors, and the firm is well known for its integration of hardware, software, semiconductors, and services. Apple's products are distributed online as well as through company-owned stores and third-party retailers. (<https://www.apple.com>)

7/20/23 Close: <b>\$193.13</b>	52-week High/Low: <b>\$124.17 - \$198.23</b>
P/E (TTM): <b>31.6</b>	Size: <b>\$394,328.0 M (Mega)</b>
EPS (TTM): <b>\$6.11</b>	Market Cap: <b>\$3,153,005.4 M (Mega-cap)</b>
Div & Yield: <b>\$0.96 (0.5%)</b>	Sector: <b>Technology</b>
Insiders: <b>0.1%</b>	Industry: <b>Consumer Electronics</b>
Institutional: <b>40.0%</b>	Security Type: <b>Common Stock</b>
Beta: <b>1.4</b>	Domiciled: <b>United States</b>
Volume: <b>58,979,149</b>	Primary Business: <b>United States</b>
3-month Avg Vol: <b>57,189,304</b>	Headquarters: <b>United States</b>

This stock is currently tracked by [Investor Advisory Service](#) (Buy price up to: \$126.00)

[Fundamentals Chart](#) [Price Chart](#) [Dividends](#) [Stock Splits](#) [StockWatcher Report](#) [More Research at StockCentral](#)



## 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 myICLUB.com server.

Click the **Make Backup** button to save your current data in a file on the myICLUB.com server.

To create backup files of your current data to your computer for storage the **Export accounting records** link can also be used.

## Backup Manager

The Backup Manager allows you to make periodic backups of your data to protect your club from errors made when entering or editing transactions. The system will make automatic backups of your database on a periodic basis, but you should regularly make backups according to your club's data protection policies.

Any member can make or download a backup, but only those members with appropriate accounting privileges can recover a backup. Recovering from a backup will replace your current books with those from when the backup was made. This process can take several minutes and will erase your club's current accounting records.

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

**Make Backup**

This process may take several seconds.  
Please click only once and be patient.

**Delete**

checked backups

Filename	Date	Size	
<input type="checkbox"/> 4. <a href="#">WebinarClub-6-5-2023-4-18-07-PM</a>	6/5/2023	615767	<b>Recover</b>
<input type="checkbox"/> 3. <a href="#">WebinarClub-1-23-2023-4-50-21-PM</a>	1/23/2023	580047	<b>Recover</b>
<input type="checkbox"/> 2. <a href="#">WebinarClub-10-10-2022-5-42-39-PM</a>	10/10/2022	579895	<b>Recover</b>
<input type="checkbox"/> 1. <a href="#">WebinarClub-6-21-2022-2-48-28-PM</a>	6/21/2022	585623	<b>Recover</b>

**Delete**

checked backups

After you create a backup, you can use it to recover from mistakes by clicking the 'Recover' button. Saving your club data to your computer hard drive may also be accomplished via the "Export Accounting Records" link on the left.

The page shows a list of all previous backup files stored on the myICLUB.com server. If you want to restore your myICLUB.com data to a previous backup, click **Recover** next to the backup you want to use.

This process replaces your current myICLUB.com data. You probably should make a backup of the current data before restoring an earlier file.

Click 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.

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.

## Import Accounting Records

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

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

**Note:** Importing data overwrites any data in myI CLUB.com. 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. After clicking the Export button, a window appears to select a location to store the file. The file name will have the format *club-name\_date.icf*.

## BrokerSync

The **BrokerSync** link is where settings to allow direct entry of transactions downloaded from your broker website are located. The process starts with a page to back up your data or proceed without a backup. Since importing data from your broker changes your records and errors can occur in the download, a data backup before proceeding is recommended. The next step is to choose your broker from the list of supported brokers. Broker account information will be required. Once BrokerSync is set-up, the link can be used to download transactions from your broker.

## 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 myI CLUB.com. You can use the Startup Wizard whether you are importing from the desktop version of Club Accounting software or starting from scratch. See the Chapter [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 the Chapter [Getting Your Club Started](#).

## Allocation Settings

This section allows to you customize the way you allocate earnings among club members at the end of the year.

**Note:** These are advanced settings and we recommend that you do not change from the defaults as they were set when the myI CLUB.com site was established.

Choose between **time-based** (recommended) and **non-time based** (denigrated) methods of allocating earnings. Select a starting year in which allocations stop affecting members' units.

Use the **Allocation Settings** function to choose between the following recommended methodologies:

The **time-based allocation method** takes into consideration variations in ownership percentage of members 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 allocation to that member. **IRS regulations require an allocation method to account for varying ownership, if ownership percentages change during the year. Most investment clubs will have some ownership variation, even if small.**

The **non-time-based allocation 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 year-end allocation of earnings will not adjust members' valuation units if a year is selected and the **Update settings** button clicked. Member cost bases (their "paid in plus earnings" or PIPE) are still adjusted by year-end allocation of earnings, as required by partnership tax law, but actual units are not distributed when year-end allocation of earnings is run. Select a year in which you would like to start allocating earnings using the new methodology. Allocation of earnings in years prior to the year selected will use the old methodology and adjust members units. Allocations of earnings starting with (and including) the year selected will use the new methodology and not adjust units. Clubs who started in 2010 or later will automatically have the new method used.

## **Allocate Income and Expenses**

Use this page to allocate your club's income and expenses 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 allocate the club's earnings to its members at the end of each year. If you use the Tax Printer with myICLUB.com, you can prepare the forms automatically from the myICLUB.com records. An allocation must have been processed for the Tax Printer to work properly.

If your club is dissolving, it is not necessary to allocate the earnings. Simply withdraw all members. myICLUB.com will compute the allocation for each member as part of the withdrawal.

## **How to Prepare the Club Data for the Year End Allocation of Income and Expenses**

Make sure that you have entered all transactions for the year. You should wait until you have received all the information you need, such a1099 from your broker. Often, the wait may take until late February.

Create valuations (**Accounting > Securities > Create New Valuation**) for all securities owned on 12/31/yyyy. *The valuations must be dated 12/31/yyyy 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 myICLUB.com 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.

## **Club Web Links**

This feature allows the addition of links to sites frequently used by members. The links will appear in the **Club Web Links** information block of the club's myICLUB.com home page.

## Edit Club Web Links

A club member with Administrator privileges can add links to as many as six different websites that will appear on the club's private home page. Add, edit, or remove the links and their names below, then click Save.

Website #1 URL:	<input type="text"/>	Name:	<input type="text"/>
Website #2 URL:	<input type="text"/>	Name:	<input type="text"/>
Website #3 URL:	<input type="text"/>	Name:	<input type="text"/>
Website #4 URL:	<input type="text"/>	Name:	<input type="text"/>
Website #5 URL:	<input type="text"/>	Name:	<input type="text"/>
Website #6 URL:	<input type="text"/>	Name:	<input type="text"/>

Enter a **Name** for the link and the **URL** (website address), then click the **Save** button.

## Clear Club Data

This page erases your entire current club accounting data. **Note: This function cannot be reversed by the club or by myICLUB.com staff!**

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 subscription.

## Clear Leftover Members

This function is only available to members with permission to enter accounting transactions. This feature removes members only if they have no transactions associate with their member profile.

## Update Club Settings

Use this function to edit or update the club's:

- EIN - your club's tax identifier with the IRS.
- 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 security return calculations after a merger or spinoff on the market value from the action date or on the tax basis.
- Upload a club logo picture that will be displayed on the club's myICLUB site.

## Update Club Settings

Club EIN:

Used for tax identification purposes. This is used exclusively to print your tax forms.

Initial Unit Value:

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.**

Include Earlier Ownership:  Yes  
 No

Include earlier ownership for return calculations on repurchased securities.

Merger/Spinoff return based on:  Market value from the "action" date  
 Tax basis

Logo picture:  No file selected.

or [Choose an Image from the my!CLUB.com Logo Library](#)

Upload a logo of your club that will appear on reports and the club's homepage. Images should be in GIF, JPG, or PNG format, and 150 pixels high x 150 pixels wide. Note: Images larger or smaller than 150x150 will be resized to fit, which may result in less than desirable results.

## Round All Decimals

This function rounds to two decimal places transactions involving cash. This feature is only available to members with permission to make accounting changes and is used to adjust imported data that originated in another investment club accounting program.

## Round Decimals

Please note that it is advisable to create a backup before performing a rounding. Would you like to backup your data now?

## 7. The Reports Tab

Click the **Reports** tab to display the Reports page. Reports and graphs are added often as a result of user suggestions, so if a report does not appear in the manual, consult the Help tab for that report for more information.

### Reports & Charts

#### My Favorite Reports [Reset](#)

<p>★ <b><u>Valuation Statement</u></b> Displays consolidated club portfolio, cash value, and cash balance.</p>	<p>★ <b><u>Member Status</u></b> Displays value of club, along with cost basis and ownership of each member.</p>
<p>★ <b><u>Company Size Diversification Graph</u></b> Displays pie chart of portfolio diversification by company size.</p>	<p>★ <b><u>Global Diversification Graph</u></b> Displays pie chart of diversification of club portfolio by country of owned companies.</p>
<p>★ <b><u>Club Benchmark &amp; Performance Report</u></b> Benchmarks club's compound annual return versus S&amp;P 500 and other indexes.</p>	<p>★ <b><u>Portfolio Summary</u></b> Displays key indicators relating to price and valuation of holdings.</p>
<p>★ <b><u>Portfolio Review</u></b> Displays PERT-style early warning signals to reveal sub-par company performance.</p>	<p>★ <b><u>Portfolio Heatmap</u></b> Displays club's holdings using sizes and colors to represent current market value and gain/loss of securities since purchase.</p>

#### StockWatcher & Watchlist Reports

<p><b><u>My Assigned Stocks</u></b> Displays which of your SSGPlus studies are linked to which stocks. Establish or edit links to your studies.</p>	<p><b><u>My Watch List Stocks</u></b> Displays a list of the stocks you've added into the club's watchlist.</p>
<p><b><u>Club StockWatcher Assignments</u></b> Displays which members are assigned to which stocks. Edit assigned stocks.</p>	<p><b><u>Club Watch List Report</u></b> Keep track of members' ideas for future investments in club's portfolio.</p>
<p><b><u>Generate StockWatcher Report</u></b> Reports on stock held by club, formatted for presentation by member at a meeting.</p>	

#### Monthly & Frequently-Accessed Reports

**Unified Monthly Report**  
Multi-page report displays current Valuation Statement, Member Status Report, and Complete Journal of all transactions since last club meeting.

The Reports page provides access to all of the numerous myICLUB.com reports and graphs. All online club members or visitors can access reports by clicking the desired report name.

## Marking as a Favorite, Printing, Downloading, Emailing Reports



Options at the top of each myICLUB.com Report allow users to mark as a favorite, print, save as PDF, or email a link to that report.

### Report Categories

Reports and graphs are organized into several categories based on how often they are typically accessed.

- **My Favorite Reports** includes a customizable list of a member's most-accessed report. Click the star icon at the top of any report to add/remove it from **My Favorite Reports**.
- **StockWatcher & Watch List Reports** are related to members' assignments for monitoring current holdings and stocks that have been nominated to the club's watch list.
- **Monthly & Frequently-Accessed Reports** are the standard reports that clubs prepare and distribute at each meeting.
- **Portfolio** reports are focused on the club's investments, gains and losses, and portfolio management needs.
- **Securities** reports are related to the club's investments, including transaction histories of individual securities.
- **Members** reports deal with matters relating to the club's current and past members, including annual tax items attributable to each.
- **Cash** reports include details on the club's transactions along with specialized reports that are useful when diagnosing problems with the club's books.

### StockWatcher & Watch List Reports

To be found in this section are the following reports and functions.

#### Club StockWatcher Assignments

Successful investment clubs know that they function best when all members pull their weight, including contributing to research and followup of the club's stocks. The **StockWatcher** functions are key to myICLUB.com's support of member involvement in the tasks of portfolio management.

The **Club StockWatcher Assignments** Report displays which members are assigned to which stocks, and allows authorized members to edit stock assignments.

**Assigned To** shows the member to which a stock has been assigned. The **SSG Plus Link Established** shows if the stock has been linked to that member's SSG Plus stock study. The **Last Generated** column shows the last time the member clicked the **Generate StockWatcher** link here or from the **Generate Report** page to generate a current StockWatcher Report.

## My Assigned Stocks

The **My StockWatcher Assignment** page shows the stocks that have been assigned to a member. This page allows the club member to choose any Stock Studies available in their SSG Plus library in the BetterInvesting online tools. (For more information on how linking a stock study works, please see the **myI CLUB SSG Plus Link Quick Start Guide** available in the club's File Storage library in the **Free Resources from myI CLUB.com** folder.)

Security	BI Study	Study Last Updated	StockWatcher Generated	Actions
Apple (AAPL)	AAPL (Any I.C.)	7/12/23	5/30/23	<a href="#">Go to SSGPlus</a> <a href="#">Generate StockWatcher</a>
Church & Dwight (CHD)	--Not Linked--	N/A	3/13/23	<a href="#">Go to SSGPlus</a> <a href="#">Generate StockWatcher</a>
Darden Restaurants (DRI)	DRI (Any I.C.)	3/13/23	3/13/23	<a href="#">Go to SSGPlus</a> <a href="#">Generate StockWatcher</a>
Extra Space Storage (EXR)	--Not Linked--	N/A	4/13/21	

The **Study Last Updated** date shows when the stock study was last updated; this information is taken from the BetterInvesting Online tools, and can refer to any updates or changes to the stock study made by the member. The **StockWatcher Generated** column shows the last time the member clicked the **Generate StockWatcher** link here, or from the **Generate Report** page.

From here, the member can change which study they want to use for the stocks assigned, by using the dropdown menu next to each security, in the BI Study column. If the member creates a new stock study, those studies will each be listed in the dropdown menu in the BI Study column.

The member can also go directly to their stock study on the betterinvesting.org web site, by clicking the **Go to SSG Plus** link, or generate a new Stock Watcher report based on the selected stock study.

Last, the member can save any changes to their selection of which stock study to use, by clicking the Submit button, at the bottom of their list of assigned securities.

## Generate StockWatcher Report

The **Stock Watcher Generator** page shows any securities assigned to the member who is signed in and looking at the page. From here, a member can generate a myI CLUB **StockWatcher Report** (described below) for any of their followed stocks. Any member can also generate a report for any stock that the club currently holds. Doing so does not over-write, invalidate, or in any way un-do the work of any other member in the club.

## Generate StockWatcher Report

The StockWatcher Report can be used as an outline of key fundamental factors that an investment club should review on a regular basis, and is designed to be presented at a club meeting along with your own research to augment the information provided in the report. If available, your **SSGPlus** stock studies are used to populate the data and judgment ([How do I import my SSGs?](#)). If no SSGPlus stock study is available, default judgment is used.

**Doug Gerlach** is the club's official StockWatcher for the following securities:

Apple (AAPL)	<a href="#">Generate StockWatcher Report</a>
Church & Dwight (CHD)	<a href="#">Generate StockWatcher Report (Uses default judgment)</a>
Darden Restaurants (DRI)	<a href="#">Generate StockWatcher Report</a>
Extra Space Storage (EXR)	<a href="#">Generate StockWatcher Report (Uses default judgment)</a>

## The StockWatcher Report

The **StockWatcher Report** is designed to be used by members who have been assigned to keep track of and report back to the club on specific stocks.

## StockWatcher

Date Report Generated: 9/29/2023 2:00:31 PM, by Doug Gerlach, Any I.C.

**Stryker Corp (SYK)**

— EPS — Revenue — Price — CurrentPrice

### Overview

Stryker is in the Medical Devices industry group, which is a component of the Healthcare sector.

With TTM revenues of \$18,449.00M, it is considered a large-sized company. With a current market capitalization of \$104,497.30M, it is a large-cap stock.

[Stryker appears on the my!CLUB Investment Club Top 40](#) as of August 2023. The my!CLUB Top 40 reports on the stocks most widely owned, sold, and purchased by clubs and is updated each month. In the most recent my!CLUB Top 40, Stryker is ranked:

- number 14 of securities most widely owned by investment clubs
- number 15 of securities most sold by investment clubs

Starting from the reports page, the member is first presented with the **Stock Watcher Generator**, where they choose which of their assigned stocks (or any of the club's holdings, if they wish) to generate a report on. After choosing a stock, the member is shown information on the stock in question, which is designed to be printed out and brought to a club meeting, to help analyze the stock.

The first part of the report presents the member with a list of any stocks that they have been assigned to watch, as well as a list of all current stocks, with a **Generate StockWatcher Report** button. Clicking the **Generate StockWatcher Report**, link or button will take the member to the actual **StockWatcher**

report. This report is automatically completed, and the only thing the member needs to do is click the Printer Friendly button to remove top and left-hand navigation areas from the page, and then print the report.

The **StockWatcher Report** is divided into several sections:

- **Graph** - The report starts displays a simple ten-year graph plotting EPS and revenue in green and blue, respectively, slightly thicker vertical lines to represent high and low prices for each fiscal year, and a small horizontal red line showing the current price of the stock when the report was generated.
- **Overview** - The Overview gives basic information about the stock's place in the regular markets, and how the stock ranks among clubs using myI CLUB.com. The market information includes the stock's Industry, Sector, Revenues and size. The internal rankings show if the stock ranks among the top 40 stocks Bought, Sold, or Held by clubs using myI CLUB.com.
- **Growth** - The Growth section details the stock's performance over the last year in reported Earnings, Revenues, and Pre-tax profits, as well as Analyst estimates of the stock's performance, and how it matches up to other stocks in the same Industry.
- **Quality** - The Quality section uses the **Take Stock** tool from **StockCentral.com** to rate the company from 1 to 10, and shows general trends for the last year in Pre-Tax Profit, Return on Equity (ROE), and Debt-To-Equity.
- **Portfolio Composition** - This section shows how much of the club's current value is represented by the stock, as well as the Industry and Sector that stock is part of.
- **Valuation** - The valuation section lists the price of the stock as of the latest valuation, and whether this price is an overall gain or loss for the club; the section also shows information about the stock's P/E, Relative Value, PEG ratio, and dividend yield
- **Conclusion** - The conclusion section takes the information on hand, along with analyst estimates, and makes a basic judgment about whether the stock is currently in the **buy, hold** or **sell** range.

As always, we strongly encourage clubs and members to use the information in this report as a starting point for their own research, analysis, and discussion.

### **My Watch List Stocks**

Displays a list of the stocks that a member has added to or is currently following for the club's **Watch List**. On this page, the member will see some basic information about when the security was added, as well as the price when added, current price and the percent change between the two prices.

**My Watch List Stocks**   

You have nominated the following stocks for your club's Watch List. It is your responsibility to update the SSGs for each of your stocks on a regular basis (such as before each meeting) using **BetterInvesting's SSGPlus**. The results of these SSGs are then used to update the buy prices and other information on the club's **Watch List**. ([How do I import my SSGs?](#))

Sym	Added Date	Added Price	Curr Price*	Chng	BI Study	Actions
 <a href="#">ABBV</a>	09/17/20	\$89.63	\$158.02	76.30%	ABBV 3/27/23	<a href="#">Go to SSG Plus</a>
 <a href="#">CLFD</a>	07/14/23	\$47.01	\$28.55	-39.27%	--Not Linked--	
 <a href="#">MCRI</a>	08/11/23	\$68.60	\$68.07	-0.77%	Monarch Casino & Resort 8/1/2023	<a href="#">Go to SSG Plus</a>
 <a href="#">MSFT</a>	07/13/23	\$342.66	\$310.70	-9.33%	MSFT 3/29/22	<a href="#">Go to SSG Plus</a>
 <a href="#">QBDC</a>	07/17/23	\$14.03	\$13.27	-5.42%	ORCC 5/24/23	<a href="#">Go to SSG Plus</a>

If a study is linked from SSG Plus, that will be shown here, along with a link that goes to the SSG on the BetterInvesting site. As with other reports, this link is designed for the owner to access their own copy of the stock study, not for other members to view the original Stock Study.

Click the ticker to see information about the added date, which study (if any) is linked, and a basic price chart from the time the stock was added, up to the current date.

As well, click the myICLUB.com logo icon next to each ticker for basic company information including P/E, Market Cap, Sector/Industry, a fundamentals chart, and links to further research

### Club Watch List Report

This link simply goes to the club's **Watch List** on myICLUB.com. See the chapter [The Watch List](#) for further details.

## Monthly & Frequently-Accessed Reports

These are the most commonly-accessed reports for most investment clubs.

### Unified Monthly Report

The **Unified Monthly Report** consolidates versions of the **Valuation**, **Member Status**, and **Complete Journal** reports into a single combined report. The primary difference between the versions available in the monthly report and the standalone reports is in the date range of the information shown

### Valuation Statement

The **Valuation Statement** report shows the consolidated club portfolio and cash balance for a specific valuation date. This report provides access a link to create and save a new valuation.

The current valuation can be accessed from the club home page by clicking the "Latest Valuation" link. 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



Valuation statement as of 9/1/2023 (generated on: 9/29/2023).

[Create a New Valuation](#) [Edit/Delete an Existing Valuation](#)

Choose from your club's official valuation dates **9/1/2023** ▾

Include the compound annual return (CAR) in the valuation statement. ([What's this?](#))

Start return calculations from **9/13/1997** ▾

**Submit**

Security	Date of first buy	Shares owned	Price/ share	Cost/ share	Market value	Total cost	% Gain Loss	% of total
Apple (AAPL)	01/25/07	404.5539	\$189.46	\$16.9475	\$76,646.78	\$6,856.17	1,017.9%	18.9%
Air Lease (AL)	06/15/14	200.0000	\$41.21	\$38.0000	\$8,242.00	\$7,600.00	8.4%	2.0%
Century Communities (CCS)	10/03/17	400.0000	\$76.03	\$36.2750	\$30,412.00	\$14,510.00	109.6%	7.5%
Church & Dwight (CHD)	01/24/00	50.0000	\$96.26	\$10.4650	\$4,813.00	\$523.25	819.8%	1.2%
Darden Restaurants (DRI)	07/13/14	20.1600	\$155.56	\$57.3352	\$3,136.09	\$1,155.88	171.3%	0.8%
Electrolux AB Class (ELUXY)	07/25/23	100.0000	\$21.38	\$24.1800	\$2,138.00	\$2,418.00	-11.6%	0.5%
Extra Space Storage (EXR)	07/01/17	75.0000	\$128.83	\$66.8300	\$9,662.25	\$5,012.25	92.8%	2.4%

The **Valuation Statement** is divided into five sections:

- **Options** - Choose from existing valuation dates, include Compound Return figures, or start a new valuation
- **Securities** - See saved information on your club stocks, including share and cost totals
- **Cash Accounts** - Total cash account balances
- **Summary** – Non-security and cash account information.
- **Chart** - A graphic representation of the percentage of total club value of all cash and securities.

### Report Options

- **Create new valuation** - Click this link to go to the Create New Valuation page.
- **Edit/Delete an Existing Valuation** - Click this link if you need to change or remove an existing valuation.
- **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.
- **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.
- **Start return calculations from** - Select this option and choose from the list of your saved official valuations; this date will only appear as part of the report if you have also selected to include Compound Annual Return in the report, and then clicked the Submit button to view the report with extra information.

Click **Submit** after selecting the options to generate the report.

### Securities

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.
- **Price per share** - The price per share of the security on given date.
- **Cost per share** - The average cost per share of the shares owned on the date selected.
- **Market value** - The total value of the security (number of shares times the price per share) on the date selected.
- **Total cost** - The total amount paid for the shares owned. Total Cost includes commissions, fees and administrative costs.
- **% Gain Loss** - The difference between the Market Value and Total Cost, expressed as a percentage.
- **Percent of total** - The percent of the total value of the club represented by the value of the security or cash account.
- **Compound annual return** - The Compound Annual Return for the security, if selected.

### Cash Accounts

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.

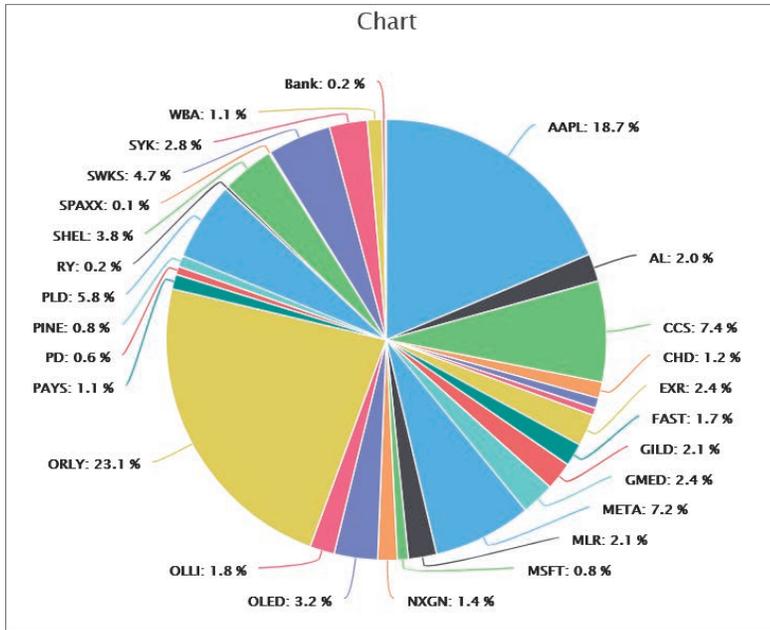
### Summary

The **Summary** section of the **Valuation Statement** includes other non-stock and non-account balance information:

- **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.
- **Comments** - This shows any comments that were entered when creating the valuation.

### Chart

The chart takes the total percentage of the value of all the club's Cash and Securities, and shows them in a pie-chart format. Click **Hide Chart** to remove the chart from view.



## 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 share to every club member at each meeting.

It is divided into two primary sections:

- **Options** - Allows you to choose from a list of existing saved valuations, set report dates, and elect to choose if the report will show Compound Annual Return or not
- **Member Information** - Shows member information regarding payments, value, and club ownership.

## Report Options

Member status report as of 4/1/2016 (generated on 7/27/2016).

**Report date:**

Choose from your club's official valuation dates  
 View the member status for a custom date.

[create a new valuation](#)

**Show member contributions since:** 
**Start return calculation from:**

Include the compound annual return in the member status report. ([What's this?](#))

The report includes the following options:

- **Choose from your club’s official valuation dates** - Choose this option and select the valuation date from a dropdown 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. Keep in mind that using this option will not save a new member status report; do not use a custom dated member status to calculate a member withdrawal amount.
- **Start return calculation from** - Enter the date that myI CLUB.com 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.

Name	Paid in since 1/1/2016	Total paid in	Paid in plus earnings (Cost Basis)	Units since 1/1/2016	Total units	Market value	Percent ownership
<a href="#">Andy, Jimmy</a>	\$0.00	\$14,430.00	\$20,560.80	0.0000	1,116.6621	\$27,637.60	29.24%
<a href="#">Grisham, Clooney</a>	\$0.00	\$6,820.00	\$8,240.30	0.0000	418.4618	\$10,357.01	10.96%
<a href="#">Markson, Sal</a>	\$0.00	\$4,755.00	\$9,570.39	0.0000	541.0989	\$13,392.30	14.17%
<a href="#">Public, John Q</a>	\$0.00	\$6,755.00	\$10,965.13	0.0000	499.1427	\$12,353.88	13.07%
<a href="#">Robin, Christopher</a>	\$0.00	\$7,140.00	\$12,297.82	0.0000	699.2019	\$17,305.38	18.31%
<a href="#">Wilmington, Francis</a>	\$0.00	\$3,660.00	\$9,702.76	0.0000	544.2899	\$13,471.28	14.25%
<b>Totals</b>	\$0.00	\$43,560.00	\$71,337.20	0.0000	3,818.8572	\$94,517.45	100.00%

The **Member Status Report** summarizes each member’s ownership in the club and includes the following information:

- **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 by the member since the date specified in the “show member contributions since” box. The figure shown here will be the total of any money paid in by member deposits or member fee payments, or taken out by a member as a withdrawal.
- **Total paid in** – The member’s total payments and fees, minus 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.
- **Paid in plus earnings (Cost Basis)** – The total paid in to date, plus (or minus) any gains or losses shown on the 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 negative 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. myI CLUB.com 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 their 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.

## Portfolio Reports

### Company Size Diversification Report and Graph

This report and graph display diversification of the club’s stock portfolio by size of company as of the club’s most recent valuation.

Company Size Diversification			
Report as of 9/1/2023 (Most recent club valuation statement).			
<input type="checkbox"/> Exclude Cash from Percentages			
Size	Company	Market value	% of Club
Unknown	Electrolux AB Class (ELUXY)	\$2,138.00	0.5%
	SPAXX (SPAXX)	\$521.48	0.1%
	Sap Ae Drg (SAP)	\$0.00	0.0%
	<b>Total Unknown Companies</b>	<b>\$2,659.48</b>	<b>0.7%</b>
Micro	Paysign Inc (PAYS)	\$4,520.00	1.1%
	Alpine Income Proper (PINE)	\$3,460.00	0.9%
	<b>Total Micro Companies</b>	<b>\$7,980.00</b>	<b>2.0%</b>
Small	PagerDuty, Inc. (PD)	\$2,377.00	0.6%
	Universal Display (OLED)	\$13,131.20	3.2%
	Nextgen Healthcare (NXGN)	\$5,799.00	1.4%
	Miller Industries (MLR)	\$8,500.80	2.1%
	<b>Total Small Companies</b>	<b>\$29,808.00</b>	<b>7.3%</b>
Mid	Globus Medical (GMED)	\$10,032.55	2.5%
	Ollie's Bargain Out! (OLLI)	\$7,396.00	1.8%

Size is based on company’s revenues for the most recent twelve months.

- Annual revenues for a “**micro**” company are below \$100 million a year
- A **small** company’s revenues are between \$100 million and \$1 Billion
- A **mid-sized** company are between \$1 Billion and \$10 billion
- A **large** company is between \$10 billion and \$50 billion
- Annual revenues for a “**mega**” company are greater than \$50 billion.

Data is provided by Morningstar, Inc. via StockCentral ([www.stockcentral.com](http://www.stockcentral.com)).

The report also lists the value of the club’s cash accounts, and any “unknown” securities. Unknown securities are simply those that are not tracked by Morningstar due either to size (such as penny stocks), or type (such as bonds, CDs, etc.)

### Report Description

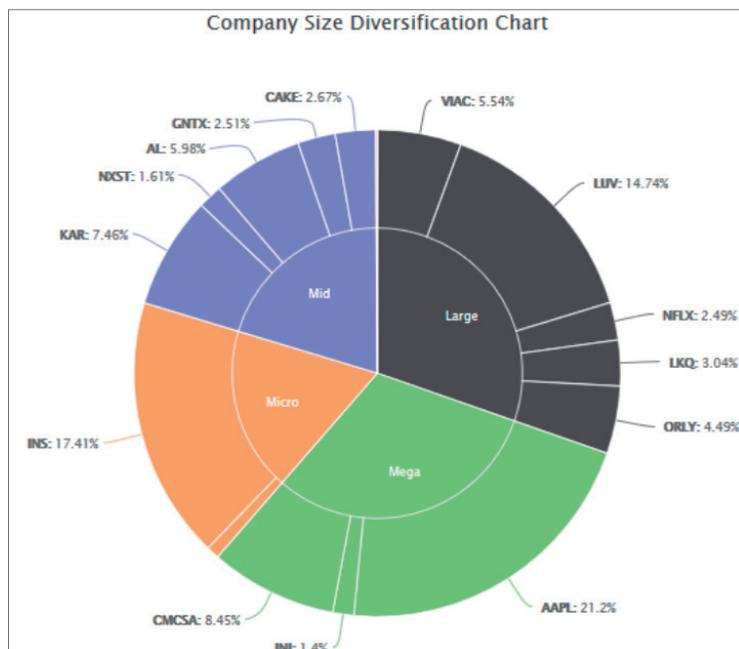
The **Company Size Diversification Report** is divided up into four columns, and up to seven main row sections (Unknown, Micro, Small, Mid, Large, Mega, Cash & Other).

The columns on the report include the following:

- **Size** - Lists the companies that the club held as of the latest valuation, grouped by size; in addition to the company size, the report also includes sections for securities that are not tracked by our database (unknown), and any Cash accounts.
- **Company** - Lists the name of the security, along with its ticker symbol, or Account name where appropriate.
- **Market Value** - Lists the market value of the security as of the latest valuation; each size section also includes the total market value of companies of that size (Micro, Small, Mid, etc.)
- **% of club** - Lists the percent of the total value of the club for each security, as well as each size segment, as of the latest valuation.

### Graph Description

- **The inner pie chart** - shows the division of club assets by size (Micro, Small, Mid, Large, Mega or Other)
- **The outer doughnut ring** - follows the segmentation of the pie chart, but is further divided into separate companies; this enables the club to easily see how much of the club's value is taken by individual stocks, as well as what size each company is.



### Sector & Industry Diversification Report and Graph

The **Sector and Industry Diversification Report and Graph** show a breakdown of the club's assets by the **Super Sector**, **Sector**, and **Industry** of each company as of the club's most recent valuation. Sector and industry diversification is a key method of managing downside risk in a stock portfolio, protecting from the effects of an industry malaise that might drag down even the best companies in a particular business. Industry diversification can also help to limit the tumble that an all-equities portfolio will likely take during an economic recession. Companies in some industries are likely to be more sensitive to the economic cycle and will see their sales and earnings decline during these periods when businesses and consumers are tightening their belts. For this reason, it's prudent to include companies

from industries that are considered economically sensitive as well as companies that are considered defensive.

The Super Sectors, Sectors and Industries listed in the report are based on classifications made by myI CLUBcom’s data provider, Morningstar.com

The report shows multiple sections: The main headings are for Super Sectors, Sectors, any Cash Accounts the club holds, and any Unknown securities. Unknown securities are most often just securities that are not tracked by Morningstar due either to size (penny stocks), or type (such as bonds, CDs, etc.)

### Report Description

The primary report is divided into seven columns, and as many rows as are required to list the industry for each security. The columns are:

- **Sector** - The primary sectors that the club has holdings in. Any sectors that the club does not have holdings in are listed below the main part of the report in a separate section ‘Sectors not represented’
- **Industry** - Lists the industry for each security the club holds, as a sub-heading under the Sector name.
- **Security** - The name of each security that the club holds, as a sub-heading under the Industry listing.
- **Market Value (Security)** - The market value of each individual security as of the club’s latest valuation.
- **% of Portfolio (Security)** - The percentage of the total value of the club, broken down by Security.
- **% of Portfolio (Industry)** - The percentage of the total value of the club, broken down by Industry.
- **% of Portfolio (Sector)** - The percentage of the total value of the club, broken down by Sector.

Sector & Industry Diversification						
Report as of 9/1/2023 (Most recent club valuation statement).						
<input type="checkbox"/> Exclude Cash from Percentages						
Sector	Industry	Security	Market Value (Security)	% of Portfolio (Security)	% of Portfolio (Industry)	% of Portfolio (Sector)
<b>Cyclical Super Sector</b>						<b>42.9%</b>
<b>Consumer Cyclical</b>						<b>33.6%</b>
	<b>Auto Parts</b>				<b>2.1%</b>	
		Miller Industries	\$8,500.80	2.1%		
	<b>Homebuilding</b>				<b>7.5%</b>	
		Century Communities	\$30,412.00	7.5%		
	<b>Restrnmts</b>				<b>0.8%</b>	
		Darden Restaurants	\$3,136.09	0.8%		
	<b>Spity Retail</b>				<b>23.3%</b>	
		O'Reilly Automotive	\$94,745.00	23.3%		

### About Super Sectors

Super Sectors are top-level groupings of sectors according to their economic exposure. Just as companies are grouped into industries and industries are grouped in sectors, sectors can be grouped into

three super sectors: the **Sensitive Super Sector**, the **Defensive Super Sector**, and the **Cyclical Super Sector**.

The **Cyclical Super Sector** includes four industries: Basic Materials, Consumer Cyclical, Financial Services, and Real Estate. These industries are the most susceptible to the contraction phase of the economic cycle when unemployment is high and consumers and businesses aren't spending. In a growth stock portfolio, we tend to be cautious when purchasing stocks from the most cyclical industries in these sectors since they often tend to hew to other rules of thumb regarding P/E ratios and valuations than do growth stocks. Coming out of a recession, though, these stocks tend to outperform those of many other industries.

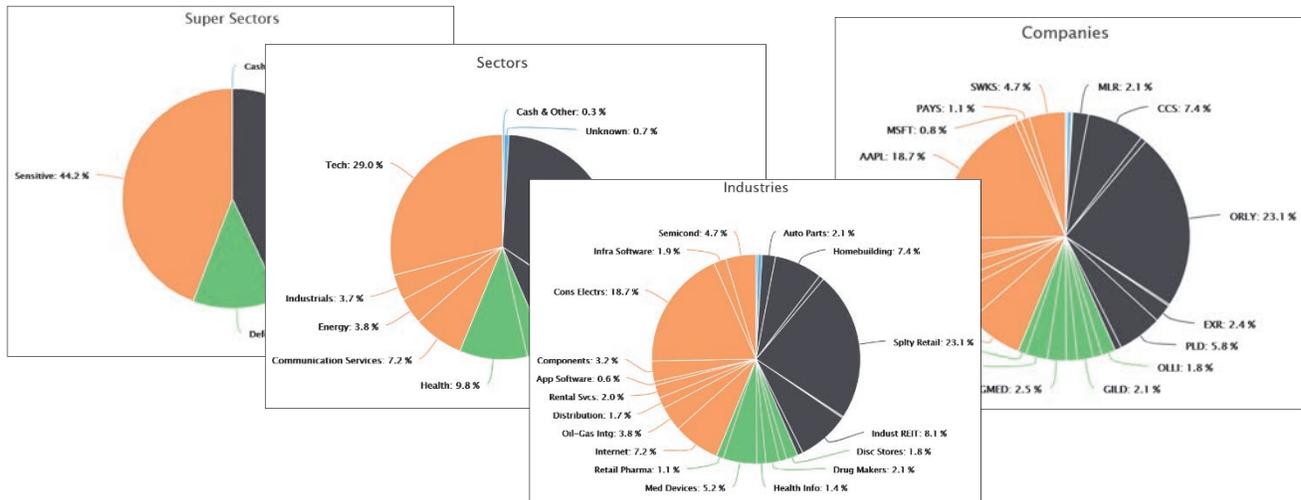
The **Sensitive Super Sector** includes sectors that are not considered "cyclical" but its companies nonetheless are affected by economic recessions. Sectors in this Super Sector include Communication Services, Energy, Industrials, and Technology.

The **Defensive Super Sector** includes the Consumer Defensive, Healthcare, and Utilities sector. Companies in these sectors tend to perform no matter what's happening in the economy. Insurers and the government continue to pay for health care, and individuals continue to buy groceries, deodorant, and toothpaste. Utility companies continue to serve residential, industrial, and business customers, as well. As the name implies, companies in these sectors provide "defense" for your portfolio during tough economic times.

Looking at a portfolio from the perspective of Super Sectors can be a useful way to review your entire diversification. It's possible that a portfolio could include stocks from seven different sectors, which suggests broad diversification, but if only two of the three Super Sectors are represented, that portfolio is likely *not* optimally diversified. While there are no hard and fast rules regarding Super Sector diversification, we suggest that companies from each Super Sector be included in a stock portfolio, with no Super Sector representing less than 15% to 20% of the entire portfolio. No Super Sector should make up more than 50% to 60% of the portfolio at the high end.

### **Graph Description**

The **Sector & Industry Diversification Graph** shows a series of four pie charts representing Super Sectors, Sectors, Industries, and Companies.



Below the pie charts, the site will list the Super Sectors and Sectors that the club is not invested in.

**Sectors not represented**  
 Cyclical Super Sector  
 Basic Materials  
 Defensive Super Sector  
 Utilities

## EPS Growth Rate Diversification Report & Graph

The EPS Growth Rate Diversification Report shows all of the stocks that the club holds, based on the most recent valuation report.

Proj EPS Grwth Rate	Company	TTM Revs (\$B)	Proj EPS Grwth Rate	Market value	% of Port
<7%	Ford Motor Co (f)	151.80	-5.4%	\$2,390.00	2.2%
	L.TO (L.TO)	46.39	-1.1%*	\$0.00	0.0%
	Aqua America Inc (WTR)	0.82	0.6%*	\$5,177.64	4.8%
	Berkshire Hathaway I (BRK.B)	223.60	2.0%	\$916.35	0.9%
	Franklin Resources (BEN)	6.39	2.1%	\$4,403.52	4.1%
	Mylan Inc (myl)	11.08	3.2%	\$3,193.00	3.0%
	AT&T Inc (t)	163.79	4.1%	\$3,877.00	3.6%
	Philip Morris Intern (pm)	26.69	5.2%	\$2,790.25	2.6%
	PFIZER (PFE)	52.82	5.5%	\$1,772.50	1.7%
	Johnson & Johnson (JNJ)	71.89	6.0%	\$5,319.75	5.0%
	ConAgra Foods Inc (cag)	7.83	6.0%	\$3,334.00	3.1%
	KHC (KHC)	26.49	6.6%	\$2,581.59	2.4%
<b>Total "&lt;7%" Companies</b>				<b>\$35,755.60</b>	<b>33.4%</b>
7-12%	Diageo Plc ADR (deo)	15.33	7.4%	\$2,611.60	2.4%
	Colgate Palmolive (CL)	15.20	8.7%	\$13,154.40	12.3%
	Duke Energy Corp (duk)	22.74	9.1%	\$1,343.04	1.3%

The report shows information both as pure text, and in a graphic format, dividing the club's holdings into Estimated EPS Growth ranges of under 7%, between 7 and 12 %, over 12%, and Unknown, for cases where the system does not recognize, or does not have enough information to make a growth estimate.

Historically these ranges can be used to help a club estimate if the expected growth for a company is reasonable based on the idea that smaller companies should be expected to grow at over 12%,

medium or mid-sized companies should be around 7-12%, and larger companies shouldn't be expected to produce more than 7% growth

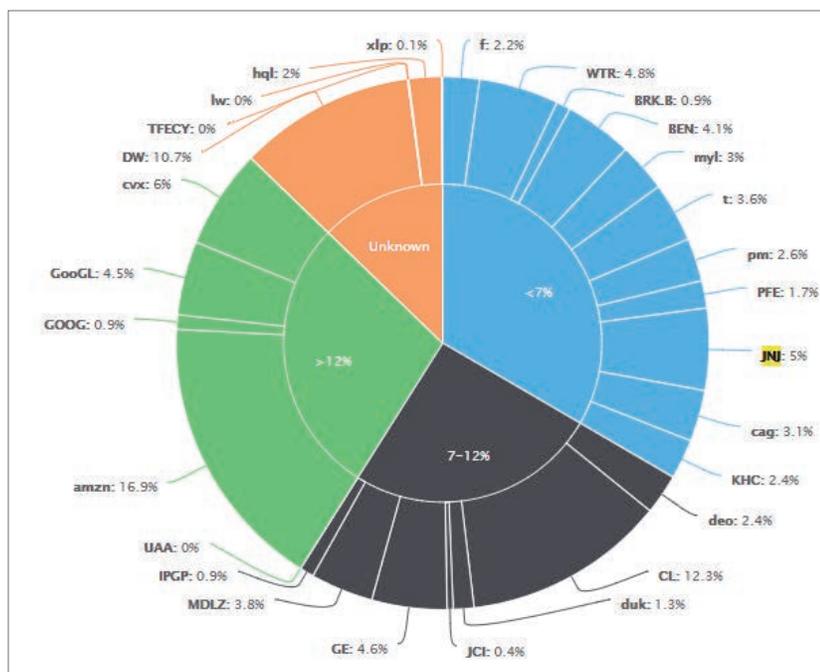
## Report Description

The text portion is divided into six columns as follows:

- **Projected EPS Growth Rate** - Companies are categorized into one of four categories: Under 7%, Between 7 and 12 %, Over 12%, and Unknown. The last is for cases where the system does not recognize or does not have enough information to make a growth estimate.
- **Company** - The name of the company.
- **TTM Revs (\$B)** - The Trailing Twelve-Month Revenues of the company, in Billions.
- **Projected EPS Growth Rate** - The Projected Earnings per Share growth for each company is shown by category, ranked from slowest to fastest. If a club member's stock study is linked to the BetterInvesting SSG Plus tool, the report will use the projected growth rate on that study. If there is no linked study, the Analysis Consensus Estimate (ACE) for long-term growth is shown, indicated by a single asterisk (\*). If no ACE is available for the company, myI CLUB.com will make a judgment based on the company's historical performance, indicated by a double asterisk (\*\*).
- **Market Value** - Shows the market value for each stock, for each section, and for all securities in the club.
- **% of Portfolio** - Shows the percent of the total security value for each stock, for each section, and for all securities in the club.

## Graph Description

The graphic portion of the report is organized as a circle, with two separate rings.



The inner ring is divided into growth Under 7%, Between 7 and 12 %, Over 12%, and Unknown. The pieces of the inner ring are sized to correspond to the percent of the portfolio made up of each of the projected EPS Growth rate ranges.

The outer ring shows the percent of the portfolio value for each stock, in the given section.

In the graphic portion of the report, placing the pointer over any section will show a pop-up of that section, with the total percent for the area that the pointer is hovering over.

## **Global Diversification Report and Graph**

The myICLUB.com **Global Diversification Report and Graph** shows how much of a club's portfolio is invested in stocks or other securities by country, as of the date of club's last official valuation.

Investors often like to consider their exposure to securities that are located outside the United States. Global exposure can provide diversification benefits for a stock portfolio, since businesses in other countries are not often subject to the same economic and other risks at exactly the same time as U.S. businesses.

Of course, the location of a company may not correspond directly to where it conducts its business or where most of its revenues and profits are derived. And many mega-cap companies operate globally; in fact, as much as half of the total sales and earnings of S&P 500 companies comes from outside the U.S. Your portfolio may already be globally diversified even if it only owns U.S. businesses!

BetterInvesting does not suggest any targets for global diversification. In fact, owning stocks outside the U.S., whether as American Depositary Receipts (ADRs) or directly in shares, can create issues for investors, such as higher fees, withheld foreign taxes, and increased federal tax reporting requirements.

Countries in **the Global Diversification Report** are determined by the country set in the club's **Security Settings** (in **Accounting > Securities > Update security settings**) for each holding. If the country does not seem correct, the club's treasurer or administrator can update the entry for any holding in myICLUB.com **Securities Settings**. If you are unsure about which country a security is registered in, check the Countries listed in myICLUB **Stock Quotes/Information** (available from the Stock Quote box at the top of each page in your myICLUB.com club) for that security, or contact the company directly.

Exclude Cash from Percentages

Country	Company	Market value	% of Club
Australia	BHP Billiton ADS (BHP)	\$76,092.00	9.0%
	<b>Total Australia Companies</b>	<b>\$76,092.00</b>	<b>9.0%</b>
Cayman Islands	Alibaba Group Holdin (BABA)	\$76,635.00	9.1%
	<b>Total Cayman Islands Companies</b>	<b>\$76,635.00</b>	<b>9.1%</b>
France	LVMH Moet Hennessy L (LVMUY)	\$367,460.00	43.7%
	<b>Total France Companies</b>	<b>\$367,460.00</b>	<b>43.7%</b>
Germany	Deutsche Telekom ADR (DEGY)	\$84,665.00	10.1%
	<b>Total Germany Companies</b>	<b>\$84,665.00</b>	<b>10.1%</b>
Japan	Toyota Motor Cp ADR (TM)	\$56,676.00	6.7%
	<b>Total Japan Companies</b>	<b>\$56,676.00</b>	<b>6.7%</b>
United Kingdom	BP Plc (BP)	\$37,940.00	4.5%
	<b>Total United Kingdom Companies</b>	<b>\$37,940.00</b>	<b>4.5%</b>
United States	Petmed Express Inc (PETS)	\$21,112.00	2.5%
	Oracle Corp (ORCL)	\$120,796.00	14.4%
	<b>Total United States Companies</b>	<b>\$141,908.00</b>	<b>16.9%</b>
	<b>Total</b>	<b>\$841,376.00</b>	<b>100.0%</b>

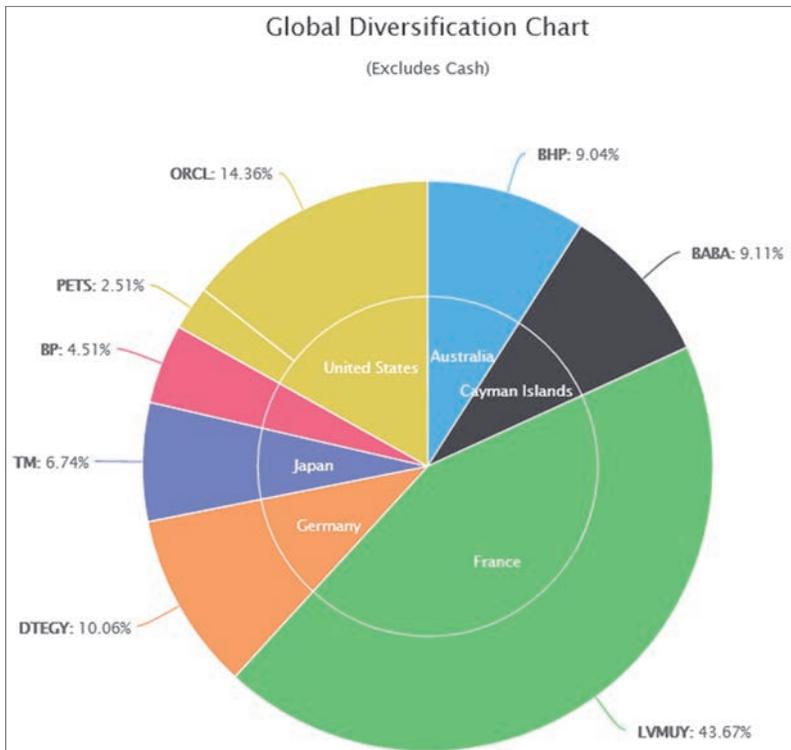
## Report Description

The report shows the following four columns of data:

- **Country** - The country chosen in Security Settings
- **Company** - The company name entered in Security Settings
- **Market Value** - The market value of the security, as of the latest valuation
- **% of Club** - The percent of the total value of the club, as of the latest valuation. The report can be displayed with or without cash accounts included.

## Graph Description

The graphic portion of the report is organized as a circle, with two separate rings.



The inner ring is divided by country. The pieces of the inner ring are sized to correspond to the percent of the portfolio made up of each of the represented countries.

The outer ring shows the percent of the portfolio value for each stock, in each country.

In the graphic portion of the report, placing the pointer over any section will show a pop-up of that section, with the total percent for the area that the pointer is hovering over.

## Club Benchmark & Performance Report

The **Club Benchmark & Performance Report** matches your club's Compound Annual Return figures over several time periods against the broader stock market as represented by the Vanguard 500 Index Fund, one of several other funds, or a specific security ticker, if you so choose.

### Report Options

There are three options available for this report

- The start and end date of the report.
- The ability to enter a custom ticker to match vs. the club's portfolio.
  - This can be a common stock, mutual fund, or exchange traded fund as long as it is in the myICLUB database of North American securities (securities that are traded on the New York Stock Exchange, American Stock Exchange, Nasdaq, Toronto Stock Exchange, Toronto Venture Exchange, and selected OTC securities) and has enough history to cover the period selected for the report. **Note:** Returns for custom tickers do not include the impact of distributions paid (if any).
- The ability to choose from several secondary Indexes which currently include:
  - iShares Core U.S. Aggregate Bond ETF (AGG)

- iShares MSCI Emerging Index Fund (EEM)
- iShares MSCI EAFE Index Fund (EFA)
- iShares iBoxx \$ High Yield Corp Bond ETF (HYG)
- iShares Core S&P Small Cap (IJR)
- iShares S&P 500/BARRA Growth Index Fund (IVW)
- iShares Russell 2000 Index Fund (IWM)
- iShares Dow Jones US Industrial Index (IYJ)
- iShares 20+ Year Treasury Bond ETF (TLT)
- Vanguard Total Stock Market Index Fund (VTSMX)

## Report Description

The performance report is divided into two sections: a text only chart, and a bar graph. Both show the club return for various time periods: A custom date that can be set using the **from** and **to** options at the bottom of the report page, then returns from the start of the club, and then set intervals of 1, 3, 5, and 10 years.

By default, the 1-, 3-, 5-, and 10-year columns use calendar year data. Entering a different date at the top of the report will allow a custom year-end date to be used.



## Interpreting the Report

This **Club Benchmark & Performance Report** can give you a general idea of how your club is performing over time, at least when compared to these two generally accepted stock market indexes. Young clubs may have returns that are below the market indexes because of the effects of start-up costs and general inexperience in selecting stocks. Some clubs may wish to invest more conservatively and will accept under-performing the overall market as a trade-off for lower risk. Over the long-term, however, if your club has consistently generated returns below the market averages, then you may want to look more closely at your strategies for stock selection and portfolio management to try to improve your returns.

Compound Annual Return calculations are made using industry-standard internal Rate of Return (IRR) calculations. All cash flows into and out of your club are considered when making these calculations, including dividends, returns of capital, sales, purchases, interest received, expenses paid, and member payments, fees and withdrawals.

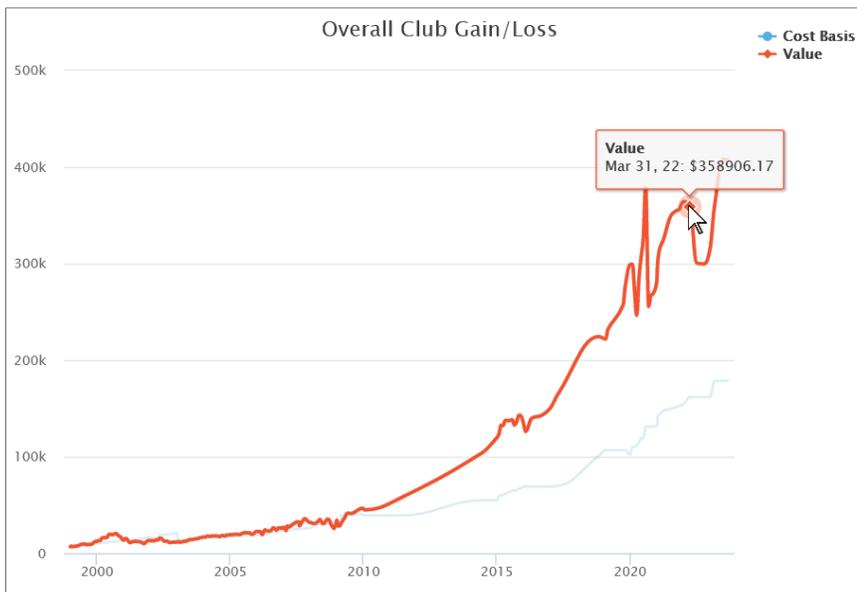
If an investment makes a large move in price, either higher or lower, within a short period time, the return calculations may look excessively high or low. This is not a problem with the accuracy of the calculations. Over time, these returns will return to more “reasonable” levels. It might be helpful to consider CAR as the return you would receive if the rate of gain received in the short period were to continue for a full year. As such, the “Year to Date” figures on this report may be of lower relevance.

By itself, the CAR of your club is not very useful. Comparing your club’s CAR to the published results of a security or market index for a particular period is not a valid comparison, either, since the return calculations for that security or index assume a single static investment at the beginning of the period with no additional cash flows, while your club had multiple cash flows during the same time frame.

The **Club Performance & Benchmarking Report** provides comparisons of your club’s returns to two stock market indexes: the Vanguard Total Market Index Fund (similar to the Wilshire 5000 Index) and the Vanguard 500 Index Fund (comparable to the Standard & Poor’s 500 Index). The report takes all of your club’s cash flows into and out of the club and hypothetically invests those amounts in sales and purchases of both of these indexes, then calculates the compound annual returns of each index. The end result is an apples-to-apples comparison of how your club would have performed if it had simply bought and sold one or the other of these indexes instead of the securities in your portfolio.

## Club Gain/Loss Graph

The **Club Gain/Loss Graph** displays graph of changes in the club’s total cost basis and total value over time for the entire club.



Placing the pointer over any point on the graph will show a pop-up of the value for that point.

## Graph Options

Customizable start and end dates can be selected.

## Portfolio Summary

The **Portfolio Summary Report** gives a quick overview of stocks that might be compelling buys or sells, using data and judgment from each StockWatcher's most recent BetterInvesting Online Tools SSG stock study. This report is intended to help give an overview of portfolio, and encourage the club to investigate further on whether stocks should be bought, held or sold. All the judgment-related items in this report use data and judgment from each StockWatcher's most recent BetterInvesting Online Tools SSG stock study.

Ticker	Company	% Port	Price Date	Price	Curr PE	Rel Val	Tot Ret	Rwd Rsk	Buy Blw	Sell Aby	Rec
AAPL	Apple (Doug Gerlach, 8/3/2021)	17.8	8/2/2021	145.52	28.5	192.8%	4.7	0.3	72.60	139.00	Sell
AL	Air Lease (Earl Alphonse, 8/11/2021)	2.7	8/10/2021	42.54	10.9	144.7%	11.7	1.2	32.50	58.20	Hold
CCS	Century Communities (Russell Malley, 8/7/2021)	8.6	8/6/2021	70.06	6.6	76.9%	27.0	4.6	84.20	182.60	Buy
DRE	Duke Realty Corp (Unassigned)	6.1	7/1/2021	47.36	35.9	57.4%	<a href="#">No SSGPlus Link Established</a>				
EXR	Extra Space Storage Inc (Doug Gerlach)	4.0	7/1/2021	164.91	34.1	110.0%	<a href="#">No SSGPlus Link Established</a>				
FAST	Fastenal (Earl Alphonse, 8/11/2021)	2.0	8/10/2021	54.87	36.3	154.3%	5.3	0.4	38.40	55.30	Hold
GILD	Gilead Sciences (Russell Malley, 8/3/2021)	2.4	8/2/2021	68.35	16.7	105.0%	15.8	5.0	74.40	110.00	Buy

## Report Description

The Portfolio Summary Report provides a snapshot of your portfolio and valuation information to help investors effectively manage a portfolio. Clubs should review this report every month to quickly identify opportunities where new money can be put to work and portfolio holdings that may need to be replaced due to low expected return.

The valuation measures displayed come directly from linked Stock Selection Guides and reflect the judgments made by the club's StockWatcher for each security.

On the left side of the page, five columns – Ticker, Company, % Port, Price Date, Price – show general information on the stock. Note the following:

- The % Portfolio column only counts the value of stocks held by the club, and not cash or other types of securities. Depending on the amount of cash the club has, the values here may be significantly different than those on the Valuation Report.
- The price comes from the linked Stock Selection Guide; if the stock has not been linked, then the price comes from the most recent Valuation Report. In either case, if the price is more than 7 days old, the report highlights the date in red.

The remaining columns on the right side of the report come from the members' linked Stock Selection Guides:

- **Curr P/E** - The P/E ratio based on the current price, and earnings for the individual stock.
- **Relative Value** - A comparison between the Current and Average P/E. While there is no 'perfect' Relative Value, we general consider a good relative value as something between 90 and 110. If this figure would be less than, or equal to 0.0 , the report displays N/A.
- **Total Return** - The potential total return for the stock, based on the linked SSG Plus stock study.
- **Reward/Risk** - Calculated by dividing the "distance" from the current price to the potential high price and dividing it by the "distance" from the current price to the potential low price. As with the Relative Value, there is no 'perfect number, but 3 (3 to 1 on the SSG) is generally considered a good number that offers the potential to triple your money if the stock reaches and is sold at its high price.
- **Buy Below and Sell Above** - A range of prices in which the stock could be bought or sold, and expected to give a good return for the club. As with the Total Return, Relative Value, and Reward/Risk figures, these are calculated using an Analyst Consensus Estimates (ACE) of EPS growth.
- **Rec** - Shows a Buy, Sell or Hold recommendation, based on the linked SSG, and whether or the current price falls in the Buy/Hold/Sell range, if the upside/downside ratio is 3:1 or greater, and if the projected total return is greater than 15% a year.

**Tip:** Click on any of the column headings to sort the report by that metric. Click the column heading again to reverse the order. Order by **Total Return** to view the stocks with the highest potential return at the top of the list. Look for opportunities to add to your holdings at the top of the list and to capture gains from the stock at the bottom of the list.

## Portfolio Review

A comprehensive summary of key fundamental changes and values of stocks in the club's portfolio, using data and judgment from each StockWatcher's most recent BetterInvesting SSG Plus stock study. The Report monitors the actual operations of companies on a quarterly basis -- not simply the movements of the price of the stocks. Monitoring this report can provide early warning signals to reveal sub-par company performance where action may be desired.

### Report Description

The **Portfolio Review Report** is available in two formats. The default format is a summary view that is easier to interpret for many club members. Click the checkbox at the top to **Show extended report** to see the full set of report criteria.

The following columns appear on the report.

- **Company** - The name of the company and its ticker symbol. In addition, the name of the club's StockWatcher for that stock is shown, along with the date that the SSG was last updated. If no link has been established, that will be displayed as well.
- **EPS, Sales, Pre-Tax Profit, and TTM EPS** – The summary view shows the date of the most recent quarter and the percentage change in Earnings Per Share, Sales, Pre-Tax Profits, and EPS for the Trailing Twelve Months, as compared to the same period one year ago.
  - The Extended Report shows the amounts of the underlying EPS, Sales, Pre-Tax Profit, and TTM EPS for both the most recent quarter and the year-ago quarter.

- **Price** - Shows the price for the stock as of the most recent update to the stock study, and the date the study was updated. The date will be in Red if the prices are more than 7 days old.

The following columns will show NA if they are not linked to a Stock Selection Guide.

- **Proj PE** - Shows the Projected P/E ratio, calculated by dividing the current Price by the Estimated EPS for the next 12 months (based on projections made in the linked stock study).
- **Proj RV** - Shows the Projected Relative Value of the stock at the current price, calculated by dividing the Projected P/E Ratio by the 5-year Average P/E Ratio. (**Note:** This is a different method of calculation than is used in Section 3 of the Stock Selection Guide.)
- **5 Yr Avg P/E Ratio** - Shows estimated average annual P/E Ratios for the next five years as shown on the linked Stock Selection Guide.
  - The sub-headings of **High**, **Avg**, and **Low** show the Average of the High, Average and Low P/E figures over the last five years.
- **Est EPS Growth(%)** - Selected growth rate of Earnings per Share over the next five years as shown on the member's linked stock study.
- **PEG Ratio** - Projected Price/Earnings Ratio divided by Estimated EPS growth rate on the member's linked stock study.
- **Rwd/Risk Ratio** – Also known as the Upside/Downside Ratio, this is the level of reward to risk measured by the distance from the current price to the Estimated 5-year High and 5-year Low prices. This will be highlighted if it is less than 1.0.
- **% Total Return** - Projected annualized Total Return from capital appreciation, yield, and P/E Ratio expansion over the next five years. This field will be highlighted, if it is less than 10%.
- **5-Yr Est Prices** - Shows the projected High and Low prices the stock might reach in five years, based on the member's selection in section 4 of their linked stock study.

### Highlighting on the Portfolio Review Report

Some of the numbers on the report may be highlighted either in pink or yellow, with other numbers showing up red.

- The **EPS**, **Sales**, **Pre-Tax Profit**, and **TTM EPS % Change** figures will be highlighted in pink if their growth rates are less than what would be expected based on the StockWatcher's projected growth rates of EPS and Sales. Pre-Tax Profit growth is compared to the estimate of EPS growth.
- The **Reward/Risk** figure will be highlighted in Yellow if it is below 1 to 1.
- The **Projected Relative Value** figure will be highlighted in yellow if it is either lower than 80, or over 150.
- The **% Total Return** figure will be highlighted yellow if it is lower than 10%.

Highlighted values are not necessarily a cause for action, but may indicate areas where more research may be required or where company fundamentals should be watched more closely for signs of further deterioration.

## Portfolio Offense

The **Portfolio Offense Report** contains factors which help to determine that a stock is under-, fairly-, or over-valued. It lists all of the companies in your selected portfolio and highlights those whose reward/risk or return figures might indicate that the stock is a good candidate to be sold before the rest of the market recognizes that the Reward/Risk or Total Return are too low to sustain the current value.

Portfolio Offense Report						
Company	Ticker	Qtr End	Relative Value	Projected Rel Val	Rwd/Rsk Ratio	Total Return
Apple <small>(Doug Gerlach, 7/12/2023)</small>	AAPL	03/23	201.1%	176.5	0.0	0.2
Meta Platforms Inc <small>(Doug Gerlach, 4/27/2023)</small>	META	12/22	112.9%	153.5	0.2	1.9
Stryker <small>(Doug Gerlach, 4/27/2023)</small>	SYK	12/22	151.0%	139.1	0.3	3.4
O'Reilly Automotive <small>(Doug Gerlach, 4/27/2023)</small>	ORLY	12/22	142.3%	127.1	1.1	8.6
Universal Display <small>(Doug Gerlach, 4/27/2023)</small>	OLED	12/22	48.0%	105.2	2.9	15.5

### Report Description

The following columns appear on the report:

- **Company, Ticker, Qtr End** - These columns show the name, ticker, and most recently ended quarter for each company. The name of the member who serves as a StockWatcher for the stock appears, along with the date that their Stock Selection Guide was most recently updated. If a stock is not linked to a study, a message to that effect will appear.
- **Relative Value and Projected Relative Value - Relative Value** is a measurement of the difference between the Current and Average P/E for the last five years. There is no exactly perfect Relative Value, but a stock with a Relative Value over 110 is often considered over-valued, while a stock showing lower than 85 is considered a good reason to research why the market isn't paying more for the stock. **Projected Rel Val** (Relative Value) is similar to Relative Value, except that instead of the current PE, Projected Relative Value uses Estimated P/E instead of Current P/E as shown on the linked Stock Selection Guide.
- **Rwd/Rsk Ratio** - The Reward/Risk Ratio (also known as the Upside/Downside Ratio) is calculated by dividing the "distance" from the current price to the potential high price and dividing it by the "distance" from the current price to the potential low price. Put another way, how much risk (how much you lose if the price goes down to the low) versus how much reward (the price going from its current price all the way up to its potential high) is there, in buying the security. The usual minimum for purchasing a stock is for a ratio above 3:1/
- **Total Return** - The expected return on your investment, based on assumptions about price increases, and dividends from each security.

### Highlight Colors on the Report

Typically, stocks that currently show a Reward/Risk (Upside/Downside) Ratio below 1.0, have Relative Value greater than 150%, and have a projected annual total return of much below 15% are considered

to be on the overvalued range on the Stock Selection Guide. While it is often prudent to hold stocks during periods of overvaluation, a portfolio comprised of low total return stocks will not likely be able to meet your portfolio objectives for overall return.

When viewing the **Portfolio Defense Report**, you may see some of the fields highlighted.

- The Reward/Risk figure will be highlighted if it is below 1 to 1.
- The Total Return figure will be highlighted if it is lower than 10.

## Portfolio Defense

The **Portfolio Defense Report** highlights companies that failed to meet or exceed your thresholds when comparing the fundamental performance with your expectations. For each company, you will find the quarterly data on the upper line and the data for the trailing twelve months on the line beneath, allowing for quick evaluations of watched companies.

Portfolio Defense Report													
To help identify companies with deteriorating fundamentals, using data and judgment from each <b>StockWatcher's</b> most recent BetterInvesting <b>SSGPlus</b> stock study. ( <a href="#">How do I import my SSGs?</a> )													
Company	Ticker	Qtr. End	SALES				PRE-TAX PROFIT				EPS		
			% ACE Growth	% Est Growth	% Chg Sales	% Diff	% ACE EPS	% Est EPS	% Chg. PTP	% Diff PTP	% Chg. EPS	% Diff EPS	
Prologis <small>(Doug Gerlach, 3/13/2023)</small>	PLD	12/22	13.2%	6.0	37.1 25.5	519.0 325.2	82.1%	12.0	-52.4 11.1	-536.9 -7.8	-62.3 10.4	-619.0 -13.3	
Universal Display <small>(Doug Gerlach, 4/27/2023)</small>	OLED	12/22	4.9%	12.0	15.6 11.4	29.8 -5.0	30.0%	15.0	42.6 17.5	184.3 16.8	41.7 14.0	177.8 -6.7	
Meta Platforms Inc <small>(Doug Gerlach, 4/27/2023)</small>	META	12/22	12.3%	3.0	-4.5 -1.1	-249.0 -137.3	25.1%	6.0	-51.6 -39.1	-959.8 -750.8	-52.0 -37.8	-967.3 -730.5	
Gilead Sciences <small>(Russell Malley, 8/3/2021)</small>	GILD	06/21	.3%	2.5	20.9 20.1	735.2 705.2	20.4%	11.6	-161.1 -1279.0	-1489.0 -11125.4	-145.5 -1808.3	-1354.2 -15689.1	
O'Reilly Automotive <small>(Doug Gerlach, 4/27/2023)</small>	ORLY	12/22	6.9%	6.0	10.7 8.1	78.7 35.3	16.0%	12.0	0.3 0.6	-97.3 -95.0	9.6 7.7	-20.4 -36.0	

## Report Description

The **Portfolio Defense Report** is divided into several sections, and sub-sections. Unless otherwise noted below, all data comes from linked stock studies created by club members:

- **Company, Ticker, Qtr End** - These columns show the name, ticker, and most recently ended quarter for each company. The name of the member who serves as a StockWatcher for the stock appears, along with the date that their Stock Selection Guide was most recently updated. If a stock is not linked to a study, a message to that effect will appear.
- **Sales** - Shows four columns of data related to the company's Sales:
  - **% ACE Growth** (Analysts' Consensus Estimate) shows the forecast growth in sales for the stock as reported by Morningstar.com. If this column is zero or N/A, it means the Morningstar data did not include an analyst estimate for that security.
  - **% Est Growth** shows the estimated sales growth.

- **% Chg Sales** compares the most recent quarter to the same quarter one year ago, and the Trailing Twelve months figure to the same figure one year earlier. In both cases, the column shows the percent change between the two times. Subtracts the old figure from the new, then divides by the old, and shows the result as a percentage.
- **% Difference Sales** looks at the most recent quarter to the same quarter one year ago, and the Trailing Twelve months figure to the same figure one year earlier, then compares them to your projected Sales estimation. The figure in this column is the difference between the historical growth, and your projection.
- **Pre-Tax Profit** - Shows four columns of data related to the company's Pre-Tax Profits:
  - **% ACE Growth** (ACE Stands for Analysts' Consensus Estimate) shows the forecast growth in EPS for the stock as reported by Morningstar.com .If this column is zero or N/A, it means the Morningstar data did not include an analyst estimate for that security. The estimate for future EPS growth is used here, since PTP should track EPS, with major differences only coming with changes in shares outstanding or taxes.
  - **% Est EPS Growth** shows the estimated EPS growth.
  - **% Chg PTP** compares the most recent quarter to the same quarter one year ago, and the Trailing Twelve months figure to the same figure one year earlier. In both cases, the column shows the percent change between the two times. Subtracts the old figure from the new, then divides by the old, and shows the result as a percentage.
  - **% Difference PTP** looks at the most recent quarter to the same quarter one year ago, and the Trailing Twelve months figure to the same figure one year earlier, then compares them to your projected EPS estimation. The figure in this column is the difference between the historical growth, and your projection.
- **EPS** - Shows two columns of data related to the company's Earnings Per Share:
  - **% Chg EPS** - Compares the most recent quarter to the same quarter one year ago, and the Trailing Twelve months figure to the same figure one year earlier. In both cases, the column shows the percent change between the two periods.
  - **% Difference EPS** - Looks at the most recent quarter to the same quarter one year ago, and the Trailing Twelve months figure to the same figure one year earlier, then compares them to the projected EPS estimation. The figure in this column is the difference between the historical growth, and the SSG projection.

### Highlighted Colors on the Report

When viewing the **Portfolio Defense Report**, you may see some of the numbers highlighted in pink.

- Under **Sales**, the **% Chg Sales** and the **% Diff** will be highlighted if the figures are lower than the estimate of future growth.
- Under **Pre-Tax Profit**, the **% Chg PTP** and the **% Diff** will be highlighted if the figures are lower than the estimate of future EPS growth.
- Under **EPS**, the **% Chg EPS** and the **% Diff** will be highlighted if the figures are lower than the estimate of future EPS growth.

## Portfolio Trend

The Portfolio Trend report is designed to analyze the trend of the operations of the companies in the portfolio over two consecutive quarters relative to earnings, sales, and pre-tax profit in order to view the “trend of the trends.”

Portfolio Trend Report																
To review the “trend of trends” of key growth performance factors, using data and judgment from each StockWatcher’s most recent BetterInvesting SSGPlus stock study. ( <a href="#">How do I import my SSGs?</a> )																
% Annual Change for Latest & Previous Quarters																
Ticker	Company	Size	Qtr End	Qtrly Sales	Qtrly PTP	Qtrly EPS	TTM EPS	% Est EPS Growth	% ACE EPS Growth	# of Shares	Current Price	Price Date	Total Value	Proj Tot Return	% of Port	
AAPL	Apple <small>(Doug Gerlach, 7/12/23)</small>	Large	03/23 12/22	-2.5 -5.5	-5.8 -13.6	0.0 -10.5	-4.4 -2.5	8.0	11.8%	404.55	189.46	9/1/23	76,646.78	-4.2%	18.7	
AL	Air Lease <small>(Earl Alphonse, No SSGPlus Link)</small>	Mid-sized	06/23 03/23	20.7 6.6	13.1 -126.3	15.8 -125.2	-471.3 -405.2	N/A	N/A	200.00	41.21	9/1/23	8,242.00	N/A	2.0	
CCS	Century Communities <small>(Russell Malley, 9/19/23)</small>	Mid	06/23 03/23	-27.6 -25.9	-67.8 -76.7	-66.5 -75.2	-44.1 -19.2	7.5	N/A	400.00	76.03	9/1/23	30,412.00	5.4%	7.4	
CHD	Church & Dwight <small>(Doug Gerlach, No SSGPlus Link)</small>	Large	06/23 03/23	9.7 10.2	9.3 1.0	17.1 -1.2	-43.2 -49.1	N/A	7.8%	50.00	96.26	9/1/23	4,813.00	N/A	1.2	

## Report Description

In most cases, all data comes from linked stock studies created by club members.

The following columns appear first on the report:

- **Ticker, Company, Size:** The ticker symbol, company name, and company size (based on TTM revenues).

The following columns appear under the **% Annual Change for Latest & Previous Quarters** heading:

- **Quarterly Sales, Quarterly Pre-Tax Profit, Quarterly EPS and Trailing 12 Months (TTM) EPS** - These show two consecutive quarters of data, along with the percent change from the same periods in the previous year.
- **% Est EPS Growth** - The estimated future Earnings Per Share growth from the member’s linked SSG.
- **% ACE EPS Growth** - The analysts’ estimate of future five-year Earnings Per Share growth, taken from Morningstar. If no estimate is available, the EPS growth is calculated by our Take Stock tool on the StockCentral.com. If either the number from Morningstar, or our own calculation is less than or equal to 0, the report will show N/A.
- **# of Shares** - The number of shares of the stock currently held by the club.
- **Current Price, Price Date, Total Value** - The current price, as of the latest valuation, the date of that valuation, and the value of the stock, as of that valuation.
- **Proj Tot Ret** - From the member’s linked SSG, the estimated annual total return expected in the next five years.

- **% of Port** - The percentage of total value of the security to the total market value of the portfolio.

### **Interpreting the Report**

The **Portfolio Trend Report** permits you to view the “trend of the trends.” Since the **Portfolio Review Report** lists the actual quarterly and annual data used to calculate percentage changes, the results may be cluttered and difficult to interpret.

On the other hand, the **Portfolio Trend Report** eliminates the data and only displays the percentage changes between the current and year-ago quarters. This information is on the top line for each company. On the second line is the same information for the previous quarter, comparing it with its counterpart the year before.

This allows you to spot quarterly and/or annual performance that has not met your expectations for two consecutive quarters--a great deal more significant than the results of a single quarter. Where one bad quarter might raise the warning flag, two negative or significantly sub-standard quarters should compel you to research the problem to determine if the cause is transient or longer-lasting.

### **Highlighted Colors on the Report**

When viewing the **Portfolio Defense Report**, you may see some of the numbers highlighted in pink.

- **Qtrly Sales** will be highlighted if the figures are lower than the estimate of future growth.
- **Qtrly PTP** will be highlighted if the figures are lower than the estimate of future EPS growth. (Since there is no estimate of PTP growth on the SSG, EPS growth is used as a proxy.)
- **Qtrly EPS** and **TTM EPS** will be highlighted if the figures are lower than the estimate of future EPS growth.

### **Portfolio Yield**

The Portfolio Yield report displays dividends, yield, and other metrics for securities making distributions, along with total yield of the portfolio. This can be useful for clubs that prefer to achieve a greater portfolio of their overall return from dividend-paying securities.

## Portfolio Yield



Report for date 9/30/2023 (generated on 9/30/2023).

Portfolio Yield: 1.3%

FTM Indicated Dividends (Total): \$5,567.23

Ticker	Company	# Shares	Current			Payout	Next Payable		
			Price	Div	Yield	Ratio	Date	/Share	Total
AAPL	Apple	404.55	\$171.18	\$0.96	0.6%	16.1%	11/10/23	\$0.24	\$97.09
AL	Air Lease	200.00	\$39.41	\$0.80	2.0%	18.7%	10/6/23	\$0.20	\$40.00
CCS	Century Communities	400.00	\$66.78	\$0.92	1.4%	9.6%	12/14/23	\$0.23	\$92.00
CHD	Church & Dwight	50.00	\$91.63	\$1.09	1.2%	60.9%	12/1/23	\$0.27	\$13.62
DRI	Darden Restaurants	20.16	\$143.22	\$5.24	3.5%	62.8%	11/1/23	\$1.31	\$26.41
EXR	Extra Space Storage	75.00	\$121.58	\$2.44	2.0%	39.8%	12/30/23	\$0.61	\$45.75
FAST	Fastenal	120.00	\$54.65	\$1.40	2.6%	71.1%	11/23/23	\$0.35	\$42.00
GILD	Gilead Sciences	110.00	\$74.95	\$3.00	4.0%	69.0%	12/29/23	\$0.75	\$82.50
MLR	Miller Industries	210.00	\$39.21	\$0.72	1.8%	21.4%	12/12/23	\$0.18	\$37.80
MSFT	Microsoft Corp	10.00	\$315.75	\$2.72	1.0%	31.0%	12/14/23	\$0.75	\$7.50
OLED	Universal Display	80.00	\$156.99	\$1.40	0.9%	32.2%	12/30/23	\$0.35	\$28.00

The top of the **Portfolio Yield Report** shows the current yield for the entire portfolio and the **FTM (Forward Twelve Months) Indicated Dividends** (on which the portfolio yield is calculated).

The report itself is in two sections. Securities that pay distributions are at the top and securities that do not make distributions are at the bottom.

The top section includes the following details:

- **Ticker and Company** - The security paying the distributions.
- **# Shares** - As owned on the club's most recent Valuation
- **Current Price** - The price of the security as of the club's most recent Valuation.
- **Current Div** - The total a shareholder would have received per share owned from the last four dividends.
- **Current Yield** - Shows the percentage of cash expected to be earned in the next twelve months per share of stock, based on the price of the security as of the club's most recent Valuation.
- **Payout Ratio** - Shows the portion of company earnings per share distributed as dividends to shareholders.
- **Next Payable Date** - The payout date of the next expected dividend.
- **Next Payable/Share** - The next expected dividend per share.
- **Next Payable Total** - The total the club should receive from the next expected dividend payment, based on the number of shares held.

Values in the **Next Payable** categories are italicized if they are estimates.

The bottom section includes the club's securities that do not presently pay dividends. The value of these securities is included in the total value used to calculate the indicated dividend yield of the portfolio.

The following companies do not currently pay dividends. Their values are included in the Portfolio's Total Value for calculation of the portfolio's current yield.

Ticker	Company	Curr Price	# Shares
GMED	Globus Medical	\$49.65	185.00
META	Meta Platforms Inc	\$300.16	100.00
NXGN	Nextgen Healthcare	\$23.73	300.00
OLLI	Ollie's Bargain Outlet	\$77.18	100.00
ORLY	O'Reilly Automotive	\$908.86	100.00

## Portfolio Gain/Loss Report and Graph

The **Portfolio Gain/Loss Report and Graph** display the gains and losses for securities currently held in portfolio. The % Gain/Loss on this report is the simple percentage gain or loss for the security or lot, not the annualized compound rate of return.

### Report Options

Gain/loss report as of 6/30/2016.  
Report generated on: 7/20/2016 1:53:33 PM.

Report Date:

The report can be calculated as of any date using the **Report Date** field.

### Report Description

Security	Date first purchased	Shares owned	Cost per share	Total cost	Price per share	Market value	\$ Gain/Loss	% Gain/Loss
AMGEN (AMGN)	08/04/03	78.0000	\$79.3134	\$6,186.44	\$152.1500	\$11,867.70	\$5,681.26	91.8%
Berkshire Hathaway I (brk.b)	06/01/16	1.0000	\$145.0000	\$145.00	\$144.7900	\$144.79	(\$0.21)	-0.1%
CATERPILLAR INC (CAT)	03/02/09	110.0000	\$39.6842	\$4,365.26	\$75.8100	\$8,339.10	\$3,973.84	91.0%
Canadian National Ra (CNI)	07/15/15	50.1590	\$50.5804	\$2,537.06	\$59.0600	\$2,962.39	\$425.33	16.8%
Duke Realty (DRE)	09/12/96	146.0000	\$36.1258	\$5,274.37	\$26.6600	\$3,892.36	(\$1,382.01)	-26.2%
Devon Energy (DVN)	09/12/96	144.1586	\$44.2241	\$6,375.29	\$36.2500	\$5,225.75	(\$1,149.54)	-18.0%
GENERAL ELECTRIC (GE)	06/28/00	181.0000	\$35.1543	\$6,362.92	\$31.4800	\$5,697.88	(\$665.04)	-10.5%
Goldcorp (GG)	03/27/09	66.0000	\$41.0518	\$2,709.42	\$19.1300	\$1,262.58	(\$1,446.84)	-53.4%
GILEAD (GILD)	10/25/13	105.0000	\$86.9400	\$9,128.70	\$83.4200	\$8,759.10	(\$369.60)	-4.0%
GENERAL MILLS (GIS)	04/15/11	100.0000	\$38.3168	\$3,831.68	\$71.3200	\$7,132.00	\$3,300.32	86.1%
Global Payments Inc (GPM)	04/22/16	52.1586	\$83.8634	\$4,374.20	\$71.3800	\$3,723.08	(\$651.12)	-14.9%
INTEL CORP (INTC)	09/12/96	178.1494	\$23.6597	\$4,214.95	\$32.8000	\$5,843.30	\$1,628.35	38.6%

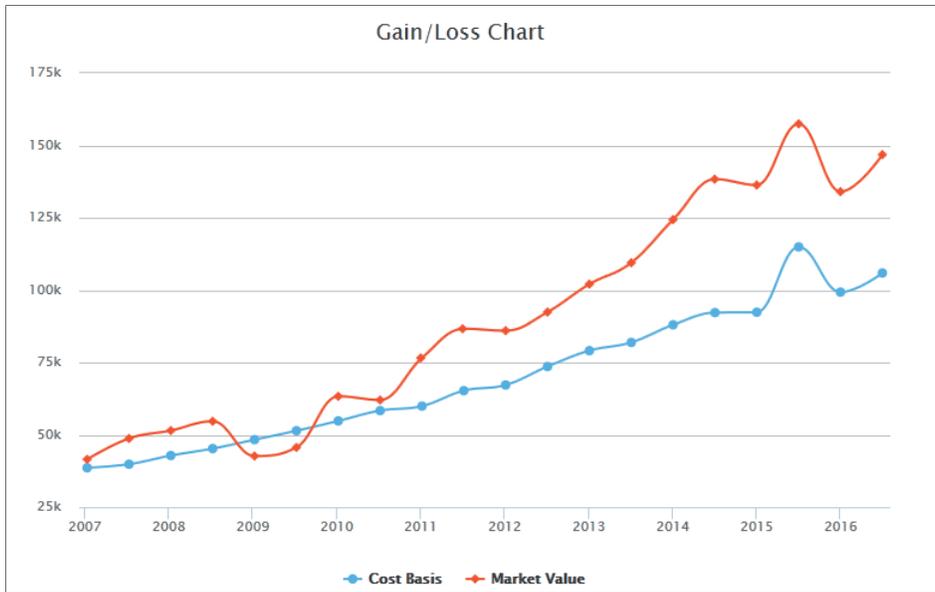
The **Portfolio Gain/Loss Report** shows the following information for securities owned as of the date of the report. It does not

- **Security** - The name and ticker symbol of the security.
- **Date first purchased** - The date of the first purchase of that security.
- **Shares owned** - The number of shares owned as of the date of the report.
- **Cost per share** - The average cost per share of the securities owned as of the date of the report.
- **Total cost** - The total invested in the purchase of currently-owned shares.
- **Price per share** - The current price per share as of the most recent Valuation prior to the report date.

- **Market value** - The value of all shares owned as of the most recent Valuation prior to the report date.
- **\$ Gain/Loss** - The dollar amount of the unrealized gains or losses as of the report date, calculated by subtracting the **Total Cost** from the **Market Value** of the shares owned.
- **% Gain/Loss** – The simple percentage gain or loss as of the report date.

### Graph Description

The Portfolio Gain/Loss Graph shows the Cost Basis, and Market Value of the club’s securities over time. Unlike the text portion, the graph includes all of the historical buys and sells in the club portfolio.



### Portfolio Heatmap

Displays club’s holdings using sizes and colors to represent current market value and gain/loss of securities since purchase

### Report Options

Check the box to exclude cash from the heatmap.

### Report Description

The **Portfolio Heatmap** is a larger version of the Heatmap available on the **Club Home Page**. It uses size and color to convey much information in a small space.

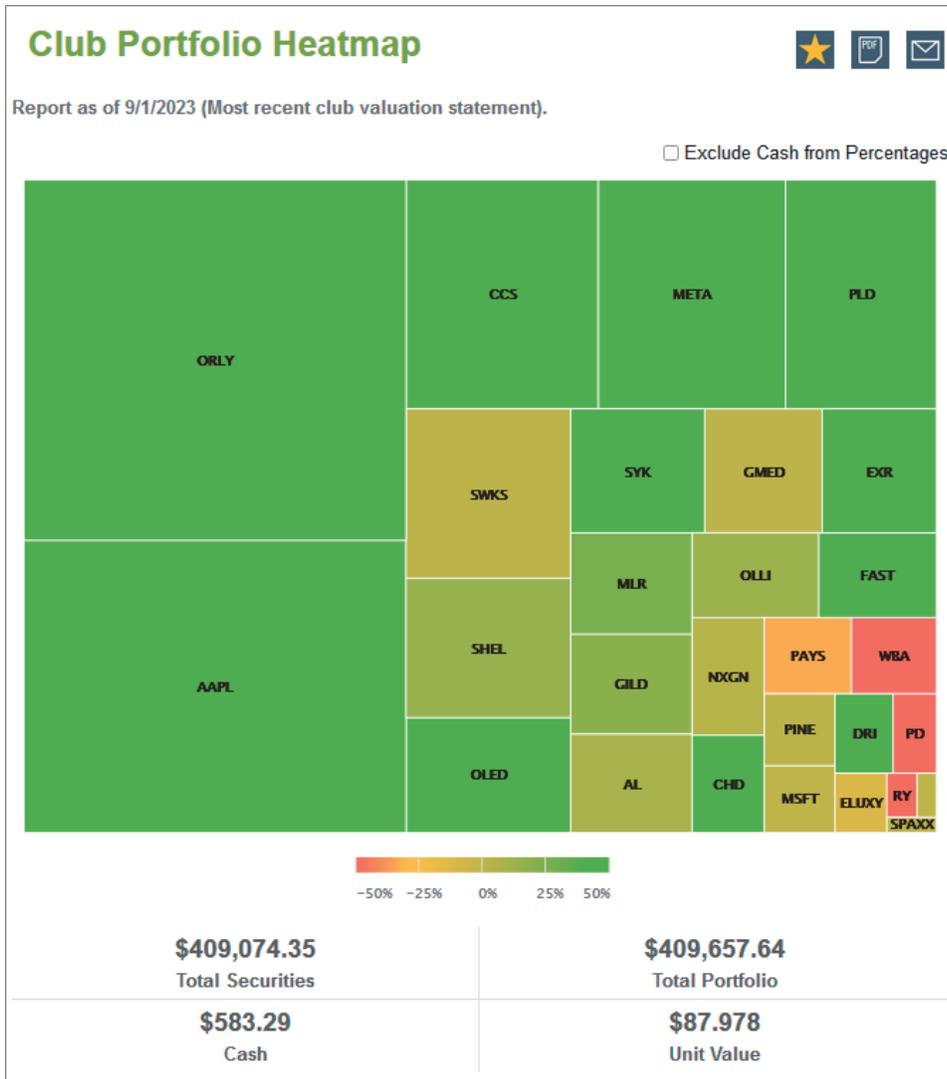
A heatmap is a matrix that uses size and color to convey information. The **Portfolio Heatmap** uses the current value (using the most recent daily closing prices) of the club’s cash and holdings.

The **size** of each block represents the percentage of each position relative to the overall portfolio value (so that the largest holdings are represented by the largest blocks).

The **color** of each block total percentage gain or loss of each security since it was purchased, with the darkest shade of green representing the biggest percentage gainers and the darkest shade of red representing the biggest percentage losers. Below the heatmap

**Note:** Total percentage gain/loss isn't the same as Compound Annual Return; it tracks absolute change in value of the shares without regard to additional purchases, sales, dividends, or length held.

Placing the pointer over any block on the heatmap will show a pop-up of the details for that holding.



The table below the heatmap includes the total value of the club's securities and the total value of its entire portfolio (including cash), the amount of cash it holds, and the current unit value (as of the most recent Valuation).

# Securities Reports

## Security Ledger

The **Security Ledger** shows transaction history, between the specified dates, for one or more securities in the portfolio. The report also lists the starting balance for each security as of the report's starting date.

## Report Options

The starting and ending dates for the report can be specified, as well which securities are displayed. By clicking on the dropdown list, you can select **Active securities**, **Inactive securities**, or you can select specific securities. An asterisk identifies **Inactive securities**.



The screenshot shows a web form titled "Show transactions". It contains two date input fields: "from" with the value "9/20/2019" and "to" with the value "9/19/2020". To the right of these fields is a dropdown menu currently displaying "Active securities". Below the dropdown, the text "Air Lease Corp" is visible, indicating a specific security has been selected. A "Submit" button is located below the date fields. At the bottom of the dropdown menu, there is a note: "\* Asterisk designates inactive securities".

The dropdown list of securities lets you select multiple securities. To do this, hold down the **Ctrl** key on your computer keyboard 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.

## Report Description

Security Ledger for ViacomCBS Inc							
Date	Transaction	Shares	Price/share	Amount	Block	Total shares	Total cost basis
9/20/2019	<i>Starting balances</i>					0.000000	\$0.00
5/18/2020	<a href="#">BBal Security</a>	2.000000	\$18.57	\$37.14	1	2.000000	\$37.14

Security Ledger for XpresSpa Group Inc							
Date	Transaction	Shares	Price/share	Amount	Block	Total shares	Total cost basis
9/20/2019	<i>Starting balances</i>					0.000000	\$0.00
6/8/2020	<a href="#">Buy security</a>	10.000000	\$2.21	\$22.06	1	10.000000	\$22.06
6/10/2020	<a href="#">Buy security</a>	5.000000	\$1.71	\$8.55	2	15.000000	\$30.61
6/11/2020	<a href="#">Split security</a>	(10.000000)	\$0.00	\$0.00	1, 2	5.000000	\$30.61

Security Ledger for Zomedica Pharmaceuticals Corp							
Date	Transaction	Shares	Price/share	Amount	Block	Total shares	Total cost basis
9/20/2019	<i>Starting balances</i>					0.000000	\$0.00
7/1/2020	<a href="#">BBal Security</a>	10.000000	\$0.21	\$2.10	1	10.000000	\$2.10

The **Security Ledger** includes the following for each transaction:

- **Date** - The date of the transaction.
- **Transaction** - The type of transaction. Click on the entry to view or edit the transaction.
- **Shares** - The number of shares involved in the transaction.
- **Price/share** - The price per share of the security on the given date.
- **Amount** - The dollar amount involved in this transaction.
- **Block** - The block number assigned to these shares, if applicable.
- **Total shares** - The cumulative total shares up to the date of the transaction.
- **Total cost basis** - The 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.

## Security Performance Graph

The **Security Performance Graph** shows change in cost basis and market value over time for a single security owned by the club.

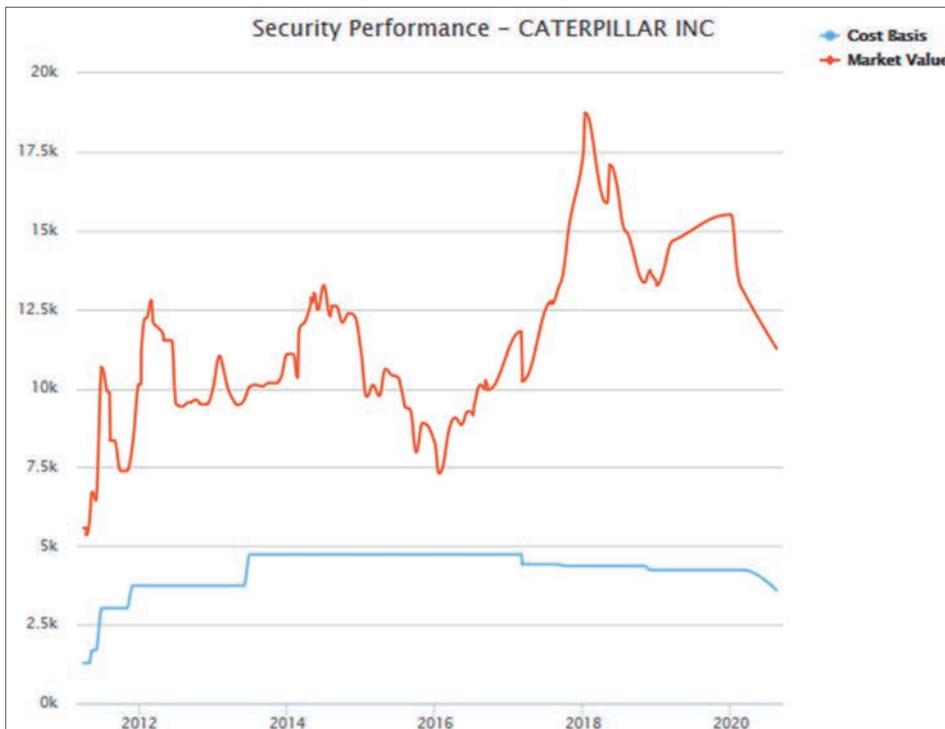
### Graph Options

The **Security Performance Graph** allows you to select any current or former security from the club's holdings, as well as set a date range for the report.

Select Security:	Start Date: 9/12/1998
CATERPILLAR INC	End Date: 8/13/2020
	<input type="button" value="Submit"/>

## Graph Description

The Security Performance graph is intended to show the changes over time of the Cost Basis and Market Value of individual securities. The graph dynamically adjusts based on highest and lowest values of the security, as well as the length of time specified in the **Start Date** and **End Date** boxes.



## Sold Securities

The **Sold Securities Report** is a unique tool available only at myICLUB.com. It shows information on securities that the club has entirely sold. The intent of the report is to illustrate the club's gain or loss on a particular stock by comparing how that stock has performed relative to the broader market *after* the sell was made. This can help the club learn from its decisions by answering the question, "Should we have sold or not?"

## Report Description

The Sold Securities report consists of several columns, broken down into two main sections; the club's history with the security, and the security's performance in the market since being sold by the club. It is important to keep in mind when reading this report that the Cost, Proceeds and Gain/Loss figures that show up here are calculated on the **final** sale of the stock, not the club's entire history.

This report does not necessarily show all securities that were sold, only securities for which the club no longer holds *any* shares.

The first six columns detail the clubs history with the stock, including:

- **Security** - The name and ticker symbol of the security.
- **1<sup>st</sup> purchased** - The date that the security was first purchased by the club.
- **Total cost** - The total cost of the stock at the time of the sale of the last lot owned.

- **Date sold** - The date of the final sale of the security
- **Total proceeds** - The total (gross) amount the club received from selling the security
- **% Gain/Loss** - The gain or loss the club took on the final sale of the security.

**Note:** The **% Gain/Loss** shown here is only updated when a club creates a new valuation. If a new valuation has not been created recently, the return figure here may not reflect current conditions.

The next three columns detail the **Compound Annual Return (CAR)** calculated with the sale date as the starting date. That is to say, the performance figures are from the date of sale until the present date. The returns of the security are compared to popular index funds that reflect broad market indexes.

- **Security:** The CAR for the security since the sale date.
- **Vanguard Total Stock Market:** The CAR for the Vanguard Total Stock Market index fund since the sale date of the stock, representing the return of the Wilshire 5000 Index.
- **Vanguard 500:** The CAR for the Vanguard 500 index fund since the sale date of the stock, representing the return of the S&P 500 Index

**Note:** The calculation of Compound Annual Returns after the sale of a security do not include distributions.

The last column, **Notes**, includes optional comments that can be entered by the treasurer when a sale is entered in myICLUB.com.

### Report Options

By default, the report shows stocks sold over the last 12 months. You can adjust this by changing the From and To dates in the Show sold securities section below the report, or click the Show sold securities for all dates, to show a complete listing of all stocks that the club has sold.

### Interpreting the Sold Securities Report

While there are many factors to consider in evaluating a sale decision after the fact, a quick comparison of the returns that could have been earned if a stock was *not* sold to the returns of a broad market index can validate or raise question about the sale. If the security showed greater gains than the overall market, perhaps it would have been better to continue to hold. If the broader market performed better than the security since it was sold, then perhaps the decision to divest was a wise one.

## Security Distributions

The **Security Distributions Report** shows each distribution paid by a security during the period of the report, including both cash and reinvested dividends. Note: Distributions or dividends paid in cash accounts, such as from Money Market funds, are not included on this report.

### Report Options

Enter the starting and ending dates for the report in the “from” and “to” boxes. To the right of the **from** and **to** section is a listing of the club stocks, as well as two options for selecting all **Active Securities**, or all **Inactive Securities**. The default is to display all active securities. Click to select **Inactive Securities**, or scroll through the list of stocks to select a specific one, and then click **Submit** to refresh the report.

The list of securities will also let 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.

### Report Description

This report can be useful in reconciling the total amount of distributions paid in a tax year to the total on a brokerage account’s Form 1099.

Security Distributions					
Date Paid	Ex-Div Date	Security	Qualifying Amount	Non-Qualifying Amount	Remarks
1/5/2022	12/16/2021	<a href="#">Air Lease</a>	\$37.00	\$0.00	
1/15/2022	12/15/2021	<a href="#">Duke REIT</a>	\$0.00	\$110.59	preliminary
1/31/2022	12/30/2021	<a href="#">Stryker</a>	\$27.80	\$0.00	
1/31/2022	1/13/2022	<a href="#">RPM</a>	\$39.13	\$0.00	
2/1/2022	1/7/2022	<a href="#">Darden Restaurants</a>	\$22.00	\$0.00	
2/10/2022	2/4/2022	<a href="#">Apple</a>	\$88.88	\$0.00	
2/24/2022	1/25/2022	<a href="#">Royal Bank of Canada</a>	\$10.08	\$0.00	
2/24/2022	2/24/2022	<a href="#">Royal Bank of Canada</a>	\$1.92	\$0.00	
3/1/2022	2/14/2022	<a href="#">Church &amp; Dwight</a>	\$13.13	\$0.00	
3/2/2022	2/1/2022	<a href="#">Fastenal</a>	\$37.20	\$0.00	

The report has six columns, showing the following information:

- **Date Paid/Ex-Div Date** - The first two columns show the date the distribution was paid, and the ex-dividend date that was entered.
- **Security** - The name of the security that issued the distribution.
- **Qualifying Amount/Non-Qualifying Amount** - These shows the amount of the distribution, and if that amount was qualified for a lower tax rate or not. In most cases a dividend will be either entirely qualified or non-qualified, but if the club has sold part of its holding in a security during the year, then a dividend may be split between qualified and non-qualified.
- **Remarks** - This shows any remarks that were entered along with the dividend.

## Security Cost Basis

The **Security Lot Basis Report** shows a breakdown of helpful tax information about the club’s securities. For securities that have been purchased multiple times, this report shows details about the cost basis and gains for each lot. This can be useful when deciding to sell only some shares from a club’s holdings instead of an entire position.

### Report Description

Security Lot Basis								
Report for date 7/20/2021 (generated on 7/20/2021).								
Acquisition Date* for:								
Security	Return Calcs	Taxes	Shares	Total Basis	Basis/Share	Market Value	Unrealized Gain/(Loss)	LT/ST
Air Lease Corp (AL)	5/18/2020	5/18/2020	2.00	\$49.92	\$24.96	\$77.90	\$27.98	LT
<b>AL Totals</b>			<b>2.00</b>	<b>\$49.92</b>	<b>\$24.96</b>	<b>\$77.90</b>	<b>\$27.98</b>	
Apple Inc (AAPL)	8/31/2020	8/31/2020	1.00	\$126.75	\$126.75	\$142.45	\$15.70	ST
Apple Inc (AAPL)	9/11/2020	9/11/2020	1.00	\$114.68	\$114.68	\$142.45	\$27.77	ST
<b>AAPL Totals</b>			<b>2.00</b>	<b>\$241.43</b>	<b>\$120.72</b>	<b>\$284.90</b>	<b>\$43.47</b>	
APPLIED GENETIC (AGTC)	2/16/2021	2/16/2021	7.00	\$57.12	\$8.16	\$25.13	(\$31.99)	ST
APPLIED GENETIC (AGTC)	2/17/2021	2/17/2021	3.00	\$23.48	\$7.83	\$10.77	(\$12.71)	ST
APPLIED GENETIC (AGTC)	2/18/2021	2/18/2021	2.00	\$15.10	\$7.55	\$7.18	(\$7.92)	ST
APPLIED GENETIC (AGTC)	2/23/2021	2/23/2021	3.00	\$15.02	\$5.01	\$10.77	(\$4.25)	ST
APPLIED GENETIC (AGTC)	2/24/2021	2/24/2021	2.00	\$12.34	\$6.17	\$7.18	(\$5.16)	ST
APPLIED GENETIC (AGTC)	2/26/2021	2/26/2021	3.00	\$15.11	\$5.04	\$10.77	(\$4.34)	ST
<b>AGTC Totals</b>			<b>20.00</b>	<b>\$138.17</b>	<b>\$6.91</b>	<b>\$71.80</b>	<b>(\$66.37)</b>	

The report includes the following information for selected securities, for each lot and for the total of all lots:

- **Acquisition Date for Return Calculations and for Tax Purposes** - In most cases, these will be the same, but if a stock has gone through a merger or a spinoff, returns might be calculated from a different date than when the original security was purchased.
- **Total Basis** - The total cost basis (tax basis) for each block. This is also totaled for the entire holding of each security.
- **Basis (Per) Share** - This shows the cost basis (tax basis) per share for each block.

- **Market Value** - This shows the market value on a per-block basis, as well as for the entire holding of a given security.
- **Unrealized Gain/(Loss)** - This shows the gain or loss that the club would have, if the particular block (or all of the shares of a given security) were to be sold at the listed Market Value.
- **LT/ST** - This gives a quick way to check whether the gain from Selling shares would be Long-Term or Short-Term.

## Report Options

By default, the report shows information for all currently held securities, and uses the most recent end-of-day prices available.

The report can optionally be back-dated to show returns for a previous date. Individual securities can be selected from the list of club holdings to narrow results to only one or selected securities.

The screenshot shows a web form titled "Show transactions". On the left, there is a "date" input field containing "7/20/2021". To the right is a dropdown menu labeled "Active securities" which is open, showing "Air Lease Corp" and "Apple Inc" as options. Below the dropdown, a small note reads "(\* Asterisk designates inactive securities)". A "Submit" button is located at the bottom left of the form area.

## Realized Gains/Losses

The Realized Gains/Losses report shows information on securities that the club has sold during a selected period. The intent of the report is to illustrate the club's gains or losses on each block of stock sold during the range of dates selected.

### Report Description

The report is divided into eight columns, showing the following information:

- **Security** - The name of the security as it appears on the club's reports.
- **Purchase and Sale dates** - The purchase and sale dates of each block of shares sold during the specified time period. While the **Sale Date** will often be the same for multiple blocks, the **Purchase Date** will likely be different for each block sold.
- **Sale Basis** - The net proceeds from the sale of that block of shares.
- **Cost Basis** - The cost basis of the specific block of shares prior to sale.
- **Gain** - Shows the amount of gain or loss, based on the difference between the Sale Basis and the Cost Basis. The system represents a loss by enclosing the number in parenthesis.
- **Shares** – The number of shares sold from the particular block.
- **Gain Type** - Shows the type of gain (Short or Long Term) for each block of shares sold.

# Realized Gains/Losses



Report for dates from 1/1/2022 to 12/31/2022 (generated on 9/30/2023).

First & Last Capital						
Security	Purchase Date	Sale Date	Sale Basis	Cost Basis	Gain	Shares Gain Type
First & Last Capital	7/13/2014	1/7/2022	\$186.00	\$104.59	\$81.41	6.00 Long Term
<b>Total:</b>					<b>\$81.41</b>	

RPM						
Security	Purchase Date	Sale Date	Sale Basis	Cost Basis	Gain	Shares Gain Type
RPM	9/13/1997	12/15/2022	\$183.87	\$31.00	\$152.87	1.88 Long Term
RPM	12/31/1997	12/15/2022	\$636.67	\$100.00	\$536.67	6.50 Long Term
RPM	1/30/1998	12/15/2022	\$5.70	\$0.94	\$4.76	0.06 Long Term
RPM	2/27/1998	12/15/2022	\$286.61	\$50.00	\$236.61	2.93 Long Term
RPM	4/30/1998	12/15/2022	\$566.39	\$100.00	\$466.39	5.79 Long Term
RPM	4/30/1998	12/15/2022	\$7.19	\$1.27	\$5.92	0.07 Long Term
RPM	7/31/1998	12/15/2022	\$11.84	\$1.94	\$9.90	0.12 Long Term
RPM	11/4/1998	12/15/2022	\$12.14	\$2.04	\$10.10	0.12 Long Term
RPM	1/6/1999	12/15/2022	\$619.83	\$100.00	\$519.83	6.33 Long Term
RPM	2/3/1999	12/15/2022	\$18.99	\$2.80	\$16.19	0.19 Long Term

## Report Options

**Show transactions**

from

to   Subtotal by security

[Last Full Year](#)

Enter the starting and ending dates for the report in the “from” and “to” boxes, and then click **Submit** to re-display the report.

You can also use the **Subtotal By Security** check-box to list and subtotal the report by each security selected.

## Members Reports

These reports deal with the members of the club, their personal details and their capital ownership.

### Member Status

The Member status report summarizes each member’s participation in the club between the specified dates. It member status report should be shared with every club member at or before each meeting.

## Report Options

Member status report as of 4/1/2016 (generated on 7/27/2016).   

**Report date:**

Choose from your club's official valuation dates  
 View the member status for a custom date.

4/1/2016 [create a new valuation](#)      4/1/2016

**Show member contributions since:**      **Start return calculation from:**

1/1/2016      1/9/1994

Include the compound annual return in the member status report. ([What's this?](#))

- **Choose from your club's official valuation dates** - Choose this option and select the valuation date from a dropdown list of valuation dates. Click the **Create a new valuation** link to create and save a new valuation.
- **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. Keep in mind that using this option will not save a new member status report; do not use a custom dated member status to calculate a member withdrawal amount.
- **Start return calculation from** - Enter the date that myICLUB.com 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 for each member.
- Click **Submit** to display the report.

## Report Description

Name	Paid in since 1/1/2016	Total paid in	Paid in plus earnings (Cost Basis)	Units since 1/1/2016	Total units	Market value	Percent ownership
<a href="#">Andy, Jimmy</a>	\$0.00	\$14,430.00	\$20,560.80	0.0000	1,116.6621	\$27,637.60	29.24%
<a href="#">Grisham, Clooney</a>	\$0.00	\$6,820.00	\$8,240.30	0.0000	418.4618	\$10,357.01	10.96%
<a href="#">Markson, Sal</a>	\$0.00	\$4,755.00	\$9,570.39	0.0000	541.0989	\$13,392.30	14.17%
<a href="#">Public, John Q</a>	\$0.00	\$6,755.00	\$10,965.13	0.0000	499.1427	\$12,353.88	13.07%
<a href="#">Robin, Christopher</a>	\$0.00	\$7,140.00	\$12,297.82	0.0000	699.2019	\$17,305.38	18.31%
<a href="#">Wilmington, Francis</a>	\$0.00	\$3,660.00	\$9,702.76	0.0000	544.2899	\$13,471.28	14.25%
<b>Totals</b>	\$0.00	\$43,560.00	\$71,337.20	0.0000	3,818.8572	\$94,517.45	100.00%

The **Member Status Report** 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.
- **Paid in since mm/dd/yy** - The amount paid in by the member since the date specified in the "show member contributions since" box. The figure shown here will be the total of any money paid in by member deposits or member fee payments, or taken out by a member as a withdrawal.
- **Total paid in** - The member's total payments and fees, minus 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.

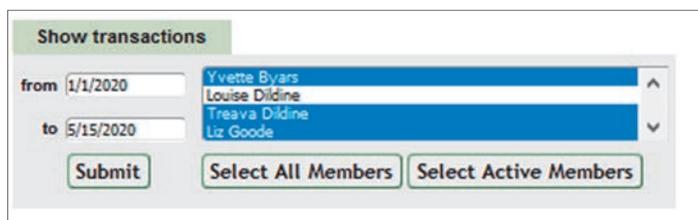
- **Paid in plus earnings (Cost Basis)** - The total paid in to date, plus (or minus) any gains or losses shown on the distributions of earnings. Any “Beginning Balance-Investment” is included. This figure is the member’s tax-paid basis in the club. If a member withdraws more than his tax basis, this 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 negative 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 their 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.

## Member Deposits

The **Member Deposits 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.

### Report Options



The screenshot shows a web form titled "Show transactions". It has two date input fields: "from" with the value "1/1/2020" and "to" with the value "5/15/2020". To the right of these fields is a dropdown menu with a blue background and white text, listing four names: "Yvette Byars", "Louise Dildine", "Treava Dildine", and "Liz Goode". Below the date fields and the dropdown menu are three buttons: "Submit", "Select All Members", and "Select Active Members".

You can specify the starting and ending date for the report, and you can specify the members included in the report. 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.

## Report Description

Name	1/8/2021	2/5/2021	2/15/2021	3/5/2021	3/6/2021	3/29/2021
Earl ZZ Alphonse	\$1,000.00	\$1,000.00		\$15.00	\$500.00	\$50.00
Alantis Cod	\$100.00	\$100.00		\$15.00		\$50.00
Dungy Crabb	\$100.00	\$50.00		\$15.00	\$100.00	\$50.00
Portia Dorado	\$100.00	\$100.00			\$100.00	\$50.00
Sarah Finn	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
Doug Gerlach	\$100.00	\$100.00	\$99.00	\$15.00	\$100.00	\$50.00
Hally Halibut	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
Dogfish Headly						
Russell Malley	\$1,500.00	\$750.00		\$15.00	\$500.00	\$50.00
Elon Mussel	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
Lake Perch	\$100.00	\$100.00			\$100.00	\$50.00
Jack Sauzac	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
John Shark	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
Larry Sturgeon	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
Carol Treacher	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
Cherry Trout	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
Thomas Tuna		\$100.00		\$15.00	\$200.00	\$50.00
Wally Whaler	\$100.00	\$100.00		\$15.00	\$100.00	\$50.00
<b>Total</b>	<b>\$3,900.00</b>	<b>\$3,200.00</b>	<b>\$99.00</b>	<b>\$225.00</b>	<b>\$2,500.00</b>	<b>\$850.00</b>

myICLUB.com 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.

## Member Unit Ledger

The **Member Unit Ledger** lists all member transactions between 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 a record of their personal participation in the club.

## Report Options

The starting and ending dates for the report can be specified in the **From** and **To** boxes.

Use the dropdown list to select the members included in the report. The default is **All Members**. Other choices include **Current Members**, and **Former Members**. You can also select a single individual member of the club. An asterisk identifies Inactive members.

Click **Submit** to generate the report with the new selections.

## Report Description

Andris, James							
Date	Transaction	Unit Value	Paid in this date	Total paid in to date	Total paid in plus earnings to date	Units purchased	Total units
06/20/15	<i>Starting balances</i>			\$14,080.00	\$18,813.45		1,101.8885
07/17/15	<a href="#">Deposit cash</a>	\$24.41	\$80.00	\$14,160.00	\$18,893.45	3.2773	1,105.1658
08/20/15	<a href="#">Deposit cash</a>	\$23.36	\$120.00	\$14,280.00	\$19,013.45	5.1378	1,110.3037
09/23/15	<a href="#">Deposit cash</a>	\$22.44	\$100.00	\$14,380.00	\$19,113.45	4.4562	1,114.7599
10/23/15	<a href="#">Deposit cash</a>	\$24.14	\$50.00	\$14,430.00	\$19,163.45	2.0710	1,116.8308
12/31/15	<a href="#">Distributed earnings</a>		\$1,102.85	\$14,430.00	\$20,266.30	0.0000	1,116.8308

James Andris's value as of 06/20/16: \$27,908.23.

The following fields appear on the report:

- **Date** - The date of the transaction
- **Transaction** - The type of transaction. Click on the entry to view or edit the transaction.
- **Unit Value** - Shows the unit value that was used to calculate how many units were added or subtracted for deposits, withdrawals, and expenses.
- **Paid in this date** - The amount of the transaction
- **Total paid in to date** - Total payments and fees minus withdrawals paid as of the report date. Allocated earnings are not included.
- **Paid in plus earnings to date** - The total paid in to date plus allocated earnings. This figure is the member's tax basis for in the club.
- **Units purchased** - The number of units associated with the transaction.
- **Total units** - A running total of the total units owned by the member.

## Member Ownership Graph

The **Member Ownership Graph** displays a pie chart or bar chart of the percentage ownership of each member of the club.

## Report Options

Choose from your club's official valuation dates or [create a new valuation](#)

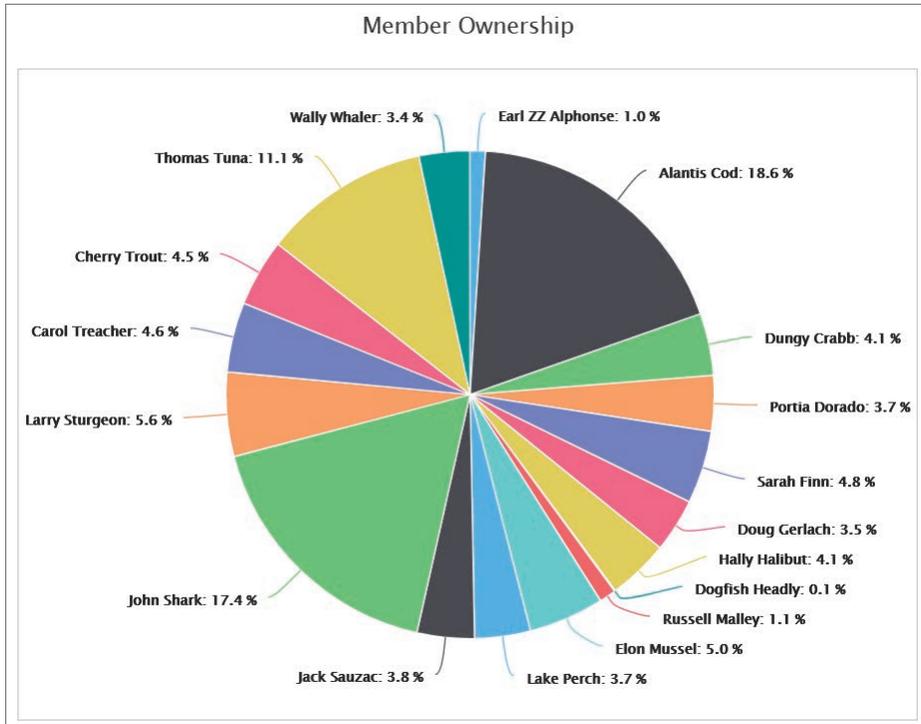
9/1/2023

Select graph type:

Bar chart  Pie chart

The graph can be generated for any of the club's official valuations using the dropdown box. A bar chart or pie chart (the default) can be selected using the appropriate buttons.

## Report Description



Each active member of the club is shown on the chart with their percentage ownership in the club as a percentage of the club's total value on the date selected.

## Member Withdrawals Summary

The **Member Withdrawals Summary Report** shows all of the withdrawals from the club, both full and partial, processed during the specified time period.

## Report Options

A screenshot of the "Member Withdrawals Summary Report" options form. The form has a green header with the text "Show entries". Below the header, there is a dropdown menu set to "Former Members", a "from" date field with "1/1/2000", and a "to" date field with "7/20/2021". There is a "Submit" button to the right of the date fields. A checkbox labeled "Subtotal By Member" is located below the date fields.

By default, withdrawals for all members are shown. Specific members can be selected using the dropdown menu. Multiple withdrawals by the same member will be grouped together if the **Subtotal By Member** option is checked.

## Report Description

The primary purpose of this report is to help the club keep track of the total amount of withdrawals either for single members, or for the club as a whole.

Report for dates from 1/1/2000 to 7/20/2021 (generated on 7/20/2021).

Date	Member	Type	Cash amount	Units	W/D Fee	Stock value	Net value withdrawn
09/14/00	AUNDRIA HUMPHREY	Full Withdrawal	(\$839.19)	(85.947853)	\$25.56	\$0.00	(\$839.19)
05/31/01	LORI SCHMITZ	Full Withdrawal	(\$1,463.14)	(132.530802)	\$28.97	\$0.00	(\$1,463.14)
09/30/02	GAILA WEISBERG	Full Withdrawal	(\$2,242.81)	(230.144545)	\$25.00	\$0.00	(\$2,242.81)
05/06/04	JAN DAVIES	Full Withdrawal	(\$2,970.97)	(378.286943)	\$18.50	\$0.00	(\$2,970.97)
05/06/04	MARTHA DYMOND	Full Withdrawal	(\$2,970.98)	(378.286943)	\$18.49	\$0.00	(\$2,970.98)
07/01/04	KATHLEEN GREENE	Full Withdrawal	(\$2,615.90)	(387.867850)	\$15.80	\$0.00	(\$2,615.90)
07/01/04	JOAN REED	Full Withdrawal	(\$2,613.99)	(388.833362)	\$15.01	\$0.00	(\$2,613.99)
07/01/04	SUSAN SMITH	Full Withdrawal	(\$2,619.19)	(388.833362)	\$14.14	\$0.00	(\$2,619.19)
06/30/06	LINDA BARKLEY	Full Withdrawal	(\$3,589.08)	(536.579011)	\$50.00	\$0.00	(\$3,589.08)
08/31/06	BARBARA CONOVER	Full Withdrawal	(\$3,460.69)	(507.495989)	\$50.00	\$0.00	(\$3,460.69)
08/31/08	CHRISTINE BERGNER	Full Withdrawal announced/valued	\$0.00	(694.131541)	\$50.00	\$0.00	\$0.00
11/30/08	CHRISTINE BERGNER	Withdrawal paid	(\$6,004.12)	0.000000	\$0.00	\$0.00	(\$6,004.12)
05/31/09	SANDRA CRANDALL	Full Withdrawal announced/valued	\$0.00	(723.961000)	\$50.00	\$0.00	\$0.00
08/31/09	SANDRA CRANDALL	Withdrawal paid	(\$6,807.20)	0.000000	\$0.00	\$0.00	(\$6,807.20)
08/01/12	VIRGINIA CROWFOOT	Full Withdrawal	(\$7,582.15)	(925.724638)	\$200.00	\$0.00	(\$7,582.15)
09/01/17	Bob Denver	Full Withdrawal	(\$8,481.47)	(840.339955)	\$0.00	\$0.00	(\$8,481.47)
<b>Totals</b>			(\$54,260.88)	(6,598.963794)	\$561.47	\$0.00	(\$54,260.88)

The report includes the following columns:

- **Date** - The date of the withdrawal.
- **Member** - The member who has withdrawn,
- **Type** - Whether the withdrawal is Full or Partial.
- **Cash Amount** - The value of cash paid out in the withdrawal.
- **Units** – The number of units removed in the withdrawal.
- **W/D Fee** - If paid, the amount of any fee or expense charged by the club to the withdrawing partner.
- **Stock value** - The value of any stock transferred in the withdrawal.
- **Net value withdrawn** - The total value of cash and stock paid out or transferred in the withdrawal.

## Member Withdrawal Distribution Report

The **Member Withdrawal Distribution Report** shows the earnings and capital gains that may be taxable when a member completely or partially withdraws from the club. This report provides a withdrawing member with necessary information about his or her withdrawal for his or her tax records. As such, this report must be shared with the withdrawing member. However, 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.

Remember that since withdrawing members may not have access to the club's myICLUB.com website, the report should be shared in print or electronically with the member after the withdrawal is fully processed. A copy of this report should also be included with any withdrawn partner's Schedule K-1 at tax time.

This report should be re-generated for the withdrawing member after the books are closed for the tax year and the **Allocation of Income and Expenses** has been completed. A Schedule K-1 should be

prepared for withdrawn members along with all active members when preparing the club’s tax returns for the year.

**Note:** Reports generated prior to the end of the year should be considered as tentative as information is subject to change when the books are finalized for the tax year. Withdrawing members should not rely on any report prepared before year-end to determine their personal tax liability.

### Report Options

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



### Report Description

## Member Withdrawal Distribution

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Partial stock withdrawal for Alantis Cod on 1/30/2020  
Valuation date: 12/31/2019

**Member's share of Distributions**  
Long Term Capital Gain (\$29.12)

**Securities Transferred (including basis adjustments)**

Date Purchased	Symbol	Company	Shares	Fair Market Value	Club's Cost Basis	Partners Adjusted Basis
01/25/07	AAPL	Apple	16.0000	\$4,698.40	\$197.84	\$197.84
				\$4,698.40	\$197.84	\$197.84

**Withdrawal details (including tax consequences)**

Gross withdrawal amount (66.1724 units at \$75.56 per unit)	\$5,000.00	Tax Basis prior to withdrawal	\$16,020.85
Fees and penalties	- \$10.00	Current Year Earnings / (Loss)	+ (\$29.12)
<b>Net withdrawal amount</b>	<b>= \$4,990.00</b>	<b>Adjusted Tax Basis</b>	<b>= \$15,991.73</b>
Cash received	\$291.60	Cash Received	\$291.60
Stock value withdrawn	+ \$4,698.40	Member's adjusted basis in stock withdrawn	\$197.84
<b>Net value withdrawn</b>	<b>= \$4,990.00</b>	Realized Gain (Loss)	<b>\$0.00</b>

The **Withdrawal Distribution Report** includes as many as three primary sections depending on whether or not stock is transferred to the partner.

### ***Member's Share of Distributions***

The information in this section appears for both partial and complete withdrawals. Here can be found the withdrawing member's share of the club's earnings between the last allocation date and the withdrawal date.

By default, the amounts in this section are calculated using a time-based method. The time-based method allocates income and expenses from taxable transactions to each member according to the amount of the club each member owned **at the time of the transaction**. This is the default and the recommended method of allocating income and expenses. The non-time-based method allocates income and expenses according to the amount each member owned at the time of their withdrawal or as of the end of the club's fiscal year. You can check the club setting by going to **Accounting > Utilities > Allocation Settings**.

- **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.
- **Expense** - Nondeductible expenses paid out of a cash account.
- **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.

### ***Securities Transferred (including basis adjustments)***

This section will only appear if a member has been given shares of stock as part of their withdrawal.

- **Date Purchased, Symbol, Company** - The date that the club bought the shares, the symbol, and the name of the company involved.
- **Shares** - How many shares the club is transferring to the departing member from the specific block of shares.
- **Fair Market Value** - How much the shares are worth at the time of the withdrawal.
- **Club's Cost Basis** - The club's cost basis for the particular block of shares.
- **Partner's Adjusted Basis** - The cost basis of the particular block of shares when the member takes ownership of them. For partial withdrawals, the basis will not change. For full withdrawals, the basis could be higher or lower than the club's basis.

### ***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** – Calculated as the **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. **Note:** This figure is not reported on Form 1065, or a member's Schedule K-1 form, but must be reported by the member on their personal taxes.
  - For individual members, this information appears on IRS Form 8949 and Schedule D.

## Member Tax Summary

The **Member Tax Summary** displays the details of any member's taxable obligations for a selected year.

### Report Description

The **Member Tax Summary** contains the same information that is included on the annual **Allocation of Income and Expenses**, concisely-formatted for a single member's use. This information will also appear on the member's Schedule K-1 (Form 1065) that will be created and shared with them during preparation of the club's tax returns.

Most investment clubs that are accurate in their recordkeeping and follow best practices for investment club accounting will be able to finalize their books sometime in January of each year. But most financial institutions will not deliver Form 1099 to customers until late in February. Many individuals like to get a head-start on their annual personal tax returns and find this delay until they receive their Schedule K-1 to be quite inconvenient. Once the treasurer has finalized the club's books for the year (at least preliminarily) by mid-January, members can share the draft details of their **Member Tax Summary** with their personal accountant or tax preparer, with the caveat that these details are subject to change once the club's federal tax return has been prepared and submitted.

Alan Hale  
21 Church Road  
Gilligans Island CA 12763

**Partner's Share of Income, Deductions, Credits, etc.**

For calendar/tax year 2018

<b>Non-Qualified Dividends</b>	\$20.82
<b>Interest</b>	\$0.00
<b>Qualified Dividends</b>	\$8.20
<b>Expense (Deductible)</b>	\$0.00
<b>Foreign Taxes Paid</b>	(\$0.01)
<b>Short-Term Capital Gain (Loss)</b>	(\$1.30)
<b>Long-Term Capital Gain (Loss)</b>	(\$5.49)
<b>Other Income</b>	\$0.00
<b>Tax-Free Interest</b>	\$0.00
<b>Charitable Contributions</b>	\$0.00
<b>Expense (Non-Deductible)</b>	\$0.00
<b>Total</b>	\$22.22

**Report Options**

Select Year:

Select Member:

The **Member Tax Summary** can be viewed for any **Member**, for any **Year** in which they belong to the club. Select as appropriate from the dropdown menus.

**Member Payments and Fees**

The **Member Payments and Fees Report** displays the total and fees paid by one or more member for a selected period.

**Report Description**

The **Member Payments and Fees Report** can be useful to double check if members are currently with their "dues." It includes the **Member** name, **Payments paid in to date**, **Fees paid in to date**, and **Total paid in to date** for the selected period of the report.

Member	Payments paid in to date	Fees paid in to date	Total paid in to date
<a href="#">Linda Blackfish</a>	\$125.00	\$0.00	\$125.00
<a href="#">Wanda Barracuda</a>	\$125.00	\$0.00	\$125.00
<a href="#">Jimmy Alewife</a>	\$125.00	\$0.00	\$125.00

## Report Options

**Show transactions**

from

to

The options for this report are to **Select All Members** (which will include members who have withdrawn from the club), or to **Select Active Members**, which will only select members who currently have ownership in the club. Customizable date ranges can be entered using the **From** and **To** date fields.

## Member Information Listing Report

The **Member Information Listing Report** displays member information for one or more selected members. Use this report to provide address and identification information to members, or as a printed or saved backup for member contact information.

### Report Description

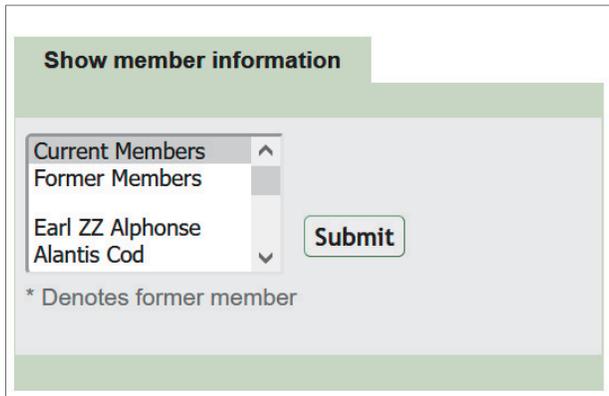
Earl ZZ Alphonse 123 Main st Northwest Anytown, MA 01234 us	<b>Active:</b> Yes <b>Phone 1:</b> (978)123-4567 <b>StockWatcher for:</b> AL FAST	sean@iclub.com <b>Phone 2:</b> <b>Emergency Contact :</b>
Atlantis Cod 50 Provisional Rd Interim, AK 99999 us	<b>Active:</b> Yes <b>Phone 1:</b> (910)555-1212 <b>StockWatcher for:</b> none	DavidCod@underthesea.com <b>Phone 2:</b> (910)666-1212 <b>Emergency Contact :</b> (910)777-1212
Dungy Crabb 12 Untimely Road Interim, AK 99999 us	<b>Active:</b> Yes <b>Phone 1:</b> <b>StockWatcher for:</b> none	crabbyCPA@sidewayspartnersllc.com <b>Phone 2:</b> <b>Emergency Contact :</b>

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

Due to the personal nature of the information available on this report, it is restricted to members who have accounting or administrator privileges.

## 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.



**Show member information**

Current Members  
Former Members

Earl ZZ Alphonse  
Alantis Cod

**Submit**

\* Denotes former member

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 Address Labels

The **Member Address Labels Report** allows you to create a formatted listing of the contact information for all club members.

### Report Description

The information can be exported in CSV (comma separated value) text format or as a PDF formatted to print on commonly available mailing labels. The PDF report is designed to be printed on a sheet of Avery Labels #5160, to be used when sending reports or tax forms to members through the mail.



Jimmy Alewife 321 Second Ave Townsville, MA 01478	Wanda Barracuda 123 Eldorado way Goldtown, AZ 12345
---	---

Due to the personal nature of the information available on this report, it is restricted to members who have accounting or administrator privileges in the club.

The exported file will contain only the member’s name and mailing address. E-mail addresses, phone numbers, Social Security Numbers, and other information is not included.

## Report Options

The options for this report are to **Select All Members** (which will include members who have withdrawn from the club), or to **Select Active Members**, which will only select members who currently have ownership in the club.

# Address Labels Report

**Show labels**

Jimmy Alewife  
Wanda Barracuda  
Linda Blackfish  
Jimmy Braintree

Select All  
Select Active

Export as PDF Export as CSV

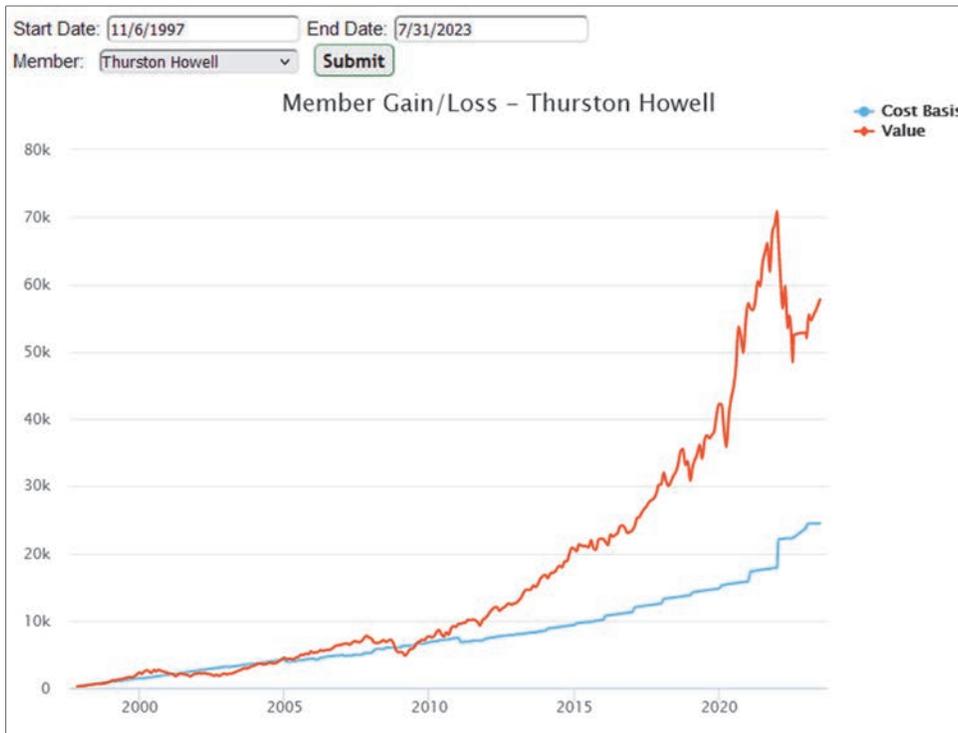
The Export as PDF button will save a PDF file formatted for Avery Label #5160

If you are familiar with using the Ctrl key on your keyboard, you can also hold that key down while clicking the names of specific members, if you want to be more selective about who you choose from the members listed.

## Member Gain/Loss Graph

The **Member Gain/Loss Graph** tracks the change in cost basis and Value for club members.

### Graph Description



The **Member Gain/Loss Graph** is intended to show the changes over time of the Cost Basis and Value of a single club member. The graph dynamically adjusts based on highest and lowest values of the club, as well as the length of an individual's membership in the club.

### Graph Options



The screenshot shows a form with two date input fields: 'Start Date' with the value '11/6/1997' and 'End Date' with the value '7/31/2023'. Below these is a dropdown menu for 'Member' with 'Thurston Howell' selected. To the right of the dropdown is a 'Submit' button.

The **Member Gain/Loss Graph** defaults to showing the performance for the member who is currently signed in to the club website, and for the entire period of their membership in the club.

It also allows for different **Start** and **End** dates, and the dropdown menu enables selection of any specific member of the club.

## Cash Reports

### Complete Journal/Ledger

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 **Allocation of Income and Expenses Report**, the figures in the **Income and Expense Statement and Balance Sheet** against the values shown in this report.

If the report date is an earnings allocation 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 allocation period after running the **Allocation of Income and Expenses** task.

### Report Options



The screenshot shows a form with a title 'Show journal entries'. Below the title are two date input fields: 'from' with the value '4/12/2019' and 'to' with the value '5/24/2019'. To the right of the 'to' field is a 'Submit' button.

- **From and To Dates** - The default dates are for the prior year from the current date. Edit these fields as desired.

- Click **Submit** to generate the report with the new selections.

## 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 ().

Date	Type	Remarks	Cash	Inv	Memb	Div/Int	Misc	Rlzd	W/D	Unrlzd
			DR	DR	Paid In	Rcvd	Rcvd	Gains	Liab	Gains
			DR	DR	CR	CR	CR	CR	CR	CR
01/01/22	<b>Starting Balance</b>		\$17,254.68	\$129,691.15	\$161,717.39	\$0.00	\$0.00	\$0.00	\$0.00	(\$14,782.56)
01/05/22	<u>Div - AL</u>		\$37.00			\$37.00				
01/07/22	<u>Sell - FLCPT</u>		\$186.00	(\$104.59)				\$81.41		
01/12/22	<u>Sell - TGT</u>		\$6,127.51	(\$896.50)				\$5,231.01		
01/15/22	<u>Div - DRE</u>	preliminary	\$110.59			\$110.59				
01/15/22	<u>LT Cap Gain - DRE</u>	preliminary	\$9.55					\$9.55		
01/31/22	<u>Div - SYK</u>		\$27.80			\$27.80				
01/31/22	<u>Div - RPM</u>		\$39.13			\$39.13				
02/01/22	<u>Div - DRI</u>		\$22.00			\$22.00				
02/10/22	<u>Div - AAPL</u>		\$88.88			\$88.88				
02/24/22	<u>Div - RY</u>		\$10.08			\$10.08				
02/24/22	<u>Frqn Tax - RY</u>					\$1.92	(\$1.92)			
03/01/22	<u>Div - CHD</u>		\$13.13			\$13.13				
03/02/22	<u>Expense</u>	myICLUB renewal	(\$89.00)				(\$89.00)			

Each row of the report details a specific transaction. The columns that appear on the report are the following:

- **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.
- **Inv DR** - Change in the total amount invested.
- **Memb Paid In CR** - Change in the tax basis of members' accounts.
- **Div/Int Rcvd CR** - Dividends and interest received (both taxable and tax-free).
- **Misc Rcvd CR** - Income and expenses entered by the user. Gain on Sales CR - Short-term and long-term capital gains received.
- **Rlzd Gains CR** - short-term and long-term capital gains recognized.
- **W/D Liab CR** – Any pending member withdrawals
- **Unrlzd Gains CR** - This is a balancing account used to keep the capital (total members' cost basis) removed during a withdrawal to be exactly equal to the cost basis of assets removed during the withdrawal.

**Note about Unrealized Gains:** Any full member withdrawal will likely cause a change in the Unrealized Gains section of the balance sheet. It is a rare full withdrawal where the capital removed by the member is exactly equal to the assets removed to fund the withdrawal. It is therefore rare for a full withdrawal, even all cash ones, not to change the Unrealized Gains account.

If a negative amount shows in the column, it indicates that members have made a profit from their club investment when they withdrew.

If you want to doublecheck this figure, look at the member's **Withdrawal Report**, and compare the Cash Received (and Member's adjusted basis in stock withdrawn, if shares were given as part of the withdrawal) to the Tax Basis prior to withdrawal. The difference between those figures should match the Unrealized Gains figure.

The figures in this column do not have a direct tax consequence to the remaining members. There are no realized gains as a result of the transfer. People who are partners at the time of the transfer will eventually realize a gain from the shares transferred that had a gain, but this is deferred until these members fully withdraw from the club, and is only "realized" as an increased capital gain from what they \*would have\* seen if shares had been sold instead of transferred as part of a withdrawal, or if no other withdrawals had happened during the life of the investment club.

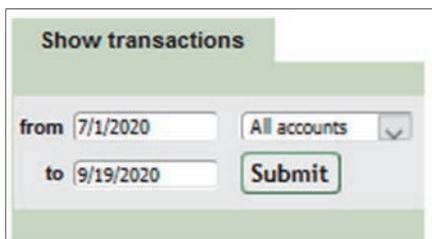
## Cash Journal

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.

## Report Options

A screenshot of a web form titled "Show transactions". The form has a light green header with the title. Below the header, there are two date input fields: "from" with the value "7/1/2020" and "to" with the value "9/19/2020". To the right of the "from" field is a dropdown menu currently showing "All accounts". Below the date fields is a "Submit" button.

- Options are available in the box labeled **Show transactions**. Enter the starting and ending dates for the report in the **from** and **to** boxes.
- Use the dropdown list to select the cash accounts included in the report. You can select **All accounts**, or you can select a specific account.
- Click **Submit** to generate the report with the new selections.

Date	Type	Description	Receipts	Expenditures	Bank	TD Ameritrade	Suspense	Robinhood
7/1/2020	<b>Starting balance</b>				\$0.00	\$70.88	\$0.00	\$0.00
7/9/2020	<u>Dividend</u>	Air Lease Corp	\$0.30			\$71.18		
7/22/2020	<u>Dividend</u>	Gentex Cp	\$0.12			\$71.30		
8/21/2020	<u>BBal Cash</u>		\$0.30					\$0.30
8/27/2020	<u>Sell security</u>	Ideanomics Inc	\$53.40			\$124.70		
8/27/2020	<u>Sell security</u>	Nordic Amer Tanker Shipping Ltd	\$37.13			\$161.82		
8/27/2020	<u>Sell security</u>	Nordic Amer Tanker Shipping Ltd	\$4.12			\$165.95		
8/31/2020	<u>Buy security</u>	Apple Inc		\$126.75		\$39.20		
9/4/2020	<u>Dividend</u>	Nordic Amer Tanker Shipping Ltd	\$2.00			\$41.20		
9/9/2020	<u>Dividend</u>	Johnson & Johnson	\$0.10					\$0.40
9/11/2020	<u>Buy security</u>	Apple Inc		\$114.68		(\$73.48)		
9/16/2020	<u>Deposit cash</u>		\$100.00					\$100.40
9/17/2020	<u>Buy security</u>	Cheesecake Factory Inc		\$60.10				\$40.30
9/18/2020	<u>Buy security</u>	Exxon Mobil Corp		\$1,000.00		(\$1,073.48)		
9/19/2020	<b>Ending balance</b>				\$0.00	(\$1,073.48)	\$0.00	\$40.30

## 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. The total in each account is calculated 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.

## Transaction Summary

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, all transactions can be reviewed to ensure that they have been entered correctly. Members can use this report to review club activities since the last meeting or for any other period.

### Report Options

Starting and end dates can be entered for any custom period, or all transactions can be viewed. Click the **Last Full Year** link will automatically populate the fields for the last completed year.



Check the **Subtotal Tax Allocations** box to group transactions by security or type.

### Report Description

The report has five separate sections

#### Buy, Sell & Transfer Transactions Section

- **Date** - Date of the transaction.
- **Security** - Name of the security.
- **Type** - Type of transaction: Buy, Sell, or Transfer. Click the Type to 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 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** - Five-year capital gain distributed (only applies up to 2003, when 5-year gains were eliminated).

Buy, Sell and Transfer Transactions									
Date	Security	Type	Shares	Cost	Price	Comm/Fees	STCG	LTCG	5YCG
02/13/13	Medtronic Inc	<a href="#">Buy security</a>	40.000000	\$2,200.00	\$2,200.00	\$0.00	\$0.00	\$0.00	\$0.00
02/17/13	MICROSOFT CORPORATION	<a href="#">Buy security</a>	15.000000	\$1,980.00	\$1,980.00	\$0.00	\$0.00	\$0.00	\$0.00
02/25/13	VISA Inc	<a href="#">Sell security</a>	(40.000000)	(\$4,009.99)	\$6,392.80	\$10.14	\$0.00	\$2,372.67	\$0.00
02/25/13	Verizon Comm	<a href="#">Sell security</a>	(100.000000)	(\$3,611.99)	\$4,550.00	\$10.10	\$0.00	\$927.91	\$0.00
02/25/13	Forward Indust	<a href="#">Buy security</a>	53.000000	\$266.50	\$265.00	\$1.50	\$0.00	\$0.00	\$0.00
04/15/13	saw-c	<a href="#">Buy security</a>	10.000000	\$150.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00
05/01/13	HEE.TO	<a href="#">Buy security</a>	10.000000	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
06/01/13	Medtronic Inc	<a href="#">Buy security</a>	14.435000	\$85.17	\$85.17	\$0.00	\$0.00	\$0.00	\$0.00
06/01/13	Bed, Bath & Beyond Inc	<a href="#">Buy security</a>	5.000000	\$90.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00
06/03/13	Brookfield Asset	<a href="#">Buy security</a>	200.000000	\$585.93	\$555.98	\$29.95	\$0.00	\$0.00	\$0.00
06/03/13	PowerShares DB Base Metals Double Short	<a href="#">Buy security</a>	200.000000	\$585.93	\$555.98	\$29.95	\$0.00	\$0.00	\$0.00
06/03/13	Brookfield Asset	<a href="#">Buy security</a>	200.000000	\$585.73	\$555.98	\$29.75	\$0.00	\$0.00	\$0.00
06/04/13	Brookfield Asset	<a href="#">Buy security</a>	5.000000	\$85.49	\$75.00	\$10.49	\$0.00	\$0.00	\$0.00
06/17/13	cde.ws	<a href="#">Buy security</a>	100.000000	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00
08/01/13	AT&T Inc	<a href="#">Buy security</a>	100.000000	\$140.00	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>							\$0.00	\$3,300.58	\$0.00

## Cash and Reinvested Distributions Section

- **Date** - The date of the transaction.
- **Security Name** - The name of the security.
- **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 1/1/2001.
- **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 distributed (only applies up to 2003, when 5-year gains were eliminated).

Cash and Reinvested Distributions									
Date	Security	Type	Shares	Dividends	Interest	STCG	LTCG	5YCG	Fees/Tax
02/01/13	Verizon Comm	<a href="#">Dividend</a>	0.0000	\$51.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/05/13	VISA Inc	<a href="#">Dividend</a>	0.0000	\$13.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/07/13	Teva Pharm Ind Inc ADR	<a href="#">Dividend</a>	0.0000	\$26.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
03/07/13	Teva Pharm Ind Inc ADR	<a href="#">Foreign Tax</a>	0.0000	\$4.71	\$0.00	\$0.00	\$0.00	\$0.00	\$4.71
03/14/13	MICROSOFT CORPORATION	<a href="#">Dividend</a>	1.7151	\$48.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/05/13	MacroBank	<a href="#">Dividend</a>	1.7151	\$48.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/05/13	MacroBank	<a href="#">Dividend</a>	1.7151	\$48.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/05/13	MacroBank	<a href="#">Dividend</a>	1.7151	\$48.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/05/13	MacroBank	<a href="#">Dividend</a>	1.7151	\$48.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/10/13	MacroBank	<a href="#">Dividend</a>	1.7151	\$48.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/10/13	MacroBank	<a href="#">Dividend</a>	1.7151	\$48.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/13/13	Flowserve Corp	<a href="#">Dividend</a>	0.0000	\$9.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
04/17/13	MacroBank	<a href="#">Dividend</a>	0.0000	\$5.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>				\$451.55	\$0.00	\$0.00	\$0.00	\$0.00	\$4.71

## Splits, Spinoffs and Mergers Section

- **Date** - The date of the transaction.
- **Security Name** - The name of the security.
- **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 distributed (only applies up to 2003, when 5-year gains were eliminated).

Splits, Spinoffs and Mergers							
Date	Security	Type	Shares	Cash received	STCG	LTCG	5YCG
04/10/13	MacroBank	<a href="#">Split security</a>	37.3507	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals</b>				\$0.00	\$0.00	\$0.00	\$0.00

### 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.

Member Deposits and Withdrawals					
Date	Type	Cash amount	Units	W/D Fee	Stock value
03/26/13	<a href="#">Withdrawal</a>	(\$6,424.13)	(438.846868)	\$0.00	\$0.00
03/26/13	<a href="#">Withdrawal</a>	(\$7,096.95)	(423.479630)	\$0.00	\$0.00
03/26/13	<a href="#">Withdrawal</a>	(\$7,008.97)	(416.905090)	\$0.00	\$0.00
03/26/13	<a href="#">Withdrawal</a>	(\$7,500.72)	(485.590384)	\$0.00	\$0.00
03/26/13	<a href="#">Withdrawal</a>	(\$7,087.65)	(419.827402)	\$0.00	\$0.00
04/01/13	<a href="#">Deposit cash</a>	\$4,995.00	325.531091	\$0.00	\$0.00
06/27/13	<a href="#">Deposit cash</a>	\$800.00	30.004944	\$0.00	\$0.00
<b>Totals</b>		(\$29,323.42)	(1,829.113339)	\$0.00	\$0.00

### 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, as well as any text typed in to the comments field, when entering the transaction.
- **Interest** - Interest received on the cash account.
- **Dividends** - Dividends received on the cash account.

Cash Income and Expenses						
Date	Type	Account	Income	Expense	Interest	Dividends
02/22/13	Expense	Broker	\$0.00	(\$179.98)	\$0.00	\$0.00
<b>Totals</b>			\$0.00	(\$179.98)	\$0.00	\$0.00

## Income Statement & Balance Sheet

The Income Statement and Balance Sheet are displayed together and summarize the ledger totals shown in the **Complete Journal/Ledger**. Use this report to provide a summary of the club's realized profits (earnings), and the status of the club's assets and equities. The report can be generated for the end of a specific year, by using the **Year** dropdown menu, or for a specific range of dates by filling in the **From** and **To** date fields, and then clicking the **Submit** button.

### Income Section

Income	
Dividends	\$1,971.65
Interest	\$0.00
Tax-free Interest	\$0.00
Short Term Capital Gain	\$0.00
Long Term Capital Gain	\$17,916.33
Five Year Capital Gain	\$0.00
Miscellaneous Income	\$0.00
<b>Total Income</b>	<b>\$19,887.98</b>

- **Dividends** - Total dividends (both cash and reinvested) received from securities.
- **Interest** - Total taxable interest received (both cash and reinvested).
- **Tax-free interest** - Total tax-free interest received (both cash and reinvested).
- **Short Term, Long term, Five-Year Capital Gains** - Total of capital gains by category.
- **Miscellaneous Income** - Total miscellaneous income recorded in the cash accounts.
- **Total Income** - Total of all of the income items.

### Expenses Section

Expenses	
Investment Expenses	\$189.00
Non-investment Expenses	\$50.00
Foreign Taxes	\$7.68
Charitable Donations	\$0.00
<b>Total Expenses</b>	<b>\$246.68</b>
<b>Net Profit</b>	<b>\$16,895.57</b>

- **Expenses/Non-Investment Expenses** - Expenses recorded in the cash accounts.
- **Foreign Taxes** - Foreign taxes paid and withheld from distributions paid by foreign companies.
- **Charitable Donations** - Charitable donations of cash or stock made by the club.
- **Total Expenses** - Total of all of the expense categories.
- **Net Profit** - Total income minus expenses.

## Balance Sheet

### Assets Section

This section shows the balance in each cash account and the total of all investments.

Assets	
Brokerage	\$2,722.03
Bank	\$877.15
Suspense	\$0.00
Investments	\$160,232.23
<b>Total</b>	<b>\$163,831.41</b>

The cash balances of each of the club’s financial accounts will be shown here.

The **Investments** section of the **Income/Expense and Balance Sheet Report** should match the Cost basis of the securities at the end of the year (assuming the report is being viewed for a prior year). This figure should match the Total Investment total in the **Complete Journal/Ledger** report, as well as the total of the security Total Cost column on a **Valuation Statement** created on 12/31 of the given year.

- **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

This section shows the amounts that members have invested in the club, including earnings, as well as any pending member withdrawals and the net of any unrealized security gains and unallocated earnings.

Liabilities + Equity	
Capital Account - Members	\$178,634.08
Withdrawal Liabilities	\$0.00
Unrealized Gains + Undistributed Earnings	(\$14,802.67)
<b>Total</b>	<b>\$163,831.41</b>

- **Capital Account - Members** - The total basis of 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**.
- **Withdrawal Liabilities** – Any amounts owed but not yet paid to a withdrawing member.

- **Unrealized Gains + Unallocated Earnings** – This account is a balancing account used to keep the capital (total members’ cost basis) removed during a withdrawal to be exactly equal to the cost basis of assets removed during the withdrawal. Any full withdrawal will likely cause a change in the Unrealized Gains section of the balance sheet. It is a rare full withdrawal where the capital removed by the member is exactly equal to the assets removed to fund the withdrawal. It is therefore rare for a full withdrawal, even all-cash payouts, not to change the Unrealized gains account. Negative amounts indicate that members have made a profit from their club investment when they withdrew. To double-check this figure, compare the **Member Withdrawal Report** to the Cash Received (and Member’s adjusted basis in stock withdrawn, if shares were given as part of the withdrawal) to the Tax Basis prior to withdrawal. The difference between those figures should match the **Unrealized Gains** figure.
- **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. ....

## Club Assets Graph

The **Club Assets Graph** shows each of the club’s holdings by percentage of the club’s total value as of a selected valuation date.

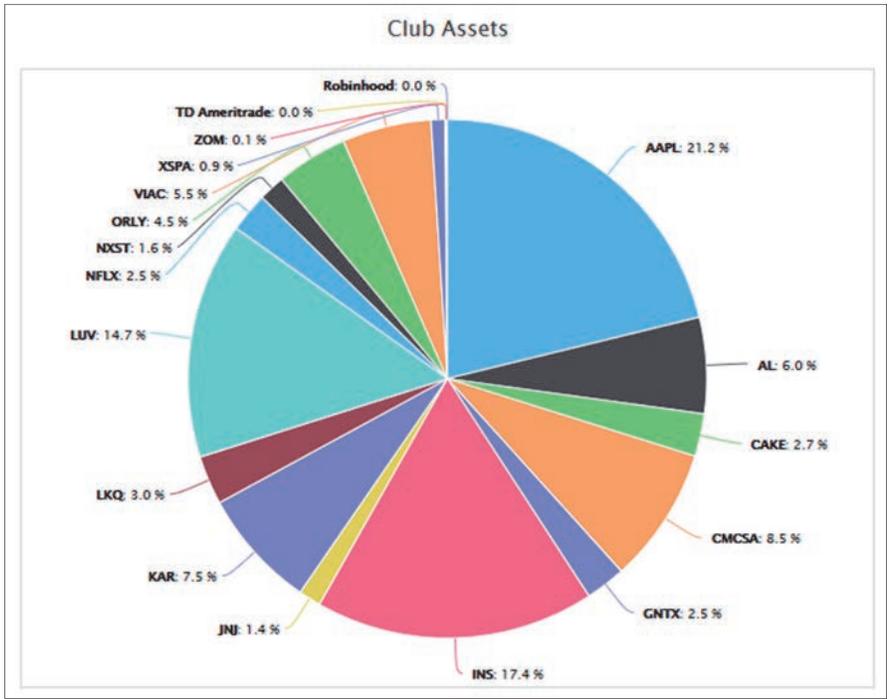
### Graph Options

The Club Assets Graph allows you to select from the club’s official valuation dates (those created at **Accounting > Securities > Create new valuation**). The graph can be displayed as either a pie chart or bar chart.

### Graph Description

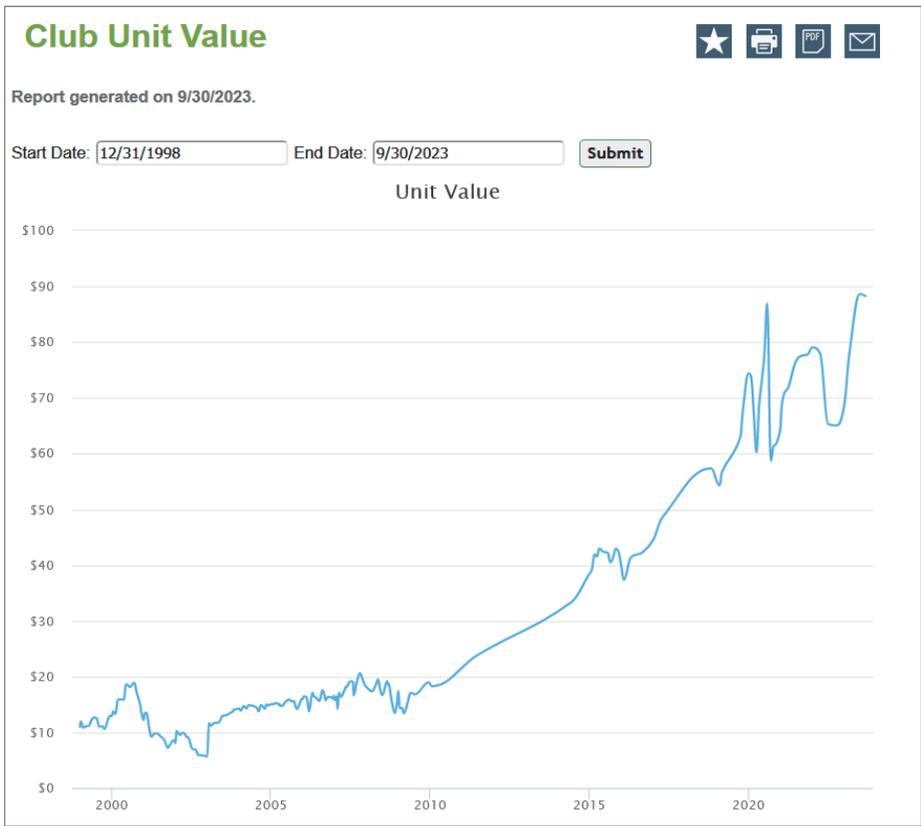
The graph defaults to a pie-chart that shows each holding sized to represent its overall value in the club, and is also labeled with the name of the holding and its percentage value.

The amount of cash held in the club’s accounts are also included in this graph. Hovering the mouse cursor over any slice of the pie or bar will display a popup with the percentage of that asset.



## Club Unit Value Graph

The **Club Unit Value Graph** tracks the club's unit value over time for any customizable period.



## Graph Options

The **Start Date** and **End Date** can be selected on the graph. The default date range is for the lifetime of the club.

## Graph Description

While growth in the value of a unit is desirable over time, it will not necessarily show the overall club returns or the returns for any individual member. Hovering the mouse cursor over the line will display a popup with the date and unit value as of that point in time.

## Club Expenses

The **Expenses Report** in myICLUB gives you a way to track expenses in a club's records.

## Report Options

The options on the report allow it to be displayed with expenses subtotaled by Investment and Non-Investment types, pre-determined for just the prior full calendar year, or with custom start and end dates. By default, it shows expenses entered in the last 12 months, sorted by Investment and Non-Investment categories.

Date	Type	Category	Remarks	Account	Amount
<b>Investment Expenses</b>					
01/02/21	Inv.	Software Purchases & Subscriptions		Bank	\$87.99
01/02/22	Inv.	Software Purchases & Subscriptions		Bank	\$87.99
				<b>Sub Total:</b>	<b>\$175.98</b>
<b>Non-Investment Expenses</b>					
05/05/22	Non-Inv.	Parties & Gatherings		Broker	\$250.00
				<b>Sub Total:</b>	<b>\$250.00</b>
				<b>Total:</b>	<b>\$425.98</b>

**Show transactions**

from  to   Subtotal by Expense Type

[Last Full Year](#)

## Report Description

During the course of running a club, you will of course run into cases where the club needs to spend money not dedicated to buying stocks, or paying commission on stock transactions. For those cases, you will want to enter an expense.

The Tax Cuts and Jobs Act of 2017 eliminated “miscellaneous itemized deductions” for tax years 2018 to 2025. Prior to this, taxpayers could claim various tax deductions for investment-related expenses if those expenses were related to producing taxable investment income. These expenses were referred

to as “deductible” expenses in myI CLUB.com prior to 2017, with non-qualifying expenses able to be labeled as “non-deductible” expenses. These are now known as “investment” and “non-investment” expenses.

While the deductibility of investment expenses has been suspended, we recommend that clubs continue to track their expenses according to whether or not they are related to its operating and investing activities. Investment expenses are those associated with the basic operation of the club. This includes education (books or classes on investing), rental fees for a meeting space, membership dues for Better Investing, accounting and tax preparation fees, etc.

Non-investment expenses would be anything not directly related to the club’s operations or investing. These types of expenses include refreshments or meals, gifts, flowers, and decorations, for instance.

While there is no tax ramification of incorrectly recording club expenses at present, tax laws do change and we recommend that you continue to record expenses as “investment” for items that you are confident meet the prior IRS requirements or “non-investment” for everything else.

## Allocation of Income & Expenses

The **Allocation of Income and Expenses Report** is a specialized report that follows IRS regulations for the annual treatment of income and expenses earned by investing partnerships and investment clubs. It shows the earnings that were allocated (distributed) to members of the club over the course of the specified tax year as well as the earnings that were allocated to members as part of the annual year-end allocation.

In myI CLUB.com, allocated earnings are added to each member’s tax basis in the club at the end of the year. This amount is shown as **Paid in Plus Earnings (PIPE)** in the **Members Status Report**. According to IRS regulations, each member of the club is responsible for their share of the club’s taxable income and must report that income on their personal tax return.

This report can also be used to provide tax information that is used in the preparation of Form 1065, U.S. Return of Partnership Income, as well as for IRS Schedule K-1 (Form 1065).

This report is generated after the end of each year once all transactions for the year have been properly recorded and double-checked and the Allocation of Income and Expenses task (**Accounting > Utilities > Allocate Income and Expenses**) has been completed by the treasurer.

This report may be shared with members for use in preparing their individual tax returns in advance of final preparation and distribution of the required IRS Schedule K-1 (Form 1065). Note: The **Member Tax Summary** report provides the information from the **Allocation of Income and Expenses Report** in a summary format for a single member, and may be more useful for this purpose.

## Report Options

Select the **Year of Allocation** from the dropdown list. Click **Submit** to view the report.

To regenerate the allocation for a given year, the treasurer or administrator can click **follow this link** to recalculate it.

## Report Description

There are two sections to the report:

- **Withdrawals During the Period.** Each member who withdrew either fully or partially in the year will appear year with the allocated amounts relating to their withdrawals. The report shows the date of the withdrawal and the member's share of each of the items. Note: This section will not appear if no members withdrew in the year.

Year of Allocation											
2018	Submit										
Non-Qual Divs	Qual Divs	Interest	Tax-free interest	Short term cap gain	Long term cap gain	Other income	Inv. Expense	Non-inv. Expense	Foreign taxes	Charity	Total
WITHDRAWAL DISTRIBUTIONS DURING THE YEAR											
Shark, John on 06/07/18	\$0.00	\$0.30	\$0.00	\$0.00	\$0.00	\$13.87	\$0.00	\$0.00	\$0.00	\$0.00	\$14.17

- **Remaining Earnings Allocated at Year-End.** All members will appear here with their share of the club's income, expenses, gains, losses, and other items that were received or paid by the club in the year.

The following items appear on the report:

- **Non-Qual Div** - Non-Qualifying Dividends, those dividends that do not qualify for the lower tax rate as of the 2003 tax law changes. Changes to the tax laws in Jobs and Growth Tax Relief Reconciliation Act of 2003 (JGTRRA) defined 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.
- **Qual Div** - Qualifying dividends, those dividends that do qualify for the lower tax rate as of the 2003 tax law changes. See above.
- **Int** - Taxable interest received and allocated in the year.
- **Tax- Free Int** - Tax-Free interest received and allocated in the year.
- **ST Cap Gain** - Short term capital gains received and allocated in the year, either from the sale of a security or as a distribution from a security.
- **LT Cap Gain** - Long term capital gain received and allocated in the year, either from the sale of a security or as a distribution from a security.
- **Other Inc** - Any other income received into a cash account during the year.
- **Inv Exp** - Investment-related expenses paid from a cash account.
- **Non- Inv Exp** - Non-investment-related expenses paid from a cash account
- **Frgn Tax** - Amount of foreign taxes paid/withheld from distributions or dividends paid by non-U.S. companies.
- **Charity** - Charitable contributions made by the club to a qualifying non-profit organization.
- **Total** - Sum total of the other allocated amounts on the report.

The following items may appear in some cases:

- **Units** - Clubs that have their settings adjusted to reinvest their annual allocation into the sale or purchase of units will see those units shown on this report. The default since 2010 is to **not reinvest units and year-end** and it is recommended that clubs do not use this method.
- **5-Year Cap Gain** - This special tax rate only applies to security sales prior to 2003 and is included for legacy reasons.

**Note:** If the club has foreign source income, it may need to be reported to each member on Schedule K-3 to accompany each member's Schedule K-1. Any foreign income amounts the club has received are included in the above categories on the Allocation of Income and Expenses Report, and the specific details required for members' personal tax returns are available on the Schedules K-1 or K-3.

## 8. The 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. 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.

Watch List												
Fundamentals   <a href="#">Diversification</a>												
Sym	Followed/ Added By	Added Date	Added Price	Curr Price*	Chng	SSG Date	Curr PE	Tot Ret	Rel Val	U/D	Buy blw	Rec
ANET	Russell Malley	01/02/23	\$121.35	\$189.83	56.43%							
No SSG Plus Link Established												
ENPH	Russell Malley	08/23/23	\$130.36	\$130.36	0.00%	08/23/23	32.8	23.3	66.8 %	7.7	\$167.20	Buy

\* Current price displayed is from linked SSG if available; otherwise shows most recent closing price of security.

To use the Watch List, click the **Watch List** tab on the main menu bar at the top of the page. Click the **Add a new company** link on the page to add a stock. Enter a ticker symbol (or look up a symbol by company name) to add a company to the list. The current date will be the default, but you can set the date that your club began watching the stock.

When adding a stock to the Watch List, an SSG from the BetterInvesting online stock analysis tools can be linked to the Watch List. The fundamental data in the Watch List will be taken from the SSG. If no SSG is linked, these data fields will display **No SSG Plus Link Established**. Click this text or the ticker symbol to link an SSG to the Watch List.

Any member may add a stock to the Watch List. Once on the list, a stock may not be deleted or edited by any member except the member who added the stock to the list, an administrator, or a member given **Edit Watch List and StockWatcher assignments** privileges by an administrator.

There are multiple views available of Watch List stocks. Click the **Diversification** link above the table to see more information about the included securities.

## 9. The Taxes Tab

The **Taxes** tab links you to the **myICLUB.com Tax Printer**. The myICLUB.com 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) in a few easy clicks. The exact date of release depends on the IRS finalizing its forms. myICLUB.com is an approved e-file provider for the IRS and many states that require partnership tax filings each year. Club returns can be most conveniently filed electronically.

### 2023 Club Tax Printers



**Important Updates**

- New for 2023: The IRS now allows investing partnerships to [opt out of completing Schedules K-2 and K-3 with their Form 1065 return](#).
- New for 2022: The IRS changed the "Where to file" addresses. If mailing your federal return, [confirm the current mailing address](#).
- Change of address of responsible party? You may need to file [form 8822-B](#) with IRS. ([Help](#))

**Order Status**

Tax Printer	Status	
Federal	Not purchased	Not yet available
State	Not purchased	Not yet available

The **Club Tax Printer** can be purchased from the **Taxes** page of your myICLUB.com club website when it becomes available for the tax year. After you have successfully completed the purchase, the status column will show **Purchased**. A **Go** button will replace the text **Not yet available**.

After purchase, click the **Go** button to start the myICLUB.com Tax Printer.

For Club State Tax Printers, in addition to the **Go** button, a dropdown menu will be available to select an individual state.

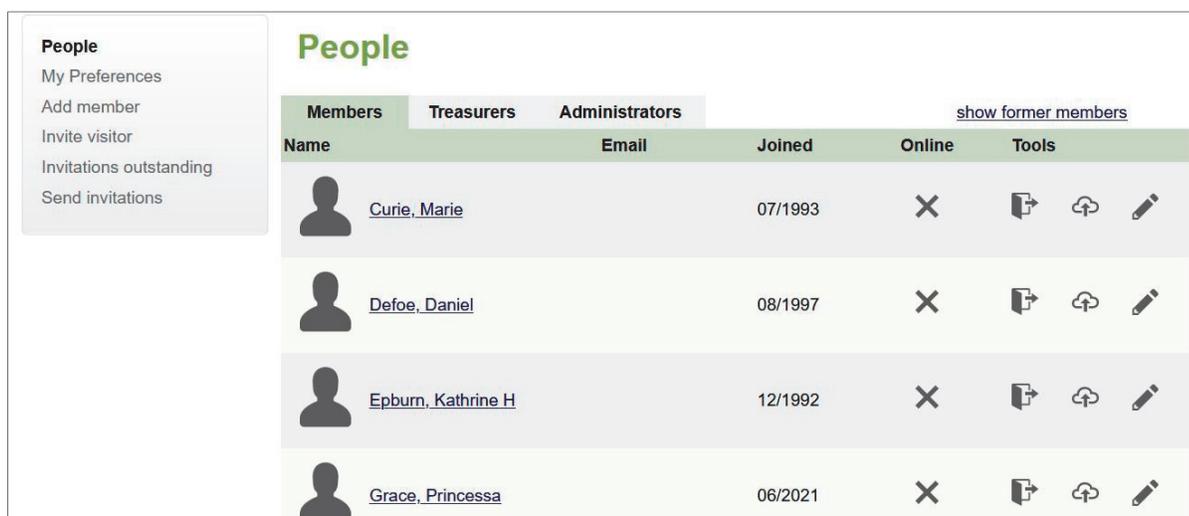
Complete instructions for completing your club’s tax returns are available within the purchased Tax Printer.

Tax returns for prior years are available at the bottom of the **Taxes** page.

**Note:** Administrators and treasurers have access to the club’s complete tax filings, while member access is restricted to their own details with specific details about other members retracted.

## 10. The People Tab

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



The screenshot shows the 'People' tab interface. On the left is a navigation menu with options: People, My Preferences, Add member, Invite visitor, Invitations outstanding, and Send invitations. The main content area is titled 'People' and has three tabs: 'Members', 'Treasurers', and 'Administrators'. A link 'show former members' is located to the right of the tabs. Below the tabs is a table with the following columns: Name, Email, Joined, Online, and Tools. The table lists four members: Curie, Marie; Defoe, Daniel; Eburn, Kathrine H; and Grace, Princessa. Each row includes a profile icon, a name link, an email link, a joined date, an online status (marked with an 'X'), and a 'Tools' column with icons for adding, removing, and editing.

Members		Treasurers	Administrators	<a href="#">show former members</a>	
Name	Email	Joined	Online	Tools	
 <a href="#">Curie, Marie</a>		07/1993	X		 
 <a href="#">Defoe, Daniel</a>		08/1997	X		 
 <a href="#">Eburn, Kathrine H</a>		12/1992	X		 
 <a href="#">Grace, Princessa</a>		06/2021	X		 

The **Members** tab will show a list of all current members. If the **show former members** link is clicked, former members will be listed after the current members. If you have any visitors, they will be listed last. The left navigation column lists People page management tools. All these options are only available to an administrator or a member with appropriate permissions except for the **My Preferences** link. The **My Preferences** link will open a new page with a list of 9 options for personalizing a member's myICLUB experience. The other links in the left navigation column are covered later in this **People Tab** discussion.

The **Treasurers** tab and the **Administrators** tab act the same as the **Members** tab but the displayed list will include treasurers only, those with permission to make accounting changes, or administrators only depending on the tab selected.

Click on a member's name to view basic information. A member can edit their personal information by clicking on their name and then clicking the **Edit Profile** button. Only an administrator or someone granted the appropriate permission can edit the profile of other members. This is done in the same manner as editing one's own profile or by using the pencil edit icon in the **Tools** column.

The **Tools** column displays People management tools. What tools are displayed depends on a member's permissions. The tools listed may duplicate some of the functions listed on the left navigation column. Moving the cursor to an icon and hovering will display the function of the icon. For example, the pencil icon will display **Edit Profile** when the cursor hovers over it.

Some icons will open accounting entry pages. An example is the **Withdraw** icon. This is a book with an arrow pointing out. Clicking this icon, and responding yes to the confirmation question, will open the Member withdrawal entry page, if a full withdrawal has not been processed in the accounting feature of myICLUB. If a full withdrawal already was processed, then this member will be removed from the active member list and will no longer appear on the list of members on the **People** page. To see their profile the **show former members** link must be used.

## 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** button at the bottom of the basic information.

**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. Here is the current permissions list.

### Member Position and Permissions

Role:

Allow this member to:

- Manage Treasurer Duties**
  - Record accounting information / receive renewal notices
- Manage Club Details and Members**
  - Modify club name and settings
  - Invite and eject members
  - Edit member profiles and permissions
- Manage Voting, StockWatchers, and Watch List**
  - Create and delete ballots
  - Edit Watch List and StockWatcher assignments
- Manage/Access Message Board**
  - Access membership discussions\*
  - Post to message boards\*
  - Delete message board postings
  - Create and delete message boards
- Manage/Access File Storage**
  - Upload files\*
  - Delete files uploaded by other members
  - Create and delete folders
  - Make files public
- Manage Calendar**
  - Create, edit, and delete events

\* Default permissions for all members.

Members who have created Login names (online members) can always edit their own profile. Only the club administrator can change permissions. The default Club Administrator is the person who created the club site. Others can then be given Administrator permissions, essentially all permissions.

## Add Members

Use this page to add members to your club web site. This is the same page used in the Chapter [Getting Your Club Started](#) to invite members. Make sure each member you want to invite has a valid, unique email address. These addresses cannot be shared, even in the same household.

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 myI CLUB.com Login name (*e.g.*, there is an **X** 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 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 myI CLUB.com 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 myI CLUB.com 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 link it to the Watch List 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 in the **Discussions** tab (except to the Private Messages List, which is always restricted to members).
- Upload files to the File Library.

## **Send Invitations**

Use this form to invite exiting club members to the club myICLUB.com site so that they can access all the features of myICLUB.com.

## **Invitations Outstanding**

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

# 11. The Voting Tab

myICLUB.com’s Voting functions allow clubs to easily conduct and record votes in between meetings (if their operating documents allow), or for clubs that meet online to easily tabulate the results of member actions.

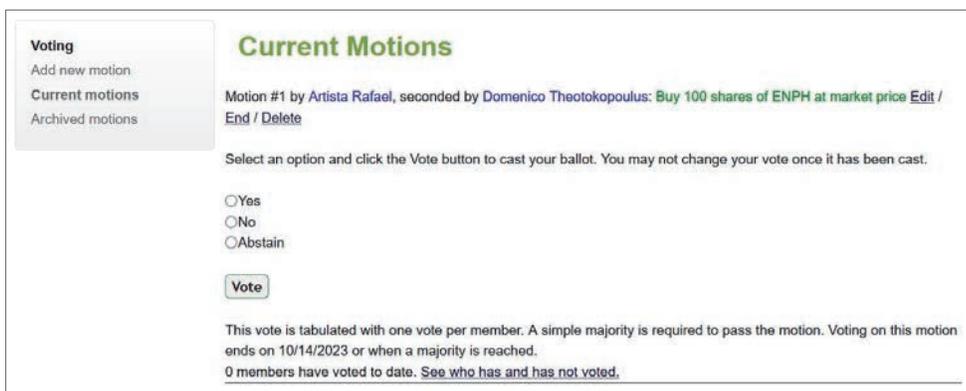
The main voting page, or **Voting** Tab, shows any current motions, if any, being considered by the club. If you have already voted, you will see your own vote; if not, you will see what voting options are available to you. To create, edit or delete motions a member must have the **Create and delete ballots** permission checked in their member profile in the **People** tab.

## Add New Motion

The **Add new motion** link in the **Voting** tab allows a member with the appropriate permission to create and delete motions for consideration by the members. The new motion screen allows for entering the text of a motion and the member making and seconding the motion. In addition, the parameters of the vote are also set on this page. Among the parameters to set are when the voting ends, the majority needed to pass, voting method (one vote per member or by ownership percentage) and finally what constitutes a quorum for the vote.

## Current Motions

The **Current motions** page is the default landing page for the **Voting** tab. All current motions are displayed here with the parameter details included.



**Voting**  
Add new motion  
Current motions  
Archived motions

### Current Motions

Motion #1 by Artista Rafael, seconded by Domenico Theotokopoulos: Buy 100 shares of ENPH at market price [Edit](#) / [End](#) / [Delete](#)

Select an option and click the Vote button to cast your ballot. You may not change your vote once it has been cast.

Yes  
 No  
 Abstain

This vote is tabulated with one vote per member. A simple majority is required to pass the motion. Voting on this motion ends on 10/14/2023 or when a majority is reached.  
0 members have voted to date. [See who has and has not voted.](#)

## Archived Motions

The **Archived motions** link in the **Voting** tab displays a list of past motions and the results of those motions. A link to current motions is also on this page.

## 12. The Discussions Tab

Clicking the club's **Discussions** tab will take you to the main Discussions page. Clubs create message boards so that members can communicate electronically. The Discussions main page for new clubs contains two message boards by default: **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 allow every member of the club (members and visitors) to read messages on the **Mailing List** but only club members (not visitors) 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.

### New Message Board

Club administrators (or any member with proper permissions) can click **New Message Board** to create a new message board. This will open the **Message Board Settings** page. To edit the settings of an existing message board, click the name of any displayed message board on the main **Discussions** page, and then click the **Message Board Setup** link on the right-hand side to access the **Message Board Settings** page.

**Discussions**

New message board

## Message Board Settings

Your investment club can create multiple Message Boards to facilitate club communications and serve different needs of the club. Separate message boards can be created for officers or committees, for instance. All members can access all messages on the club's myI CLUB.com website when they are members, but you can control which members receive email, and if visitors can access particular message boards or receive email.

**Message Board Name:**

**E-Mail Alias:** @clube.iclub.com

Use this e-mail address for posting to this message board. If left blank, then posting by e-mail is disabled.

**Archive This Message Board:**  Discussions can be viewed, but no new messages can be posted.

**Hide Message Board History:**  Keep membership and other discussions private from new members.

**Send E-Mail to These Members:**  Russell Malley

**Set Visitor Access:**  Read and Post  
 Read Only  
 None (Default)

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 message sent to this address are posted to the message board. Only the portion of the email alias before the @ sign need be completed. 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 Message Board Settings** to modify the message board settings. Click **Delete Message Board** to delete this message board.

You can use a similar screen to create new message boards.

# 13. 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.

## File Storage

25.1 MB (5.02%) used of 500 MB

	Modified	Created By	Size	Actions
<a href="#">Minutes</a> (0)				✎
<a href="#">Partnership/ByLaws</a> (0)				✎
▼ <b>Free Resources from myICLUB.com</b> (9)				
<a href="#">myICLUB Guide to Starting an Investment Club (EPUB)</a>	09/14/23		447.8 KB	
<a href="#">myICLUB Guide to Starting an Investment Club (PDF)</a>	09/14/23		2.0 MB	
<a href="#">myICLUB User Guide (PDF)</a>	09/14/23		14.1 MB	
<a href="#">Year-End Audit Procedures (PDF)</a>	09/14/23		46.0 KB	
<a href="#">myICLUB Bonus Tips - Volume 1 (PDF)</a>	09/14/23		1.5 MB	
<a href="#">myICLUB Bonus Tips - Volume 2 (PDF)</a>	09/14/23		4.4 MB	
<a href="#">myICLUB SSGPlus Link Quick Start Guide (PDF)</a>	09/14/23		.8 MB	
<a href="#">myICLUB New Member Quick Start Guide (PDF)</a>	09/14/23		.8 MB	
<a href="#">myICLUB New Treasurer Quick Start Guide (PDF)</a>	09/14/23		.9 MB	
▶ <b>Tax Archives</b> (11)				
				Actions: <input type="text" value=""/>

\*Click the small triangle to see the contents of any folder

When you create a myICLUB.com club, myICLUB.com creates three *folders* in the file storage area: **Minutes**, **Partnerships/Bylaws**, and **Free Resources from myICLUB.com**. Click the name of the folder to go to that folder’s page. To see the content of a folder without opening the folder, click the triangle in front of the folder name. The illustration above shows the content of the **Free Resources from myICLUB.com** folder.

## Add New Folder

Click the **Add new folder** link to add a folder to the File Storage area. Name the folder and assign it as a subfolder of an existing folder. Then click the **Create folder** button.



The screenshot shows a dialog box titled "Add New Folder". It contains a text input field for "Folder Name:", a dropdown menu for "as a subdirectory of:" with "No Parent Directory" selected, and two buttons: "Create folder" and "Cancel".

Once a folder is created and a file uploaded to the folder other options are available. Opening a folder reveals links to delete the folder and to rename and/or move the folder. If files are in the folder, icons appear in a row with the file name. These allow the file to be deleted or edited. A check box at the end of the row of the file name selects files to be moved to the recycle bin or marked as public/private using the **Actions** dropdown menu.

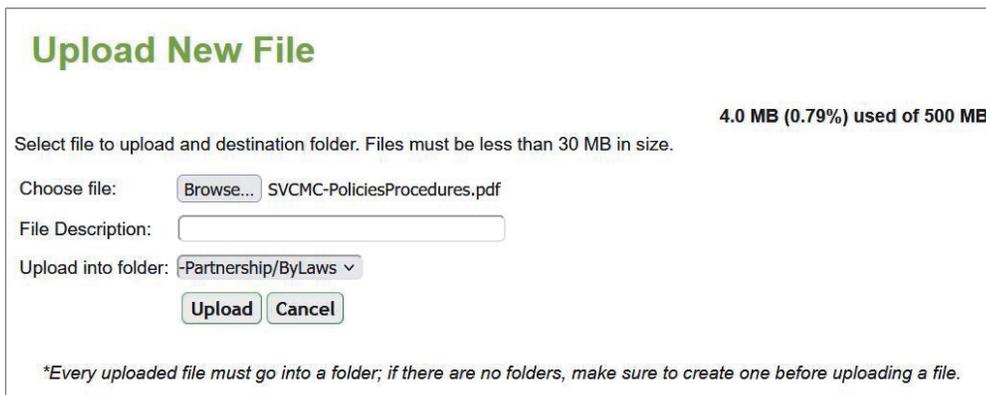


The screenshot shows a folder view titled "Partnership/ByLaws Folder". It includes instructions to upload files, a breadcrumb "Folders > Partnership/ByLaws", and a table of files. The table has columns for File Name, Modified, Created By, Size, and Actions. One file is listed: "PoliciesProcedures (PDF)" with a size of 4.0 MB. Below the table, there are links for "Delete folder" and "Rename/Move folder", and an "Actions:" dropdown menu with options: "Move checked files to Recycle Bin" and "Set checked files as public/private".

File Name	Modified	Created By	Size	Actions
PoliciesProcedures (PDF)	09/14/23	R.Malley	4.0 MB	<input type="checkbox"/>

## Upload New File

To add a file to File Storage, click the **Upload new file** link. Use the Browse button to find the file on your computer. Once a file is selected, the file name will appear just after the Browse button. Add a description, if desired. Use the **Upload into folder** dropdown menu to select a File Storage folder. Click **Upload** to upload the file into the selected folder.



The screenshot shows a dialog box titled "Upload New File". It displays "4.0 MB (0.79%) used of 500 MB". Instructions state: "Select file to upload and destination folder. Files must be less than 30 MB in size." The form includes a "Choose file:" section with a "Browse..." button and the text "SVCMC-PoliciesProcedures.pdf", a "File Description:" text input field, and an "Upload into folder:" dropdown menu with "Partnership/ByLaws" selected. There are "Upload" and "Cancel" buttons. A note at the bottom states: "\*Every uploaded file must go into a folder; if there are no folders, make sure to create one before uploading a file."

Please note, if you upload SSG data files, these are not readable. The data files must be imported to a licensed copy of SSG software to view the SSG. Your SSG software can create PDF files of an SSG. The pdf versions can be viewed without the SSG software.

## Download All Files (ZIP)

The **Download all files (ZIP)** link will open a browse page for an authorized user to select a location to store all files in the club’s File Storage as a compressed ZIP file.

## Recycle Bin

If a folder or file is deleted from the File Storage area, it is not immediately removed permanently from the club’s myI CLUB.com website. Deleted items from File Storage are moved to the **Recycle bin**. Click the Recycle bin icon to permanently remove a file or to restore a file.

### Recycle Bin

*Files removed from File Storage are held in the Recycle Bin until permanently deleted.*

	Modified	Created By	Size	Deleted	
<a href="#">PoliciesProcedures (PDF)</a>	09/14/23	R Malley	4.0 MB	9/14/2023	<input type="checkbox"/>

[Permanently delete checked files](#) | [Restore checked files](#)

# 14. The Calendar Tab

Click the **Calendar** tab to use the calendar feature. The Calendar view page is the landing page when the Calendar tab is clicked. The calendar has 3 choices of events to show. Click the check box next to **Club** to show club specific events. Club events need to be entered by a member with the appropriate permission. Click the checkbox for **Portfolio** to include portfolio related events on the calendar. The most common portfolio events are the ex-dividend and payment dates of dividends. Click the checkbox for **Global** to add myICLUB.com events such as the monthly club operations webinar.

To see details about events listed, click the underlined day on the calendar. This will open a page with details on the events listed for the specified day.

**Calendar**

View  
Edit  
Add  
Agenda  
Export Calendar

**Calendar**

September 2023      Show Events:  Club  Portfolio  Global

September 2023

Click on any date to view details for that day.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<u>1</u> ZTS dividend payment	2
3	4	<u>5</u> 7:00 PM Doug Gerlach at Rocky Mountain BI Chapter Annual Meeting [Online]	<u>6</u> NVDA dividend ex-div	7	<u>8</u> 4:00 PM By-laws group meeting	9
<u>10</u> 11:00 AM Tall Tale meeting TGT dividend payment	11	12	13	14	<u>15</u> CBOE dividend payment	16
17	18	<u>19</u> 9:00 PM Investment Club Webinar SWKS dividend payment	20	<u>21</u> QCOM dividend payment	22	23
24	25	26	27	<u>28</u> NVDA dividend payment	<u>29</u> MLM dividend payment BIP dividend payment	30

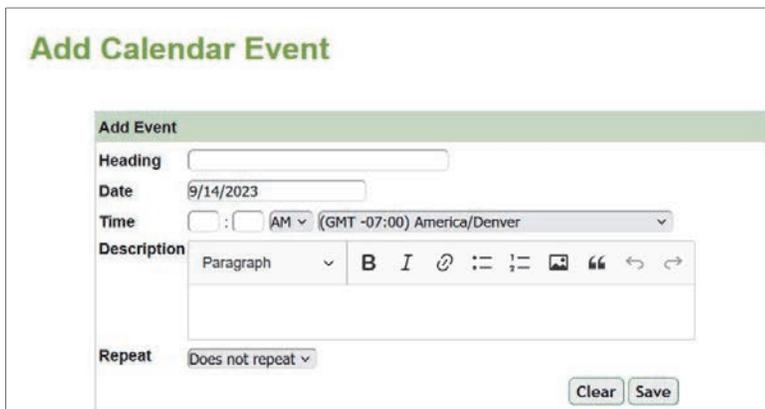
## Edit

Use the **Edit** link in the left navigation column to edit events in the calendar to open a page with a list of events in the current month. Choose a different month, if needed. In the **Action** column, the pencil icon is for editing an event while the trash can is for deleting an event.



## Add

Click the **Add** link to open a page to add an event to the calendar. The **Add Calendar Event** page allows for entry of event details, including if the event is a one time or repeating.



## Agenda

To see a list of upcoming events, click the **Agenda** link. This opens the **Upcoming Events** page, a list of events in 180-day intervals. The start of the interval is the current date. Future intervals can be selected. The list can also be customized by displaying any combination of **Club**, **Portfolio** and **Global** events.

## Upcoming Events



◀ 9/14/2023 - 3/12/2024 ▶

Show Events:  Club  Portfolio  Global

Date	Event	Description
9/15/2023	CBOE dividend payment	Cboe Global Markets (CBOE) dividend of 0.55 per sh...
9/19/2023	SWKS dividend payment	Skyworks Solutions (SWKS) dividend of 0.68 per shar...
9/19/2023	Investment Club Webinar	Monthly Investment Club Webinar with Doug Gerlach....
9/21/2023	QCOM dividend payment	Qualcomm (QCOM) dividend of 0.80 per share payabl...
9/28/2023	NVDA dividend payment	NVIDIA (NVDA) dividend of 0.04 per share payable to...
9/29/2023	MLM dividend payment	Martin Marietta Materials (MLM) dividend of 0.74 per ...
9/29/2023	BIP dividend payment	Brookfield Infr Partners (BIP) dividend of 0.38 per sha...

## Export Calendar

The **Export calendar** link opens a page offering links for exporting the myICLUB.com calendar into popular calendar programs such as Outlook, and Google Calendar. The first link is **Download .ICS File**. This file can then be used to import the information into personal calendar programs.

The second link is **Subscribe to Webcal**. This link can be copied and pasted into the **Add calendar** functions of popular calendar programs. Follow the instruction posted next to the link.

# 15. The Videos tab

The **Videos** tab gives convenient access to a plethora of recorded myICLUB webinars on investment club operations. The most recent webinar appears at the top of the page with the ability to immediately start the recorded video. Below the most current webinar is a list of upcoming webinars. A list of the most recent several dozen past webinars follows the **Upcoming Webinar Schedule** list in the **Investment Club Webinar Archives** section.

### Video Library

View on YouTube

Register for Live Webinars

Webinar Schedule

Webinar Archives

### Recommended Viewing

Monthly Treasurer Tasks

Occasional Treasurer Tasks

Annual Treasurer Tasks

Handling Member Withdrawals

Closing the Books 2022

Preparing Club Taxes 2022

## Video Library

Each month, ICLUBcentral's Doug Gerlach and his team present free webinars focused on starting and running a successful investment club. Our **Investment Club** webinars are held on the third Tuesday of each month at 9:00 PM ET. [Register once for all sessions.](#)

View the Replay of Our Latest Club Webinar:



**Upcoming Webinar Schedule**

- Sep 19, 2023 - Recruiting New Members for Your Investment Club
- Oct 17, 2023 - Creating & Updating an Investment Club's Partnership Agreement & Bylaws
- Nov 21, 2023 - Investment Club Portfolio Clinic
- Dec 19, 2023 - Closing the Investment Club's Books for 2023
- Jan 16, 2024 - Preparing the Investment Club's 2023 Tax Returns using myICLUB
- Feb 20, 2024 - 2023 Investment Club Tax Clinic
- Mar 19, 2024 - TBD

### Investment Club Webinar Archives

Webinar replays are available on demand after the event on the [ICLUBcentral YouTube Channel](#). Click a link below to view any video.

- 2023-08-16: [Managing Your Investment Club's Watch List](#) (download PDF handout)
- 2023-07-18: [Rebalancing Your Investment Club Portfolio](#) (download PDF handout)

## Video Library

The left navigation column section **Video Library** offers links to view the webinars on YouTube, Register for upcoming live webinars, another way to view the upcoming webinar schedule and a link to view the webinar archives.

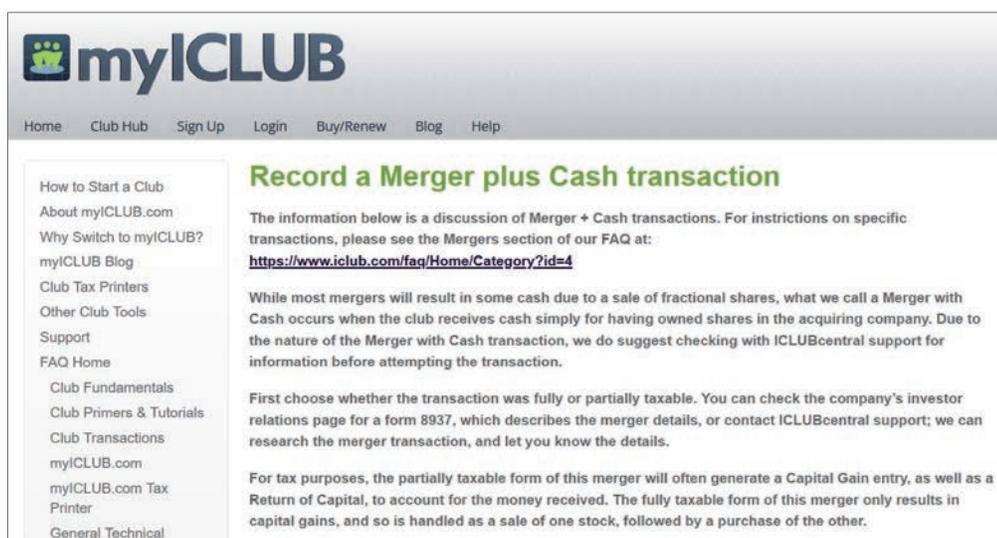
## **Recommended Viewing**

This portion of the left navigation column gives direct links to especially helpful webinars without the need to search the webinar archive.

## 16. The Help Tab

Throughout the myICLUB.com website, clicking on the **Help** tab provides specific information on the page currently being viewed. The **Help** page opens in a new browser tab and also provides access to additional resources for getting help with your club's transactions or the myICLUB.com website.

For example, you are trying to enter a complex Merger with cash transaction. You go to **Accounting > Securities > Record a Merger with cash**. Wanting more help. Click the **Help** tab while viewing the Record a merger with cash page. A new browser tab will open with information on entering a Merger with cash.



The screenshot shows the myICLUB website interface. At the top left is the myICLUB logo. Below it is a navigation bar with links: Home, Club Hub, Sign Up, Login, Buy/Renew, Blog, and Help. On the left side, there is a sidebar menu with the following items: How to Start a Club, About myICLUB.com, Why Switch to myICLUB?, myICLUB Blog, Club Tax Printers, Other Club Tools, Support, FAQ Home, Club Fundamentals, Club Primers & Tutorials, Club Transactions, myICLUB.com, myICLUB.com Tax Printer, and General Technical. The main content area is titled "Record a Merger plus Cash transaction" in green. Below the title, there is a paragraph of text: "The information below is a discussion of Merger + Cash transactions. For instructions on specific transactions, please see the Mergers section of our FAQ at: <https://www.iclub.com/faq/Home/Category?id=4>". This is followed by another paragraph: "While most mergers will result in some cash due to a sale of fractional shares, what we call a Merger with Cash occurs when the club receives cash simply for having owned shares in the acquiring company. Due to the nature of the Merger with Cash transaction, we do suggest checking with ICLUBcentral support for information before attempting the transaction." The next paragraph reads: "First choose whether the transaction was fully or partially taxable. You can check the company's investor relations page for a form 8937, which describes the merger details, or contact ICLUBcentral support; we can research the merger transaction, and let you know the details." The final paragraph states: "For tax purposes, the partially taxable form of this merger will often generate a Capital Gain entry, as well as a Return of Capital, to account for the money received. The fully taxable form of this merger only results in capital gains, and so is handled as a sale of one stock, followed by a purchase of the other."

## 17. Linking SSGs to myI CLUB.com

Many myI CLUB.com **Portfolio Reports**, the myI CLUB.com **Watch List**, and the myI CLUB.com **Stock-Watcher** tools all rely on data that comes from members' completed Stock Selection Guides (SSGs) that have been prepared using **BetterInvesting's Online Tools** (separate subscription required). In the club's File Storage library, the **Free Resources from myI CLUB.com** library includes the **myI CLUB SSG Plus Link Quick Start Guide** which includes complete instructions for using this feature.

In order to import judgment from your SSGs into your club's myI CLUB.com Portfolio reports, you must link your myI CLUB.com account to your BetterInvesting.org (BI) membership from the **Establish BI Link** tool in your personal myI CLUB.com **My Account** page. This is a one-time procedure.

Next, log in at BetterInvesting.org, create and save a study using **SSG Plus**. You may wish to save your SSG with a unique name such as "Apple (for XYZ Investment Club)".

Last, sign back in to myI CLUB, and go to the My Assigned Stocks **My Assigned Stocks** page. For each stock you have been assigned, you will now be able to select the stock study you completed in SSG Plus. Once you have selected a study, click the **Submit** button.

Once linked, myI CLUB.com **Portfolio** and **StockWatcher Reports** will automatically be updated with data from each member's SSG Plus stock study for their assigned stocks.



# 18. Support and Other Resources

## Help from myICLUB.com

Technical Support is available on our web site at [www.myICLUB.com](http://www.myICLUB.com). You may review the **Frequently Asked Questions** section of the web site for answers to common problems and get general information for using myICLUB.com.

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

Remember, myICLUB.com Support can help you diagnose and resolve most website-related problems and offer tips on using myICLUB.com. However, our staff 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 myICLUB.com Technical Support, be sure to check these additional resources for help with your questions.

- Select **Help** on any myICLUB.com page to view the online help and frequently asked questions.
- Check the **Table of Contents** and use the Search function in your PDF viewer to see if the answer to your question is in this **User's Guide**.
- Use the **Glossary** in this **User's Guide** to look up definitions for any of the terms that you do not understand.
- The myICLUB.com and BetterInvesting **Club Treasurers Forum** are an online communities where treasurers help each other with difficult transactions.

## Lost Passwords

If you have lost your password, please go to the login page and select [Forgotten your username or password?](#)

Administrators may issue password resets for members of their own clubs.

Otherwise, any club member who has lost their password should contact Technical Support directly.

## **When Requesting Technical Support**

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

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

Are you working on a personal computer or a mobile device (phone or tablet)?

For problems that are website-related, visit <https://www.whatsmybrowser.org> or <https://www.whatismybrowser.info> and copy the information provided about your browser version and other details.

## **Other Resources**

BetterInvesting. The BetterInvesting web site ([www.betterinvesting.org](http://www.betterinvesting.org)) includes information for investment clubs, including how to contact local volunteers in your area, as well as archives of *BetterInvesting* magazine.

## 19. Glossary

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

**allocate** - To assign the earnings of the club, consisting of dividends, interest, capital gain, and expenses to individual members, at year-end or upon a member's withdrawal.

**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 shares being sold. Used for mutual funds and exchange traded funds, but not for securities under current IRS rules.

**backup** - A copy of your club's data files saved on the myICLUB.com website or in another location for the purpose of protecting the data. In myICLUB.com, use the Backup Manager or 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 date that an existing club switched over to use myICLUB.com.

**BetterInvesting®** - The national non-profit investor education organization and supporter of investment clubs. Also known as the National Association of Investors Corporation, NAIC.

**block (lot)** - Shares of a security bought using a single transaction. myICLUB.com 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 are responsible for taxes due on their share of

capital gains. Securities that are held for differing capital gain periods may be taxed differently according to whatever federal tax regulations are in force.

**club tax 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 myICLUB.com forms. myICLUB.com uses the information in these files to perform calculations and produce reports. Archived data is not included in the current files.

**default** - A value myICLUB.com uses unless you change that value.

**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 allocation** - See allocate.

**EPS** - Earnings per Share.

**fee** - An amount of money received from a member for which the member receives no units. Recommended only for use in penalty situations (such as late fees) and should never be used to attempt to offset expenses.

**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 myICLUB.com.

**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.

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

**petty cash** - An amount of money received from a member for which the accounting must be kept completely separate. myICLUB.com no longer supports 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.

**PTP** - Pre-Tax Profits.

**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.

**SSG**<sup>®</sup> - See Stock Selection Guide.

**Stock Selection Guide**<sup>®</sup> - A form developed by BetterInvesting to assist investors in analyzing companies.

**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 myICLUB.com.

**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.

**transaction** - Any myICLUB.com 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.

**TTM** - Trailing Twelve Months.

**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.

## 20. 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). The website will always contain the most recent version of these terms.

### 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](http://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 NON-INFRINGEMENT, 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 state of Michigan, 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 Michigan 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.

# 21. 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](mailto: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, aint 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 (NAIC) for purposes of marketing but does not make accounting or transactional records of individuals or individual clubs available to the NAIC.

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 the NAIC 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 or write to [support@iclub.com](mailto:support@iclub.com).)

## **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 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](mailto:privacy@iclub.com)

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