

MARK YOUR CALENDARS!

For: 2005 Cornwell Conference

Dates: April 6,7 & 8

Place: Gateway Grand, Gainesville, Florida

Call today to reserve your rooms: 352-331-3336 - please mention that your reservations are for the Cornwell Conference.

Reserve your space by faxing Cornwell's attn: Mary at 352-375-2747 with names of those attending!

IT'S A BOY !

STATS:

DATE OF BIRTH: 12-4-2004

WEIGHT: 6lbs. 1oz.

LENGTH: 19 inches

NAME: BLAKE DAVID CORNWELL

PARENTS: DAVID AND ANNETTE

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DECEMBER 2004						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dates to Remember

Cornwell Offices Closed on the Following Days:

**December 23rd
December 24th
December 31st**

We hope you have Safe and Happy Holidays!

WHAT IS THE GIFT?

By Michelle Beans

What is the gift everyone looks forward to each year? You know you *really* like it – It's Fruitcake! In case it is not among your presents, here is a 5-Star recipe that can be made well in advance.

1 pkg. (16 oz.) honey graham crackers, finely crushed (about 5 cups)
 ½ tsp. ground cinnamon
 ½ tsp. ground allspice
 ¼ tsp. ground cloves
 ¾ cup raisins
 1 cup pitted dates, finely chopped
 1-1/2 cups mixed candied fruit
 1 cup walnut pieces
 ½ cup orange juice
 1/3 cup light corn syrup

Line an 8 x 5 loaf pan with foil, let the foil extend over the sides of the pan – set aside. Mix the graham crumbs, spices, raisins, dates, candied fruit and walnuts in a large bowl. Mix orange juice and corn syrup until well blended. Add to crumb mixture; stir just until crumbs are moistened.

Press the graham mixture firmly into pan; cover tightly and refrigerate at least two days. Remove cake from pan; discard foil and serve. If there are any leftovers, store in the refrigerator.

New Enhancements for Version 1.8.0

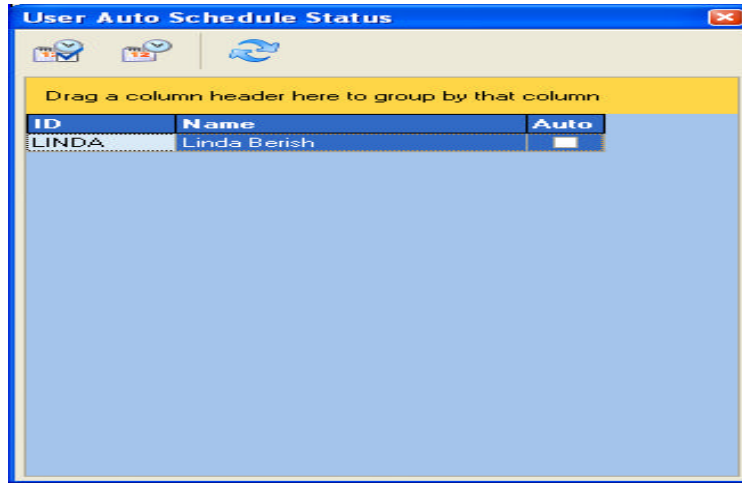
By Linda Berish

If you have upgraded recently for the Inspection System you may have notice a couple of things new. Now you are able to exclude days on the system you do not want your Inspector to have inspections scheduled for. Simply go to the “Setup” and click on Excluded Days and then the green plus sign to add the Users. Under “Type” select whether you want to use a Date, Date Range or Day of Week and the “Excluded Date”.

User ID	Type	Date Excluded	Start Date Excluded	End Date Excluded	Day Excluded
LINDA	Date	11/25			
LINDA	Day of Week				Sunday
LINDA	Day of Week				Saturday

Continued.....

If the user has auto scheduling turned on, then inspections will be automatically scheduled for the next year. If they have it turned off, then they will need to manually schedule the inspections for the next year.



On a personal note, I wanted to extend Happy Holidays to all of the Cornwell Clients. Hope Santa brings everything you ask for and that your New Year will be a great one.



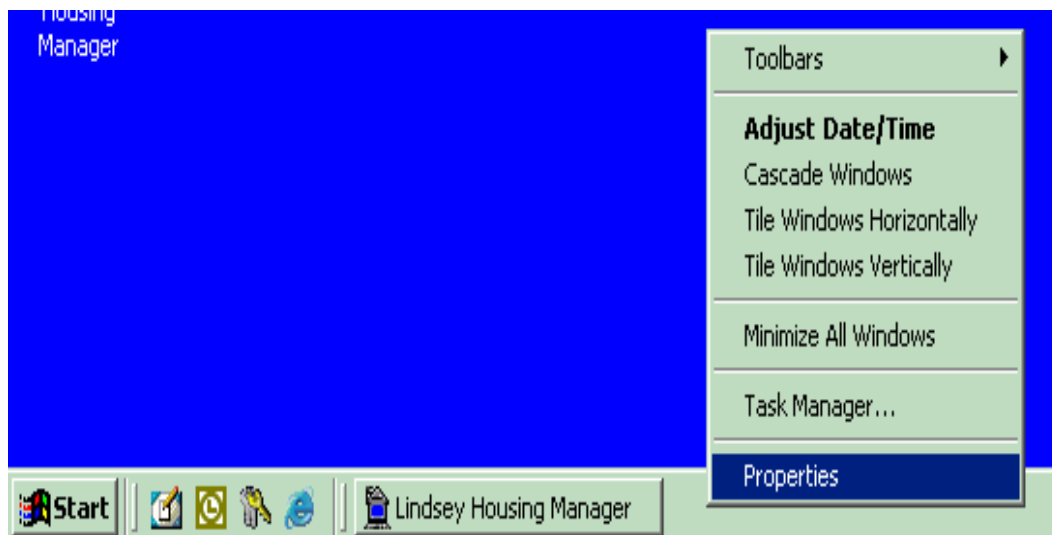
PRIVACY TIPS

BY JUSTIN BLAKELY

Microsoft software has many built-in features that are intended to make your job easier and allow you to perform tasks in less time. While these features are convenient, they can also affect your privacy. In Word and Excel, the default setting is to display the last four accessed files at the bottom of the **File** menu (see pic). Anyone with access to your PC could easily open and view any of these documents.



Windows also provides an easy way to access recently opened files. Click **Start** → **Documents**. A list of recently accessed documents, spreadsheets, and images will appear. To clear this list in Windows XP, right-click anywhere in the gray area on your **Start Menu** and choose **Properties**.



The **Taskbar and Start Menu Options** window will open. Click the **Start Menu** tab then click the **Customize** button. Click the **Advanced** tab. Under the heading “Recent Documents”, you have the option to clear the list, or remove the feature of listing recently opened document.

ACCOUNTANTS TOP 10 CHRISTMAS WISH LIST
BY Marcie Goolsby

FEE ACCOUNTING CLIENTS
NEW YEAR'S RESOLUTIONS



1. I resolve I will close A/R timely and issue all A/R reports on the same day.
2. I resolve I will process move-outs timely through A/R, charging, forfeiting and refunding as appropriate.
3. I resolve I will attach ALL proper documentation to A/P checks. (Especially all receipts for EACH and EVERY Bank Card charge)
4. I resolve I will pay accounts payable by original INVOICE not statements.
5. I resolve I will code checks appropriately ie CFP's, PH, Section 8, etc.
6. I resolve I will void checks timely (and will send copies to the Fee Accountant!).
7. I resolve I will issue tracking labels for all fixed assets monthly and record in software monthly.
8. I resolve I will provide all appropriate documentation to the Fee Accounting regarding fixed assets.
9. I resolve I will prepare and forward monthly work AS SOON as possible each month.
10. I resolve I will have a HEALTHY AND PROSPEROUS NEW YEAR .

Wishing you all a safe and wonderful Holiday Season.



MERRY CHRISTMAS AND HAPPY NEW YEAR

By Tom Maloney

Just want to make sure all of our clients know that we here at Cornwell's wish each and every one of them a very Merry Christmas and the Happiest of New Year's.

A very special wish for a joyous Holiday Season to all of our Clients. I hope that in some small way, I have helped to make life a little easier for each of you this past year.

How about some Christmas trivia:

Christmas Cards

The custom of sending Christmas cards started in Britain in 1840 when the first 'Penny Post' public postal deliveries began. (Helped by the new railway system, the public postal service was the 19th century's communication revolution, just as email is for us today.) As printing methods improved, Christmas cards were produced in large numbers from about 1860. They became even more popular in Britain when a card could be posted in an unsealed envelope for one halfpenny – half the price of an ordinary letter.

Traditionally, Christmas cards showed religious pictures – Mary, Joseph and baby Jesus, or other parts of the Christmas story. Today, pictures are often jokes, winter pictures, Father Christmas, or romantic scenes of life in past times.

WHO WAS HE?

Father Christmas is based on a real person, St. Nicholas, which explains his other name 'Santa Claus' which comes from the Dutch 'Sinterklaas'. Nicholas was a Christian leader from Myra (in modern-day Turkey) in the 4th century A.D. He was very shy, and wanted to give money to poor people without them knowing about it. It is said that one day, he climbed the roof of a house and dropped a purse of money down the chimney. It landed in the stocking which a girl had put to dry by the fire! This may explain the belief that Father Christmas comes down the chimney and places gifts in children stockings.

BOXING DAY

In English-speaking countries, the day following Christmas Day is called 'Boxing Day'. This word comes from the custom which started in the Middle Ages around 800 years ago: churches would open their 'alms boxes' (boxes in which people had placed gifts of money) and distribute the contents to poor people in the neighborhood on the day after Christmas. The tradition continues today – small gifts are often given to delivery workers such as postal staff and children who deliver newspapers.

It's time for a walk down memory lane.

Do You Remember...

By Shirley Mogensen

...How To Reject A Payment If The Tenant Is In Eviction

1. Go to Accounts Receivable
2. Click on File, AR Master File and find or enter the number of the tenant you want to change. Or, use the spyglass to look up the tenant by name.
3. At the bottom of the form you will see a title Hold on Accepting Payments.
4. Checking this box will cause payment posting to be rejected in both the AR system and the Receipt System.

Tenant

Notes

[Tenant Information]

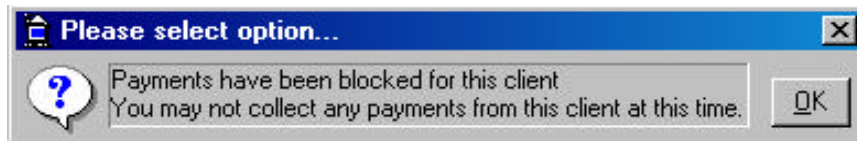
Tenant# :
 Tenant Name : A I Phone 1: -0420
 Address 1 : 204 LAKESIDE PARK. Phone 2:
 Address 2 : SSN
 City ST Zip : FL

Responsible Party Information

Name: Robert smith
 Address 1: 4412 nw 39th ave
 Address 2:
 City: Gainesville State: FL Zip: 32606-
 Customer Checking Account:
 Apply Late Charges:
 Statement Balance Forward:
 Credit Balance Check:
 Hold on Accepting Payments:

< Back Ok Cancel

You may get this message:



Note: As long as we're here, un-checking the Credit Balance Check box prevents the creation of checks in the AR system. If you try to print one, it will appear on the check register with a 'hold' message.

Lindsey Updates: Changes in Printing 50058s

By Shirley Mogensen

Fast Reprints Are Possible

In the past, I taught you to go to the Tenant Master in Tenant Processing, and then to the Reports tab on a particular tenant to print an extra copy of a report or form you might need. This still works for all of the forms you'll need to reprint *except for the 50058*.

The reason this has changed is because printing from the reports tab would only print the current 50058 for you. If you wanted the reexam you saved to pending, or one you ran 3 months ago, you couldn't get a reprint of that. So, Lindsey has enhanced the software to allow you to select and reprint any 50058 you want.

The New Way to Print 50058s

To reprint a 50058, do the following.

1. Go to Tenant Processing.
2. Click on Transactions, 50058 Generation and then Print/Purge 50058 file
3. Enter the tenant number for whom you want to reprint a 50058. Or, use the spy glass to look up the tenant by name.
4. Enter the month and year of the Effective Date of the 50058 you want to reprint.
5. Put this month and year in both the Beginning and Ending Date fields.
6. Click on the PRINTER icon in the upper left hand corner.
7. In most cases the document will appear on your monitor and you can click on the printer to print it. You'll also see a message at the bottom of the screen which will give the tenant's number the year and month of the form being printed.
8. If nothing happens and the cursor (the blue square) just stays in the tenant number of name box, you've entered a date for which no 50058 exists.

Caution: Note: If you put in a range of dates, all 50058s in that date range will be generated so be careful.

Lindsey Tenant/Applicant Processing - Print/Purge 50058 File

File Help

Purge

Tenant Number or Name:

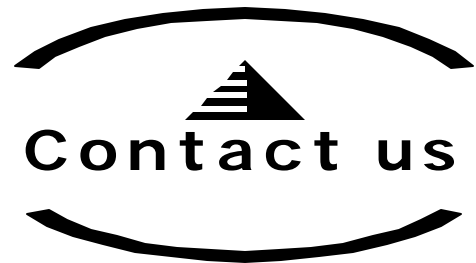
	Month	Year
Beginning Date:	11	2004
Ending Date:	11	2004

Printing HUD Form 50058 for Tenant 11420 - 200411 | EP58PG01 | Posting Date: 12/16/2004



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WE'RE ON THE WEB!
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The Cornwell Associates, Accountants, Inc. have earned a reputation for superior knowledge of the Department of Housing and Urban Development programs, rules, and regulations. We provide clients with the knowledge, materials and products needed to meet the demands of the Housing Industry today. We intend to uphold our reputation and continue deserving your confidence.