

To: General Manager, Director of Finance, Front Office Manager, Reservations Supervisor, Banqueting Supervisor, Assistant of Director of Finance, Director of Sales.

cc:

From: *(Credit Manager)*

Date: 17th June 2013

Subject: *Bizmax Minutes of June 17*

I. General comment

At this date, total amount due is **€1.052.895,25**

II. Open Paymaster

Please see attached latest Paymaster Report, updated today – 17/06/2013.

III. Account Receivable analysis

1. Legal case

- A
- B
- C
- D
- E
- F
- G

2. Credit 151 days and over

- **H (€ -266.12)**
. To be allocated (IT).
- **I (€ 450.00)**
. Will try to pay us as soon as possible.
- **J (€ 2361)**
. Our DOS will contact them.
- **K (€ -93.00)**
. Credit bill to be deducted in future payment.
- **L (€ 63.75)**
. Disputed amount.
- **M (€ 522.38)**

. We will insist to collect this amount.

- **N (€ 94.50)**

.We will insist to collect this amount.

- **O (€ 1251.07)**

. Our DOS will contact them.

- **P (€ 696.31)**

. Our DOS will contact them.

- **Q (€ 1552.84)**

. We will insist to collect.

- **R (€ -5.62)**

. Commission debit note to be deducted in a future payment.

- **S (€ 2395.50)**

.They have asked for some credit bills.

3. Credit between 121 – 150 days

- **T (€ -266.12)**

. To be allocated (IT).

- **U (€ -42.00)**

. Credit bill to be deducted in a future payment.

- **V (€ 98.49)**

.Our DOS will contact them.

- **W (€6.00)**

.Our DOS will contact them.

- **X (€144.00)**

.We have already received their check.

- **Y (€ 219.00)**

. We asked payment to X.

- **Z (€75.94)**

.Credit bill to be issued.

4. Credit between 91 – 120 days

- **AA (€ 183.65)**

.To be allocated (IT).

- **AB (€ 4239.41)**
. They will pay until Wednesday
- **AC (€ 2038.13)**
.We have sent them an email asking for payment.
- **AD (€ 1432.07)**
.We are waiting for their commission invoice.
- **AE (€493.06)**
. We are waiting for their commission invoice.
- **AF (€ 1834.68)**
.We have sent them an email asking for payment.
- **AG (€714.64)**
.We have sent them an email asking for payment.
- **AH (€98.25)**
. Already paid.
- **AI (€ 90.94)**
.We will resubmit the invoice.
- **AJ (€376.50)**
.Credit bill to be issued.

5. Credit between 61 – 90 days

- **AK (€ -848.18)**
- **AL (€ -624.33)**
- **AM (€ 376.21)**
.Will pay today.
- **AN (€ 290.63)**
. We have sent them an email asking for payment.
- **AO (€105)**
. Our Front Office Manager is handling it.
- **AP (€ 278.89)**
.We are waiting for their payment.
- **AQ (Unicre) (€0.07)**
. To be allocated.
- **AR (€ 93.75)**
.To be allocated.
- **AS (€ 52986.27)**
. To be allocated.

- **AT (€50.63)**
. We have sent them an email asking for payment.
- **AU (€ 210.75)**
.We have already received their check.
- **AV (114.80)**
.We have already asked for payment.
- **AW (€ 137.63)**
.We have already asked for payment.
- **AX (€ 1386.00)**
.They will pay us in the last week of the month.
- **AY. (€554.63)**
.We have already asked for payment.
- **AZ (€ 1382.33)**
.They will pay until Wednesday
- **BA (€ 5823.76)**
. We have already asked for payment.
- **BB (€-60.75)**

- **BC (€24.76)**
- **BD (€ 2711.73)**
.They don't know when they will be able to pay.
- **BE (€ 379.2)**
.Our DOS will contact them.
- **BF (€50.63)**
.They have a credit of € 135.00.
- **BG (€135.75)**
.Our DOS will contact them.
- **BH (€390.00)**
.They will pay this week.
- **BI (€ - 166.25)**
.To be allocated.
- **BJ (€ 1534.50)**
. They will pay shortly.
- **BK (€165.00)**
.We have already asked for payment.
- **BL (€13292.61)**
.We already asked for payment.

- **BM (€ 6494.25)**
 .We already asked for payment.
- **BN (€573.30)**
 . We asked payment to X.
- **BO (€ 1890.26)**
 .We already asked for payment.
- **BP (€ 1469.21)**
 .We already asked for payment.
- **BQ (€1136.25)**
 . Already paid.
- **BR (€ 689.54)**
 . They will pay by the end of the month.
- **BS (€ 33150.50)**
 . XX.
- **BT (€ 393.75)**
 . They had already paid 10K.

6. Credit up to 60 days

All cases in this period range are being currently chased and will be received in a very short term.

Credit Manager

Controller

General Manager
