

Monthly Report | November 2018  
**EXAMPLE BODY CORPORATE**

Year End | February



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Income Statement | November 2018  
**EXAMPLE BODY CORPORATE**



	Current Actual	Budget	YTD Actual		Budget	Annual
<b>Revenue</b>	<b>30 822</b>	<b>29 570</b>	<b>282 709</b>	6.2%	<b>266 133</b>	<b>354 844</b>
<b>Interest Income</b>	<b>1 460</b>	<b>208</b>	<b>13 771</b>	634.4%	<b>1 875</b>	<b>2 500</b>
Interest Nett	1 460	208	13 752	633.5%	1 875	2 500
Interest on Debtors	0	0	19	∞%	0	0
<b>Levy - Standard Income</b>	<b>29 362</b>	<b>29 362</b>	<b>264 258</b>	0.0%	<b>264 258</b>	<b>352 344</b>
Levy - Garage	1 302	1 302	11 718	0.0%	11 718	15 624
Levy - Garden	500	500	4 500	0.0%	4 500	6 000
Levy - Standard	27 560	27 560	248 040	0.0%	248 040	330 720
<b>Other Income</b>	<b>0</b>	<b>0</b>	<b>4 680</b>	∞%	<b>0</b>	<b>0</b>
Other Income	0	0	4 680	∞%	0	0
<b>Operating Costs</b>	<b>27 864</b>	<b>29 570</b>	<b>249 316</b>	-6.3%	<b>266 133</b>	<b>354 844</b>
<b>Common Property Expenses</b>	<b>13 555</b>	<b>9 396</b>	<b>77 780</b>	-8.0%	<b>84 561</b>	<b>112 748</b>
<b>Garden &amp; Pool</b>	<b>0</b>	<b>458</b>	<b>8 215</b>	99.2%	<b>4 125</b>	<b>5 500</b>
Garden Maintenance	0	83	616	-17.9%	750	1 000
Garden Maintenance Refuse Remov:	0	83	0	∞%	750	1 000
Swimming Pool Expenses	0	292	7 599	189.5%	2 625	3 500
<b>Insurance</b>	<b>4 512</b>	<b>4 479</b>	<b>43 651</b>	8.3%	<b>40 311</b>	<b>53 748</b>
Insurance	4 467	4 429	39 768	-0.2%	39 861	53 148
Insurance - Fidelity	46	50	410	-8.9%	450	600
Insurance Valuations	0	0	3 473	∞%	0	0
<b>Repair &amp; Maintenance</b>	<b>9 043</b>	<b>3 917</b>	<b>19 834</b>	-43.7%	<b>35 250</b>	<b>47 000</b>
Cleaning Materials	0	71	501	-21.3%	637	850
General Building Maintenance	0	0	3 526	∞%	0	0
R&M - Electrical	2 757	250	2 757	22.5%	2 250	3 000
R&M - Fire Equipment	3 716	417	3 716	-0.9%	3 750	5 000
R&M - Plumbing	2 570	375	5 525	63.7%	3 375	4 500
R&M - Repairs	0	2 504	3 810	-83.1%	22 538	30 050
R&M - Tree Felling	0	300	0	∞%	2 700	3 600
<b>Security</b>	<b>0</b>	<b>542</b>	<b>6 080</b>	24.7%	<b>4 875</b>	<b>6 500</b>
Access Control	0	250	800	-64.4%	2 250	3 000
Security - Expenses	0	292	5 280	101.1%	2 625	3 500
<b>Management and Admin Expenses</b>	<b>11 350</b>	<b>11 646</b>	<b>96 260</b>	-8.2%	<b>104 810</b>	<b>139 746</b>
<b>CSOS</b>	<b>0</b>	<b>0</b>	<b>0</b>	∞%	<b>0</b>	<b>0</b>
CSOS Levies	331	358	2 952	-8.4%	3 222	4 296
Levy - CSOS	-331	-358	-2 952	-8.4%	-3 222	-4 296
<b>Management and Admin Expenses</b>	<b>11 350</b>	<b>11 646</b>	<b>96 260</b>	-8.2%	<b>104 810</b>	<b>139 746</b>
Administration Fees	6 552	6 373	55 485	-3.3%	57 357	76 476
Bank Charges	253	242	2 569	18.1%	2 175	2 900
Printing & Stationery	0	210	0	∞%	1 890	2 520
Salaries & Wages	4 545	4 821	38 206	-11.9%	43 387	57 850
<b>Municipal Expenses</b>	<b>-93</b>	<b>6 313</b>	<b>68 548</b>	20.7%	<b>56 813</b>	<b>75 750</b>
<b>Net Domestic Effluent</b>	<b>11 331</b>	<b>9 913</b>	<b>96 603</b>	8.3%	<b>89 213</b>	<b>118 950</b>

	Current Actual	Budget	YTD Actual		Budget	Annual
Domestic Effluent Paid	11 331	9 913	96 603	8.3%	89 213	118 950
<b>Net Electricity</b>	<b>-3 469</b>	<b>-2 500</b>	<b>-20 400</b>	<b>-9.3%</b>	<b>-22 500</b>	<b>-30 000</b>
Electricity Paid	12 331	11 250	121 148	19.7%	101 250	135 000
Electricity Recovered	-15 799	-13 750	-141 548	14.4%	-123 750	-165 000
<b>Net Water</b>	<b>-7 955</b>	<b>-1 100</b>	<b>-7 655</b>	<b>-22.7%</b>	<b>-9 900</b>	<b>-13 200</b>
Water Consumption Recovered	-15 965	-3 350	-67 803	124.9%	-30 150	-40 200
Water Paid	8 010	2 250	60 148	197.0%	20 250	27 000
<b>Other Expenses</b>	<b>0</b>	<b>100</b>	<b>358</b>	<b>-60.2%</b>	<b>900</b>	<b>1 200</b>
<b>Other Expenses</b>	<b>0</b>	<b>100</b>	<b>358</b>	<b>-60.2%</b>	<b>900</b>	<b>1 200</b>
General Expenses	0	100	358	-60.2%	900	1 200
<b>Professional Fees</b>	<b>3 052</b>	<b>2 117</b>	<b>6 370</b>	<b>-66.6%</b>	<b>19 050</b>	<b>25 400</b>
<b>Professional Fees</b>	<b>3 052</b>	<b>2 117</b>	<b>6 370</b>	<b>-66.6%</b>	<b>19 050</b>	<b>25 400</b>
CSOS Annual Returns	0	0	288	∞%	0	0
Legal Fees	558	542	-1 811	-137.1%	4 875	6 500
PF - Audit Fees Current Year	6 750	1 350	12 150	0.0%	12 150	16 200
PF - Audit Fees Prior Year	-4 256	25	-4 256	-1 991.6%	225	300
Public Officer Fees	0	200	0	∞%	1 800	2 400
<b>Net Surplus / (Deficit) before tax</b>	<b>2 958</b>	<b>0</b>	<b>33 393</b>		<b>0</b>	<b>0</b>
Tax	0	-	0		-	0
<b>Net Surplus / (Deficit) After Tax</b>	<b>2 958</b>	<b>0</b>	<b>33 393</b>		<b>0</b>	<b>0</b>
Transfer (to) / from reserves	0	-	0		-	-
<b>Net Surplus / (Deficit)</b>	<b>2 958</b>	<b>0</b>	<b>33 393</b>		<b>0</b>	<b>0</b>

Balance Sheet | 30 NOVEMBER 2018  
EXAMPLE BODY CORPORATE



<b>Assets</b>	<b>YTD Actual</b>
<b>Current Assets</b>	
Debtors (In Arrears)	1 519
Water Recovery Billed in Arrears	20 950
Investec / ABSA Investment Account	299 454
Investec - Maintenance Reserve	238 396
ABSA Bank Trust Account	18 715
Municipal Deposit	8 700
<b>Total Assets</b>	<b>587 734</b>
<b>Equity and Liabilities</b>	
<b>Capital &amp; Reserves</b>	
Nett Profit/(Loss) this year	33 393
Accumulated Surplus Funds ( Loss)	461 445
10 Year Maintenance Reserve Fund	49 153
<b>Total Capital &amp; Reserves</b>	<b>543 991</b>
<b>Current Liabilities</b>	
Debtors (Paid in Advance)	33 153
Creditors	-1 871
EX Owner Control Account	511
Accruals - Professional Fees	11 949
<b>Total Current Liabilities</b>	<b>43 742</b>
<b>Total Equity and Liabilities</b>	<b>587 734</b>



Date	Description	Amount
<b>Opening Balance as at : 28-Feb-2018</b>		601
15-Mar-2018	**Insurance excess due to roof damage - Adept Home Improvements**	-601
16-Apr-2018	ACB CREDIT SETTLEMENT - CIA/UNIT8	-750
4-May-2018	**Eddy's Electrical - INV 39895	1 289
23-May-2018	ACB CREDIT SETTLEMENT - CIA	-4 800
28-May-2018	Drainsure - INV 7817	6 300
1-Jun-2018	**Insurance excess - Geyser Repairs Unit 8**	-250
1-Jun-2018	**Insurance Difference on invoice - Geyser Repairs Unit 8**	-289
1-Jul-2018	**Insurance Excess - Burst Geyser Unit 8**	-1 500
<b>Closing Balance as at : 30-November-2018</b>		0

Creditors List | NOVEMBER 2018  
EXAMPLE BODY CORPORATE



Creditor / Supplier Name	Outstanding Balance
CSOS	661
Otto Krause Inc.	-2 616
SARS PAYE	83
<b>Grand Total</b>	<b>-1 871</b>

Cash Movement | NOVEMBER 2018  
**EXAMPLE BODY CORPORATE**



<b>Date</b>	<b>Description</b>	<b>Amount</b>
	<b>Opening Balance as at 01 Nov 2018</b>	<b>321 930</b>
	<b>Interest Received</b>	<b>1 460</b>
	<b>Bank Charges</b>	<b>-253</b>
	<b>Payments Received</b>	<b>63 879</b>
01/11/2018	ACB DEBIT:EXTERNAL SETTLEMENT - CIA CIA72970 RF14J45E	<b>-4 467</b>
01/11/2018	Creditor Payment - Debt Management Services	<b>-23</b>
02/11/2018	Creditor Payment - Angor Property Specialists	<b>-6 552</b>
02/11/2018	Creditor Payment - Eddy's Electrical	<b>-2 757</b>
03/11/2018	RLDGFIDELITYGARRUN	<b>-46</b>
07/11/2018	Creditor Payment - City of Johannesburg	<b>-19 341</b>
08/11/2018	Creditor Payment - Debt Management Services	<b>-552</b>
15/11/2018	Creditor Payment - City of Johannesburg (Elec)	<b>-12 331</b>
16/11/2018	Creditor Payment - EX Owner	<b>-11 943</b>
22/11/2018	Creditor Payment - Fireworx	<b>-3 716</b>
22/11/2018	Creditor Payment - Debt Management Services	<b>-6</b>
23/11/2018	Creditor Payment - EX Owner	<b>-4 455</b>
27/11/2018	Creditor Payment - Drainsure	<b>-1 285</b>
28/11/2018	DEBIT TRANSFER CASHFOCUS - SARSEF 0051997471	<b>-90</b>
30/11/2018	Creditor Payment - Drainsure	<b>-1 285</b>
	<b>Closing Balance as at 30 November 2018</b>	<b>318 169</b>

Levy Roll | NOVEMBER 2018  
**EXAMPLE BODY CORPORATE**



Unit	Owner Name	Open	Levy	Water	Elec	Interest	Legal	Other	Payment	Due
0	Debtors Suspense	0	0	0	0	0	0	0	0	0
1	A	0	1 060	103	606	0	0	336	-2 105	0
2	D	0	1 060	124	773	0	0	306	-2 263	0
3	S	0	1 060	193	545	0	0	307	-2 105	0
4	T	-2 417	1 060	210	842	0	0	305	-2 489	-2 489
5	N	-1 965	1 060	158	410	0	0	337	-1 966	-1 966
6	K	-1 634	1 060	26	313	0	0	235	0	0
7	M	-276	1 060	55	374	0	0	235	-3 200	-1 753
8	M	0	1 060	335	440	0	0	235	-2 070	0
9	M (EX)	-7 967	0	0	0	0	0	0	0	-7 967
9	M	-2 921	1 060	473	1 153	0	0	235	-3 249	-3 249
10	D	0	1 060	103	698	0	0	235	-2 163	-68
11	D	-2 491	1 060	370	800	0	0	261	-2 646	-2 646
12	F	4 946	1 060	833	302	0	555	-294	-6 400	1 002
13	L	-2 754	1 060	473	960	0	0	261	-2 984	-2 984
14	V	-1 766	1 060	175	269	0	0	261	-1 781	-1 782
15	M	0	1 060	83	364	0	0	235	-2 000	-258
16	S	-2 225	1 060	175	755	0	0	235	-2 608	-2 608
17	M	0	1 060	404	937	0	3	231	-2 119	517
18	K	-96	1 060	1 160	763	0	0	235	-3 200	-79
19	D	-2 043	1 060	64	416	0	0	304	0	-200
20	N	9	1 060	26	25	0	0	304	-1 424	0
21	L	-8	1 060	757	1 317	0	0	261	-6 400	-3 013
22	A	-3	1 060	141	918	0	0	261	-2 380	-3
23	M	0	1 060	124	688	0	0	235	-2 106	0
24	D	0	1 060	113	381	0	0	235	-1 789	0
25	B (EX)	0	0	0	0	0	0	0	0	0
25	S	0	1 060	439	580	0	0	235	-4 334	-2 021
26	R	-1 585	1 060	55	171	0	0	235	0	-65
		<b>-25 197</b>	<b>27 560</b>	<b>7 172</b>	<b>15 799</b>	<b>0</b>	<b>558</b>	<b>6 254</b>	<b>-63 782</b>	<b>-31 634</b>



Breakdown of Other | NOVEMBER 2018  
EXAMPLE BODY CORPORATE



<b>Charge Description</b>	<b>Amount</b>
Electricity - Fixed Charge	661
Levy - CSOS	331
Levy - Garage	1 302
Levy - Garden	500
Maintenance Levy	4 680
Clearance / Adjustments	-1 219
	<b>6 254</b>

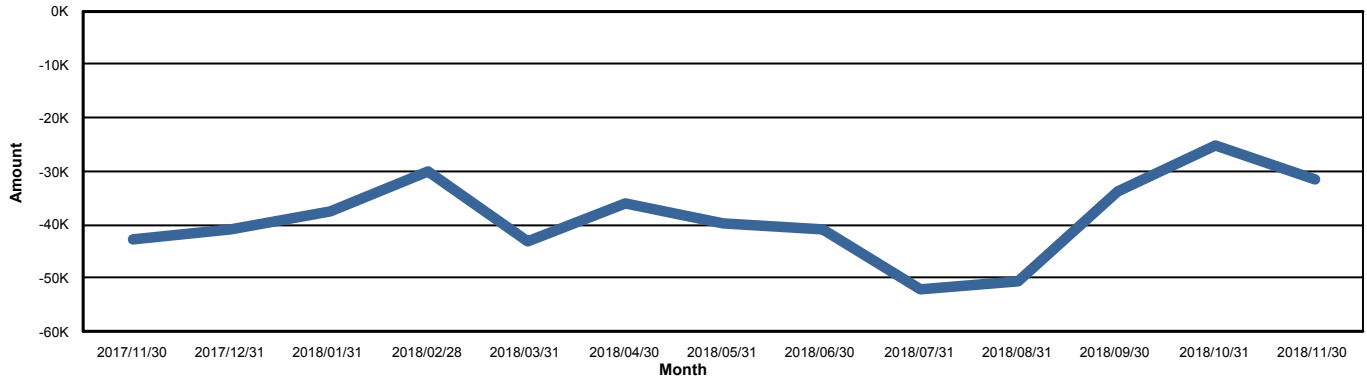
Top 10 Debtors | 30 NOVEMBER 2018  
**EXAMPLE BODY CORPORATE**



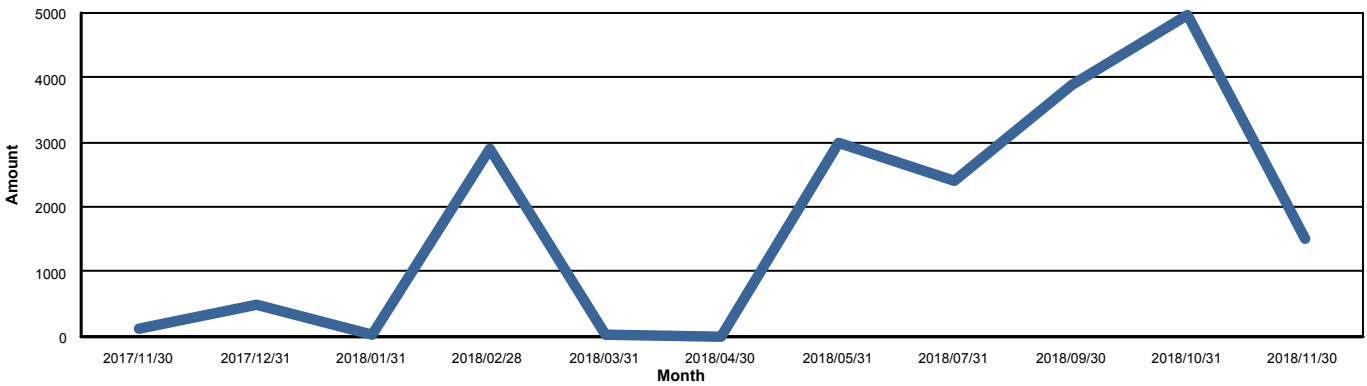
Customer	Total	Current	30 Days	60 Days	90+ Days	Last PMT	PMT D
EG012012	1 001.70	1 001.70	0.00	0.00	0.00	-6 400.00	2-Nov-18
EG017017	516.83	516.83	0.00	0.00	0.00	-2 118.96	27-Nov-18
<b>Grand Total</b>	<b>1 518.53</b>	<b>1 518.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		



### DEBTORS MONTH END BALANCE LAST 12 MONTHS (DEBITS AND CREDITS)



### DEBTORS MONTH END BALANCE LAST 12 MONTHS (DEBITS ONLY)



Levy Roll (Debits Only) | NOVEMBER 2018  
**EXAMPLE BODY CORPORATE**



Unit	Owner Name	Opening	Levy	Water	Elec	Interest	Legal	Other	Paid	Due
12		4 946	1 060	833	302	0	555	-294	-6 400	1 002
17		0	1 060	404	937	0	3	231	-2 119	517
		<b>4 946</b>	<b>2 120</b>	<b>1 237</b>	<b>1 239</b>	<b>0</b>	<b>558</b>	<b>-63</b>	<b>-8 519</b>	<b>1 519</b>

Debtor Age Analysis | 30 NOVEMBER 2018  
**EXAMPLE BODY CORPORATE**



Customer	Total	Current	30 Days	60 Days	90+ Days	Last PMT	Date
EG002037	-.46	-.46	.00	.00	.00	-2 263.00	1-Nov-18
EG004039	-2 488.89	-2 488.89	.00	.00	.00	-2 488.89	27-Nov-18
EG005021	-1 966.43	-1 966.43	.00	.00	.00	-1 966.00	26-Nov-18
EG007032	-1 752.80	-1 752.80	.00	.00	.00	-1 600.00	22-Nov-18
EG009025	-7 967.44	-7 967.44	.00	.00	.00	-224 238.48	23-Aug-17
EG009043	-3 248.59	-3 248.59	.00	.00	.00	-3 248.59	22-Nov-18
EG010038	-67.60	-67.60	.00	.00	.00	-2 163.42	5-Nov-18
EG011020	-2 646.19	-2 646.19	.00	.00	.00	-2 646.19	28-Nov-18
EG012012	1 001.70	1 001.70	.00	.00	.00	-6 400.00	2-Nov-18
EG013022	-2 984.19	-2 984.19	.00	.00	.00	-2 984.19	27-Nov-18
EG014041	-1 781.83	-1 781.83	.00	.00	.00	-1 781.00	27-Nov-18
EG015015	-258.48	-258.48	.00	.00	.00	-2 000.00	9-Nov-18
EG16016	-2 608.43	-2 608.43	.00	.00	.00	-2 608.43	26-Nov-18
EG017017	516.83	516.83	.00	.00	.00	-2 118.96	27-Nov-18
EG018036	-79.11	-79.11	.00	.00	.00	-3 200.00	6-Nov-18
EG019028	-200.00	-200.00	.00	.00	.00	-1 843.48	31-Oct-18
EG021041	-3 013.49	-3 013.49	.00	.00	.00	-3 000.00	27-Nov-18
EG022033	-2.92	-2.92	.00	.00	.00	-2 380.00	5-Nov-18
EG023025	-.20	-.20	.00	.00	.00	-2 106.00	1-Nov-18
EG025036	-2 020.88	-2 020.88	.00	.00	.00	-2 020.88	29-Nov-18
EG026028	-65.01	-65.01	.00	.00	.00	-1 500.00	29-Oct-18
<b>Grand Total</b>	<b>-31 634.41</b>	<b>-31 634.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

DMS Activity Report | NOVEMBER 2018  
EXAMPLE BODY CORPORATE



<b>Premises</b>	<b>Owner Name</b>	
<b>Unit 12, Example Body Corporate</b>	<b>Example</b>	<b>R 1 001,70</b>
<u><b>Action Date</b></u>	<u><b>Action Taken</b></u>	
21-Nov-2018	SMS Sent to Client	
<b>Unit 17, Example Body Corporate</b>	<b>Example</b>	<b>R 516,83</b>
<u><b>Action Date</b></u>	<u><b>Action Taken</b></u>	
21-Nov-2018	SMS Sent to Client	
	<b>TOTAL:</b>	<b>1 518.53</b>

DMS Legal Action Status Report | NOVEMBER 2018  
EXAMPLE BODY CORPORATE



Premises	Owner Name	Last Status	Date
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**Premises**

**Owner Name**

**Date**

**Notes**

**Case Number:**

**TOTAL:**



Electricity Exception Report (less than 300) | NOVEMBER  
EXAMPLE BODY CORPORATE



Unit	Transaction	Charge
Unit 6, Example Body Corporate	Open 10996 (11-Sep-2018) Close 11196 (11-Oct-2018) 200 Units (Ave 6 Units p/d)	288.00
Unit 12, Example Body Corporate	Open 42892 (11-Sep-2018) Close 43084 (11-Oct-2018) 192 Units (Ave 6 Units p/d)	276.48
Unit 14, Example Body Corporate	Open 11464 (11-Sep-2018) Close 11633 (11-Oct-2018) 169 Units (Ave 5 Units p/d)	243.36
Unit 20, Example Body Corporate	Open 9494 (11-Sep-2018) Close 9494 (11-Oct-2018) 0 Units	0.00
Unit 26, Example Body Corporate	Open 71555 (11-Sep-2018) Close 71656 (11-Oct-2018) 101 Units (Ave 3 Units p/d)	145.44



Unit	Transaction	Charge
Unit 1, Example Body Corporate	Open 5155 (11-Sep-2018) Close 5163 (11-Oct-2018) 8 Units	103.38
Unit 2, Example Body Corporate	Open 1192 (11-Sep-2018) Close 1202 (11-Oct-2018) 10 Units	123.60
Unit 3, Example Body Corporate	Open 4126 (11-Sep-2018) Close 4140 (11-Oct-2018) 14 Units	192.60
Unit 5, Example Body Corporate	Open 1274 (11-Sep-2018) Close 1286 (11-Oct-2018) 12 Units	158.10
Unit 6, Example Body Corporate	Open 3661 (11-Sep-2018) Close 3661 (11-Oct-2018) 0 Units	26.04
Unit 7, Example Body Corporate	Open 3635 (11-Sep-2018) Close 3638 (11-Oct-2018) 3 Units	54.60
Unit 10, Example Body Corporate	Open 3680 (11-Sep-2018) Close 3688 (11-Oct-2018) 8 Units	103.38
Unit 14, Example Body Corporate	Open 2347 (11-Sep-2018) Close 2360 (11-Oct-2018) 13 Units	175.35
Unit 15, Example Body Corporate	Open 2192 (11-Sep-2018) Close 2198 (11-Oct-2018) 6 Units	83.16
Unit 16, Example Body Corporate	Open 3321 (11-Sep-2018) Close 3334 (11-Oct-2018) 13 Units	175.35
Unit 19, Example Body Corporate	Open 4278 (11-Sep-2018) Close 4282 (11-Oct-2018) 4 Units	64.12
Unit 20, Example Body Corporate	Open 2718 (11-Sep-2018) Close 2718 (11-Oct-2018) 0 Units	26.04
Unit 22, Example Body Corporate	Open 2470 (11-Sep-2018) Close 2481 (11-Oct-2018) 11 Units	140.85
Unit 23, Example Body Corporate	Open 5522 (11-Sep-2018) Close 5532 (11-Oct-2018) 10 Units	123.60
Unit 24, Example Body Corporate	Open 4090 (11-Sep-2018) Close 4099 (11-Oct-2018) 9 Units	113.49
Unit 26, Example Body Corporate	Open 2949 (11-Sep-2018) Close 2952 (11-Oct-2018) 3 Units	54.60