



## STRATA FINANCIAL SERVICES SNAPSHOT

- Pre-Authorized Debit system provides electronic collection of fees
- Hold and deposit post-dated cheques if required
- Attempt to collect delinquent accounts, with Council instruction
- Charge bylaw fines and interest as instructed by council
- Produce outstanding owner statements
- Record all fees by category (monthly assessment, parking, storage etc.)
- Receive supplier invoices and record by category as per the approved budget
- Produce and sign in-house cheques on approved invoices
- Transfer CRF or Special Levy funds as required
- Produce monthly accrual financial statements:
  - balance sheet
  - month to date & year to date budget comparison
  - accounts receivable
  - accrued & accounts payable
  - contingency reserve detail report
  - repair & maintenance detail report
  - cheque register & copies of paid invoices
  - bank reconciliations, statements & cancelled cheques
  - other supporting schedules as required
  - consultation with the Treasurer as required
- Produce simplified year-end financial statements for the AGM package to owners
- Provide all documentation required for Form F and Form B through our online service
- Provide signed Form F and B to requestor (we would require copies of all minutes, alteration agreements, resolutions, depreciation reports etc.)
- Compile and maintain the owner list with updates to Council upon sale of units
- Distribution of approved minutes to owners
- Assist with the preparation of the proposed budget for AGM package
- Prepare a schedule of new assessments – our preferred method is blended payment but will provide one time catch-up upon request
- Prepare a schedule of special levies as required
- Prepare and pay annual WCB if required
- Collect T5's and provide year end documents to Accountant for tax preparation

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### **Pemberton Holmes Strata Management – Sidney Division**

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