

MONTHLY FINANCIAL REPORT

OCSCC 994

December 2017

OCSCC 994 Monthly Financials

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**OCSCC No. 994
Financial Summary November 2017**

Revenue

Currently OCSCC No. 994 has invoiced 100% of the budgeted revenue.

Expenses

Utilities are sitting above budget. The colder weather is contributing to inflated costs for gas in December. Water use is higher as the building is now nearly full and will remain around this consumption until the irrigation starts in the spring.

Security patrol we are seeing the savings now related to the change and monitoring of the parking area.

For December, we are on budget for contracts. We are missing the invoice for the elevators which is corrected for next months statement.

Regarding general repairs and maintenance, we received the invoices from the flood which occurred last year which was not accounted for in the audit and will have to be expensed this year. The camera install has come out this month pushing this category over budget to date.

AR is looking much better. There are still some recoverables to be collected from the flood.

Conclusion:

We are currently under budget overall with the adjustments and credits applied from the auditor notes. The condo is in a comfortable position to finish within budget.

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BUDGET VS. ACTUALS: 2017/18 - FY18 P&L

December 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	26,432	26,407	25	100%
4010 Parking Income- Unsold parking		500	-500	
Total 4000 Income	26,432	26,907	-475	98%
Total Income	\$26,432	\$26,907	\$ -475	98%
Cost of Goods Sold				
4030 Contribution to Reserve Fund	8,281	8,281	0	100%
Total Cost of Goods Sold	\$8,281	\$8,281	\$0	100%
GROSS PROFIT	\$18,151	\$18,626	\$ -475	97%
Expenses				
5000 Utilities Expense				
5010 Gas	4,133	2,250	1,883	184%
5020 Hydro	1,331	2,375	-1,044	56%
5030 Water & Sewer	2,391	1,000	1,391	239%
5040 Enterphone & Elevator Phone lines		358	-358	
Total 5000 Utilities Expense	7,856	5,983	1,872	131%
5400 Contracts				
5405 Annual Fire Inspection	107	242	-135	44%
5418 Elevator		1,175	-1,175	
5420 Fire Alarm Monitoring		52	-52	
5424 Garbage/ Recycling Bin Removal	390	383	6	102%
5425 HVAC Preventative Maintenance	506	167	339	303%
5430 Cleaning Contract	1,616	1,667	-51	97%
5435 Landscaping		0	0	
5445 Pest Control		58	-58	
5450 Security Contract	339	667	-328	51%
5455 Snow Removal Contract	1,742	2,083	-341	84%
5465 Garage Cleaning		0	0	
5470 Window Cleaning		0	0	
Total 5400 Contracts	4,700	6,494	-1,794	72%
5500 General Repairs and Maintenance				
5502 Materials and supplies	354		354	
5503 General Repairs and Maintenance	68	833	-765	8%
5504 Emergency Calls		100	-100	
5518 Carpet Cleaning & Mat Service		0	0	
5540 HVAC		167	-167	
5550 Elevator		125	-125	
5555 Garage Door R&M		83	-83	
Total 5500 General Repairs and Maintenance	421	1,308	-887	32%
5800 Administrative Expenses				
5805 Audit-Financial		0	0	
5810 Insurance Expense/General & Liability Insurance	1,911	2,167	-256	88%
5820 Legal		83	-83	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5830 Property Management Fees	3,324	2,750	574	121%
5845 Bank Charges	57	58	-1	98%
5846 Office Expenses	390	0	390	
Total 5800 Administrative Expenses	5,681	5,058	623	112%
Total Expenses	\$18,659	\$18,844	\$ -185	99%
NET OPERATING INCOME	\$ -508	\$ -218	\$ -290	233%
NET INCOME	\$ -508	\$ -218	\$ -290	233%

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BUDGET VS. ACTUALS: 2017/18 - FY18 P&L

June - December, 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	179,826	179,698	128	100%
4010 Parking Income- Unsold parking		3,500	-3,500	
4032 NSF Fees	45		45	
4035 Misc. Income	200		200	
Total 4000 Income	180,071	183,198	-3,127	98%
Total Income	\$180,071	\$183,198	\$ -3,127	98%
Cost of Goods Sold				
4030 Contribution to Reserve Fund	57,967	57,967	0	100%
Total Cost of Goods Sold	\$57,967	\$57,967	\$0	100%
GROSS PROFIT	\$122,104	\$125,231	\$ -3,127	98%
Expenses				
5000 Utilities Expense				
5010 Gas	9,158	15,750	-6,592	58%
5020 Hydro	9,495	16,625	-7,130	57%
5030 Water & Sewer	12,899	7,000	5,899	184%
5040 Enterphone & Elevator Phone lines	2,171	2,508	-337	87%
Total 5000 Utilities Expense	33,723	41,883	-8,160	81%
5400 Contracts				
5405 Annual Fire Inspection	644	1,690	-1,046	38%
5418 Elevator	2,305	3,525	-1,220	65%
5420 Fire Alarm Monitoring	305	365	-59	84%
5424 Garbage/ Recycling Bin Removal	2,421	2,683	-262	90%
5425 HVAC Preventative Maintenance	506	1,165	-659	43%
5430 Cleaning Contract	12,927	11,669	1,258	111%
5435 Landscaping	3,333	2,833	500	118%
5445 Pest Control		406	-406	
5450 Security Contract	2,934	4,669	-1,735	63%
5455 Snow Removal Contract	3,484	4,166	-682	84%
5465 Garage Cleaning	1,209	2,000	-791	60%
5470 Window Cleaning	876	900	-24	97%
Total 5400 Contracts	30,945	36,071	-5,126	86%
5500 General Repairs and Maintenance				
5502 Materials and supplies	735		735	
5503 General Repairs and Maintenance	5,886	5,831	55	101%
5504 Emergency Calls		700	-700	
5518 Carpet Cleaning & Mat Service	593	1,200	-607	49%
5535 Snow Removal- De-icing	45		45	
5536 Security Cameras	4,518		4,518	
5540 HVAC	2,848	1,169	1,679	244%
5550 Elevator	-299	875	-1,174	-34%
5555 Garage Door R&M	1,639	581	1,058	282%
Total 5500 General Repairs and Maintenance	15,965	10,356	5,609	154%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5800 Administrative Expenses				
5805 Audit-Financial	0	4,000	-4,000	0%
5810 Insurance Expense/General & Liability Insurance	11,466	15,165	-3,699	76%
5820 Legal	1,284	581	703	221%
5830 Property Management Fees	20,363	19,250	1,113	106%
5835 Performance Audit	1,693		1,693	
5842 Postage, Meeting, Misc Expenses	-24		-24	
5845 Bank Charges	630	406	224	155%
5846 Office Expenses	390	1,000	-610	39%
Total 5800 Administrative Expenses	35,802	40,402	-4,600	89%
Total Expenses	\$116,434	\$128,712	\$ -12,278	90%
NET OPERATING INCOME	\$5,671	\$ -3,481	\$9,152	-163%
NET INCOME	\$5,671	\$ -3,481	\$9,152	-163%

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PROFIT AND LOSS

December 2017

	TOTAL
Income	
4000 Income	
4005 Common Element Fees	26,432.11
Total 4000 Income	26,432.11
Total Income	\$26,432.11
Cost of Goods Sold	
4030 Contribution to Reserve Fund	8,281.00
Total Cost of Goods Sold	\$8,281.00
GROSS PROFIT	\$18,151.11
Expenses	
5000 Utilities Expense	
5010 Gas	4,132.97
5020 Hydro	1,331.42
5030 Water & Sewer	2,391.30
Total 5000 Utilities Expense	7,855.69
5400 Contracts	
5405 Annual Fire Inspection	107.35
5424 Garbage/ Recycling Bin Removal	389.79
5425 HVAC Preventative Maintenance	506.24
5430 Cleaning Contract	1,615.90
5450 Security Contract	338.99
5455 Snow Removal Contract	1,742.08
Total 5400 Contracts	4,700.35
5500 General Repairs and Maintenance	
5502 Materials and supplies	353.58
5503 General Repairs and Maintenance	67.80
Total 5500 General Repairs and Maintenance	421.38
5800 Administrative Expenses	
5810 Insurance Expense/General & Liability Insurance	1,910.93
5830 Property Management Fees	3,324.33
5845 Bank Charges	56.61
5846 Office Expenses	389.62
Total 5800 Administrative Expenses	5,681.49
Total Expenses	\$18,658.91
PROFIT	\$ -507.80

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BALANCE SHEET

As of December 31, 2017

	TOTAL
Assets	
Current Assets	
1101 Misc AR	938.60
1103 Other AR - Enercare	0.00
1117 Prepaid - Enbridge deposit	2,816.00
1500 Allowance for bad debts	-8.27
R1300 Due from Operating Fund	6,187.79
Cash and cash equivalents	
1010 Cash Operating Account	55,968.43
1020 Cash Reserve Fund	89,107.75
Total Cash and cash equivalents	\$145,076.18
Accounts receivable (A/R)	
1100 Accounts Receivable	11,502.30
Total Accounts receivable (A/R)	\$11,502.30
Total Current Assets	\$166,512.60
Total Assets	\$166,512.60
Liabilities and Equity	
Current Liabilities	
2010 Accrued Accounts Payable	8,430.29
2020 Due to/from Reserve	6,187.79
Accounts Payable	
2000 Accounts Payable	38,660.89
Total Accounts Payable	\$38,660.89
Total Current Liabilities	\$53,278.97
Equity	
Retained Earnings	52,418.95
Profit for the year	60,814.68
Total Equity	\$113,233.63
Total Liabilities and Equity	\$166,512.60

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A/R AGING SUMMARY

As of December 31, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
(101) GWD - Sold Dec 2017		381.52				\$381.52
105 - Huisman, Darcy		-0.03				\$ -0.03
202 - Nathan Dresser		46.94	46.94		140.82	\$234.70
203 - Yue Zhang			4,992.34			\$4,992.34
210 - Watkins, Kimberley		-50.40				\$ -50.40
216 - Mattai, Anjelina				-3.92		\$ -3.92
313 - King, Brian		-316.87		-289.10	-9.38	\$ -615.35
414 - El-Khoury, Said					126.88	\$126.88
Greatwise Developments	250.00	-552.71			951.84	\$649.13
102		436.77				\$436.77
113		316.57				\$316.57
115		397.06				\$397.06
116		397.06				\$397.06
117		352.32				\$352.32
118		297.24				\$297.24
208		302.53				\$302.53
210 - Closing date of July 2016					579.90	\$579.90
221		371.90				\$371.90
313 - Closing date of Aug. 4/2016					854.82	\$854.82
315		402.09				\$402.09
316		397.06				\$397.06
321		371.90				\$371.90
406		322.13				\$322.13
Total Greatwise Developments	250.00	3,811.92			2,386.56	\$6,448.48
Mynssen, Edsel (107)					-4.44	\$ -4.44
Wilson, Rebecca (218)					-7.48	\$ -7.48
TOTAL	\$250.00	\$3,873.08	\$5,039.28	\$ -293.02	\$2,632.96	\$11,502.30

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A/P AGING SUMMARY

As of December 31, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Beacon Lite		531.10				\$531.10
CI Property Management	641.84	389.62	641.84			\$1,673.30
Davidson Houle Allen LLP	250.00					\$250.00
Enbridge-2785 BASELINE RD	3,754.85					\$3,754.85
Greatwise Developments Corporation					19,040.51	\$19,040.51
Hydro-2785 BASELINE RD P/R		3,527.17				\$3,527.17
Ottawa Water & Sewer		3,239.56				\$3,239.56
Pivotech Doors Inc.	143.06					\$143.06
Redwood Residents					2,621.60	\$2,621.60
Spot Maintenance Ltd.	1,615.90				1,615.90	\$3,231.80
Technical Standards and Safety Authority					-299.45	\$ -299.45
The Condominium Authority of Ontario (CAO)		557.60				\$557.60
Waste Connections of Canada Inc.	389.79					\$389.79
TOTAL	\$6,795.44	\$8,245.05	\$641.84	\$0.00	\$22,978.56	\$38,660.89

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TRANSACTION LIST BY SUPPLIER

December 2017

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
9020934 Canada Inc. (Visitors Parking)						
01-12-2017	Bill	381	Yes		2000 Accounts Payable	338.99
9495100 Canada Ltd.						
01-12-2017	Bill	80	Yes		2000 Accounts Payable	67.80
18-12-2017	Bill Payment (Cheque)	FCN_8756-1	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-1	Yes		1010 Cash Operating Account	-5,127.94
Beacon Lite						
01-12-2017	Bill	843110701	Yes		2000 Accounts Payable	531.10
Bell A/C # 613 828 9085 (010)						
01-12-2017	Bill Payment (Cheque)	RBCX8025	Yes		1010 Cash Operating Account	-354.28
01-12-2017	Bill Payment (Cheque)	RBCX8033	Yes		1010 Cash Operating Account	-343.35
08-12-2017	Bill Payment (Cheque)	RBCX5182	Yes		1010 Cash Operating Account	-412.15
CI Property Management						
01-12-2017	Bill		Yes		2000 Accounts Payable	2,700.25
01-12-2017	Bill	1518	Yes		2000 Accounts Payable	641.84
01-12-2017	Bill	1437	Yes		2000 Accounts Payable	389.62
01-12-2017	Supplier Credit	Credit1447	Yes		2000 Accounts Payable	-195.28
01-12-2017	Bill Payment (Cheque)		Yes			0.00
01-12-2017	Bill	1447Revised	Yes		2000 Accounts Payable	177.52
01-12-2017	Bill Payment (Cheque)	RBCX5051	Yes		1010 Cash Operating Account	-2,700.25
18-12-2017	Bill Payment (Cheque)	FCN_8756-2	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-2	Yes		1010 Cash Operating Account	-177.52
Enbridge-2785 BASELINE RD						
04-12-2017	Bill Payment (Cheque)	RBCX5185	Yes		1010 Cash Operating Account	-1,019.35
08-12-2017	Bill Payment (Cheque)	RBCX4859	Yes		1010 Cash Operating Account	-2,723.18
28-12-2017	Bill	910024830661	Yes		2000 Accounts Payable	3,754.85
Hydro-2785 BASELINE RD P/R						
04-12-	Bill Payment (Cheque)	RBCX5050	Yes		1010 Cash Operating Account	-3,306.56

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2017						
14-12-2017	Bill	OC31-NO30 2017	Yes		2000 Accounts Payable	3,527.17
Optimum Mechanical Solutions						
01-12-2017	Bill	04308	Yes		2000 Accounts Payable	506.24
18-12-2017	Bill Payment (Cheque)	FCN_8756-3	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-3	Yes		1010 Cash Operating Account	-687.61
Ottawa Water & Sewer						
08-12-2017	Bill Payment (Cheque)	RBCX4894	Yes		1010 Cash Operating Account	-3,846.23
13-12-2017	Bill Payment (Cheque)	RBCX5049	Yes		1010 Cash Operating Account	-111.85
14-12-2017	Bill	OC16-DE14 2017	Yes		2000 Accounts Payable	3,239.56
Pivotech Doors Inc.						
01-12-2017	Bill	36094	Yes		2000 Accounts Payable	143.06
18-12-2017	Bill Payment (Cheque)	FCN_8756-4	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-4	Yes		1010 Cash Operating Account	-143.06
Solid General Contractors						
18-12-2017	Bill Payment (Cheque)	FCN_8756-5	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-5	Yes		1010 Cash Operating Account	-1,017.57
Solutions Infinies M7 Inc.						
15-12-2017	Bill	Dec 2017	Yes		2000 Accounts Payable	1,742.08
18-12-2017	Bill Payment (Cheque)	FCN_8756-6	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-6	Yes		1010 Cash Operating Account	-3,484.16
Spot Maintenance Ltd.						
18-12-2017	Bill Payment (Cheque)	FCN_8756-7	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-7	Yes		1010 Cash Operating Account	-1,615.90
31-12-2017	Bill	M1217-48	Yes		2000 Accounts Payable	1,615.90
Tremblay Fire Solutions Ltd.						
01-12-2017	Bill	10832	Yes		2000 Accounts Payable	107.35
18-12-2017	Bill Payment (Cheque)	FCN_8756-8	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-8	Yes		1010 Cash Operating Account	-107.35
Uline Canada Corporation						
01-12-	Supplier Credit	Credit3386781	Yes		2000 Accounts Payable	-177.52

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2017						
01-12-2017	Bill Payment (Cheque)		Yes			0.00
18-12-2017	Bill Payment (Cheque)	FCN_8756-9	Yes	Voided	1010 Cash Operating Account	0.00
Waste Connections of Canada Inc.						
18-12-2017	Bill Payment (Cheque)	FCN_8756-10	Yes	Voided	1010 Cash Operating Account	0.00
20-12-2017	Bill Payment (Cheque)	FCN_8757-9	Yes		1010 Cash Operating Account	-389.85
31-12-2017	Bill	7140-0000742795	Yes		2000 Accounts Payable	389.79

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GENERAL LEDGER

December 2017

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities Expense							
5010 Gas							
Beginning Balance							5,024.96
01-12-2017	Journal Entry	23R		to set up monthly accruals	-Split-	\$ -828.80	4,196.16
20-12-2017	Deposit			Enercare Dec 2017 rebate	1010 Cash Operating Account	\$ -1,951.34	2,244.82
20-12-2017	Journal Entry	26		to reallocate Enercare reimbursement to hydro GL	-Split-	\$1,951.34	4,196.16
28-12-2017	Bill	910024830661	Enbridge-2785 BASELINE RD	Nov 24- Dec 22, 2017	2000 Accounts Payable	\$3,754.85	7,951.01
31-12-2017	Journal Entry	27		to set up monthly accruals	-Split-	\$1,206.92	9,157.93
Total for 5010 Gas						\$4,132.97	
5020 Hydro							
Beginning Balance							8,163.61
01-12-2017	Journal Entry	23R		to set up monthly accruals	-Split-	\$ -1,084.97	7,078.64
01-12-2017	Journal Entry	25		to reallocate Enercare reimbursement to Hydro expense	-Split-	\$ -2,572.83	4,505.81
14-12-2017	Bill	OC31-NO30 2017	Hydro-2785 BASELINE RD P/R	October 31-November 30, 2017 (invoiced Dec 14, 2017)	2000 Accounts Payable	\$3,527.17	8,032.98
20-12-2017	Journal Entry	26		to reallocate Enercare reimbursement to hydro GL	-Split-	\$ -1,951.34	6,081.64
31-12-2017	Journal Entry	27		to set up monthly accruals for common element portion of hydro	-Split-	\$3,413.39	9,495.03
Total for 5020 Hydro						\$1,331.42	
5030 Water & Sewer							
Beginning Balance							10,507.82
01-12-2017	Journal Entry	23R		to set up monthly accruals	-Split-	\$ -2,747.31	7,760.51
14-12-2017	Bill	OC16-DE14 2017	Ottawa Water & Sewer	October 16 to December 14, 2017 (invoiced Dec 14, 2017)	2000 Accounts Payable	\$3,239.56	11,000.07
31-12-2017	Journal Entry	27		to set up monthly accruals	-Split-	\$1,899.05	12,899.12
Total for 5030 Water & Sewer						\$2,391.30	
5040 Enterphone & Elevator Phone lines							
Beginning Balance							2,171.05
Total for 5040 Enterphone & Elevator Phone lines							
Total for 5000 Utilities Expense						\$7,855.69	
5400 Contracts							
5405 Annual Fire Inspection							
Beginning Balance							536.75
01-12-2017	Bill	10832	Tremblay Fire Solutions Ltd.	Monthly inspection (invoiced Nov 30, 2017)	2000 Accounts Payable	\$107.35	644.10
Total for 5405 Annual Fire Inspection						\$107.35	
5418 Elevator							
Beginning Balance							2,305.20
Total for 5418 Elevator							
5420 Fire Alarm Monitoring							
Beginning Balance							305.10
Total for 5420 Fire Alarm Monitoring							
5424 Garbage/ Recycling Bin Removal							
Beginning Balance							2,031.03
31-12-2017	Bill	7140-0000742795	Waste Connections of Canada Inc.	Monthly basic container charges December 2017	2000 Accounts Payable	\$389.79	2,420.82
Total for 5424 Garbage/ Recycling Bin Removal						\$389.79	
5425 HVAC Preventative Maintenance							
01-12-2017	Bill	04308	Optimum Mechanical Solutions	PM Work For Fall 2017 For Service Contract: M-267 (invoiced Nov 27, 2017)	2000 Accounts Payable	\$506.24	506.24
Total for 5425 HVAC Preventative Maintenance						\$506.24	
5430 Cleaning Contract							
Beginning Balance							11,311.30
31-12-2017	Bill	M1217-48	Spot Maintenance Ltd.	Monthly Cleaning Dec 2017	2000 Accounts Payable	\$1,615.90	12,927.20
Total for 5430 Cleaning Contract						\$1,615.90	
5435 Landscaping							
Beginning Balance							3,333.48
Total for 5435 Landscaping							
5450 Security Contract							
Beginning Balance							2,594.52
01-12-2017	Bill	381	9020934 Canada Inc. (Visitors Parking)	Visitor Parking- Monthly Rate December 2017	2000 Accounts Payable	\$338.99	2,933.51
01-12-2017	Journal Entry	23R		to set up monthly accruals	-Split-	\$0.00	2,933.51
Total for 5450 Security Contract						\$338.99	
5455 Snow Removal Contract							
Beginning Balance							1,742.08
15-12-2017	Bill	Dec 2017	Solutions Infinies M7 Inc.	snow removal contract Nov 15-	2000 Accounts Payable	\$1,742.08	3,484.16

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				April 15- \$10,452.50 (incl. tx) annually- \$1,742.08/ month- 6 month contract			
Total for 5455 Snow Removal Contract						\$1,742.08	
5465 Garage Cleaning Beginning Balance							1,209.10
Total for 5465 Garage Cleaning							
5470 Window Cleaning Beginning Balance							875.75
Total for 5470 Window Cleaning							
5475 Garage Door Maintenance Contract Beginning Balance							286.12
01-12-2017	Bill	36094	Pivotech Doors Inc.	preventative maintenance	2000 Accounts Payable	\$143.06	429.18
Total for 5475 Garage Door Maintenance Contract						\$143.06	
Total for 5400 Contracts						\$4,843.41	
5500 General Repairs and Maintenance 5502 Materials and supplies Beginning Balance							380.92
01-12-2017	Bill	843110701	Beacon Lite	concrete base with sign post-u channel post/ 5 foot	2000 Accounts Payable	\$531.10	912.02
01-12-2017	Supplier Credit	Credit3386781	Uline Canada Corporation	Credit for "Recycling can and recycle bottle" paid by CIPM	2000 Accounts Payable	\$ -177.52	734.50
Total for 5502 Materials and supplies						\$353.58	
5503 General Repairs and Maintenance Beginning Balance							5,818.34
01-12-2017	Bill	80	9495100 Canada Ltd.	Elevator Booking unit 202 (invoiced Nov 1, 2017)	2000 Accounts Payable	\$67.80	5,886.14
Total for 5503 General Repairs and Maintenance						\$67.80	
5518 Carpet Cleaning & Mat Service Beginning Balance							593.25
Total for 5518 Carpet Cleaning & Mat Service							
5535 Snow Removal- De-icing Beginning Balance							45.20
Total for 5535 Snow Removal- De-icing							
5536 Security Cameras Beginning Balance							4,517.74
Total for 5536 Security Cameras							
5540 HVAC Beginning Balance							2,848.05
Total for 5540 HVAC							
5550 Elevator Beginning Balance							-299.10
Total for 5550 Elevator							
5555 Garage Door R&M Beginning Balance							1,638.73
Total for 5555 Garage Door R&M							
Total for 5500 General Repairs and Maintenance						\$421.38	
5800 Administrative Expenses 5806 CAO Fees Beginning Balance							557.60
Total for 5806 CAO Fees							
5810 Insurance Expense/General & Liability Insurance Beginning Balance							9,554.77
31-12-2017	Journal Entry	27		to set up monthly accruals	-Split-	\$1,910.93	11,465.70
Total for 5810 Insurance Expense/General & Liability Insurance						\$1,910.93	
5820 Legal Beginning Balance							1,283.72
Total for 5820 Legal							
5830 Property Management Fees Beginning Balance							17,038.62
01-12-2017	Bill	1518	CI Property Management	Monthly increase in management fee due to new condo act changes	2000 Accounts Payable	\$641.84	17,680.46
01-12-2017	Bill		CI Property Management	management fees	2000 Accounts Payable	\$2,700.25	20,380.71
01-12-2017	Supplier Credit	Credit1447	CI Property Management	Credit for inv 1447 "reimburse CIPM for purchase of 23 Gal square recycling can and lid" due to wrong amount.	2000 Accounts Payable	\$ -195.28	20,185.43
01-12-2017	Bill	1447Revised	CI Property Management	reimburse CIPM for purchase of 23 Gal square recycling can and lid from Uline (invoiced Jun 1, 2017)	2000 Accounts Payable	\$177.52	20,362.95
Total for 5830 Property Management Fees						\$3,324.33	
5835 Performance Audit Beginning Balance							1,692.80
Total for 5835 Performance Audit							
5842 Postage, Meeting, Misc Expenses Beginning Balance							-23.65

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 5842 Postage, Meeting, Misc Expenses							
5845 Bank Charges							
Beginning Balance							573.80
06-12-2017	Expense			ACTIVITY FEE	1010 Cash Operating Account	\$56.61	630.41
Total for 5845 Bank Charges							\$56.61
5846 Office Expenses							
01-12-2017	Bill	1437	CI Property Management	1st Quarter Office Fees (invoiced Oct 1, 2017)	2000 Accounts Payable	\$389.62	389.62
Total for 5846 Office Expenses							\$389.62
Total for 5800 Administrative Expenses							\$5,681.49

1010 Cash Operating Account, Period Ending 29-12-2017

RECONCILIATION REPORT

Reconciled on: 03-01-2018

Reconciled by: Erin Horwitz

Any changes made to transactions after this date aren't included in this report.

Summary

CAD

Statement beginning balance.....	38,740.07
Cheques and payments cleared (20).....	-35,905.77
Deposits and other credits cleared (93).....	54,072.73
Statement ending balance.....	56,907.03

Uncleared transactions as of 29-12-2017.....	-938.60
Register balance as of 29-12-2017.....	55,968.43

Details

Cheques and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-12-2017	Bill Payment	RBCX8033	Bell A/C # 613 828 9085 (010)	-343.35
01-12-2017	Bill Payment	RBCX8025	Bell A/C # 613 828 9085 (010)	-354.28
01-12-2017	Bill Payment	RBCX5051	CI Property Management	-2,700.25
04-12-2017	Bill Payment	RBCX5185	Enbridge-2785 BASELINE RD	-1,019.35
04-12-2017	Bill Payment	RBCX5050	Hydro-2785 BASELINE RD P/R	-3,306.56
05-12-2017	Expense			-8,281.00
06-12-2017	Expense			-56.61
08-12-2017	Bill Payment	RBCX4894	Ottawa Water & Sewer	-3,846.23
08-12-2017	Bill Payment	RBCX4859	Enbridge-2785 BASELINE RD	-2,723.18
08-12-2017	Bill Payment	RBCX5182	Bell A/C # 613 828 9085 (010)	-412.15
13-12-2017	Bill Payment	RBCX5049	Ottawa Water & Sewer	-111.85
20-12-2017	Bill Payment	FCN_8757-2	CI Property Management	-177.52
20-12-2017	Bill Payment	FCN_8757-3	Optimum Mechanical Solutions	-687.61
20-12-2017	Bill Payment	FCN_8757-9	Waste Connections of Canad...	-389.85
20-12-2017	Bill Payment	FCN_8757-5	Solid General Contractors	-1,017.57
20-12-2017	Bill Payment	FCN_8757-6	Solutions Infinies M7 Inc.	-3,484.16
20-12-2017	Bill Payment	FCN_8757-7	Spot Maintenance Ltd.	-1,615.90
20-12-2017	Bill Payment	FCN_8757-8	Tremblay Fire Solutions Ltd.	-107.35
20-12-2017	Bill Payment	FCN_8757-1	9495100 Canada Ltd.	-5,127.94
20-12-2017	Bill Payment	FCN_8757-4	Pivotech Doors Inc.	-143.06

Total -35,905.77

Deposits and other credits cleared (93)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
27-06-2017	Bill Payment	FCN	Capital Concierge Ltd.	0.00
01-12-2017	Receive Payment		306 - Rafoul, Elias	322.13
01-12-2017	Receive Payment		310 - Kennedy, Carrie	322.13
01-12-2017	Receive Payment		214 - Hickman, Susan	322.13
01-12-2017	Receive Payment		210 - Watkins, Kimberley	322.13
01-12-2017	Receive Payment		104 - Hedger, Sheila & Butler,...	331.90
01-12-2017	Receive Payment		419 - Okwir, Joseph	371.90
01-12-2017	Receive Payment		119 - Paula Ennis	371.90
01-12-2017	Receive Payment		401 - Silgado, Anne	393.62
01-12-2017	Receive Payment		301 - Papadolias, Nicholas	393.62
01-12-2017	Receive Payment		201 - Rotter, Roland & Barbara	393.62
01-12-2017	Receive Payment		103 - Burke, Melville & Paulette	397.06
01-12-2017	Receive Payment		203 - Yue Zhang	402.09
01-12-2017	Receive Payment		403 - Janzen, Erika & Jack	402.09
01-12-2017	Receive Payment		303 - Hay, Gary	402.09
01-12-2017	Receive Payment		215 - Daher, Mohammed	402.09
01-12-2017	Receive Payment		202 - Nathan Dresser	422.93
01-12-2017	Receive Payment		414 - El-Khour, Said	493.44
01-12-2017	Receive Payment		302 - Dham, Houssam	504.53
01-12-2017	Receive Payment	186	313 - King, Brian	316.87
01-12-2017	Receive Payment	646	415 - Voyce, Geoff & Jackie	418.87

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-12-2017	Deposit			2,572.83
01-12-2017	Receive Payment		Greatwise Developments:118	1,456.51
01-12-2017	Receive Payment		Greatwise Developments:208	1,482.43
01-12-2017	Receive Payment		Greatwise Developments:113	1,551.22
01-12-2017	Receive Payment		Greatwise Developments:406	1,578.47
01-12-2017	Receive Payment		Greatwise Developments:117	1,726.40
01-12-2017	Receive Payment		Greatwise Developments:321	1,822.35
01-12-2017	Receive Payment		Greatwise Developments:221	1,822.35
01-12-2017	Receive Payment		101	1,526.08
01-12-2017	Receive Payment		Greatwise Developments:316	1,945.63
01-12-2017	Receive Payment		Greatwise Developments:116	1,945.63
01-12-2017	Receive Payment		Greatwise Developments:115	1,945.63
01-12-2017	Receive Payment		Greatwise Developments:315	1,970.28
01-12-2017	Receive Payment		Greatwise Developments	6,272.06
01-12-2017	Receive Payment		Greatwise Developments:102	1,755.80
01-12-2017	Receive Payment		402 - Leung, David and Pauline	430.61
01-12-2017	Receive Payment		318 - Tran, Tahn-Tinh	171.50
01-12-2017	Receive Payment		218 - Andrew Leung	206.15
01-12-2017	Receive Payment		416 - Peter & Davina Chow	206.15
01-12-2017	Receive Payment		307 - Hoffman, Taylor	224.98
01-12-2017	Receive Payment		312 - Slocinski, Mieczyslaw &...	228.69
01-12-2017	Receive Payment		207 - Aria Adel & Dennis Gru...	250.19
01-12-2017	Receive Payment		107 - Xiyin Deng	254.08
01-12-2017	Receive Payment		407 - Mah, Adeline	259.64
01-12-2017	Receive Payment		220 - Keay, David & Hudak, ...	263.35
01-12-2017	Receive Payment		212 - Pedlar, Shannon	263.35
01-12-2017	Receive Payment		410 - Lepage, Denis	263.35
01-12-2017	Receive Payment		320 - Barker, Connie	263.35
01-12-2017	Receive Payment		418 - Brazeau, Eric	263.35
01-12-2017	Receive Payment		412 - Laframboise, John & C...	263.35
01-12-2017	Receive Payment		112 - Lapietra, Vincenzo	263.35
01-12-2017	Receive Payment		413 - Baskin, Meaghan	268.91
01-12-2017	Receive Payment		409 - Biswas, Devaleena	268.91
01-12-2017	Receive Payment		411 - Laframboise, John & C...	268.91
01-12-2017	Receive Payment		219 - Hewitt, Richard & Sharon	273.14
01-12-2017	Receive Payment		319 - Oliver Lamothe	273.14
01-12-2017	Receive Payment		417 - McIntyre, Amanda	273.14
01-12-2017	Receive Payment		213 - Caron, Jean-Luc	281.91
01-12-2017	Receive Payment		317 - Milne, Bradley	282.67
01-12-2017	Receive Payment		217 - Rawlings, Douglas	282.67
01-12-2017	Receive Payment		108 - Atkinson, Jena	296.71
01-12-2017	Receive Payment		405 - Marquez, Luize	297.24
01-12-2017	Receive Payment		205 - Prak, Som & Tran, Hong	297.24
01-12-2017	Receive Payment		305 - Lafrance, Aline & Alber...	297.24
01-12-2017	Receive Payment		105 - Huisman, Darcy	297.27
01-12-2017	Receive Payment		204 - Temeljkovski, Bojana	302.53
01-12-2017	Receive Payment		308 - Burda, Veronika	302.53
01-12-2017	Receive Payment		304 - Zaher, Andre & Liana	302.53
01-12-2017	Receive Payment		408 - Brown, Marshall	302.53
01-12-2017	Receive Payment		404 - Aubin, Marc	302.53
01-12-2017	Receive Payment		211 - Ary, Natan	316.57
01-12-2017	Receive Payment		309 - ZW Project Management	316.57
01-12-2017	Receive Payment		311 - Pretty, Caylea	316.57
01-12-2017	Receive Payment		109 - Jijun Zhao	316.57
01-12-2017	Receive Payment		111 - Harb, Mona	316.57
01-12-2017	Receive Payment		106 - Victoria Ashcroft	316.57
01-12-2017	Receive Payment		209 - Pap, Ilona	316.57
01-12-2017	Receive Payment		114 - VanWyck, Zoe	316.57
01-12-2017	Receive Payment		110 - Devine, Jake	316.57
01-12-2017	Receive Payment		206 - Wong, Sandra	322.13
01-12-2017	Receive Payment		314 - Armstrong, Carol & Tho...	322.13
18-12-2017	Bill Payment	FCN_8756-1	9495100 Canada Ltd.	0.00
18-12-2017	Bill Payment	FCN_8756-2	CI Property Management	0.00
18-12-2017	Bill Payment	FCN_8756-3	Optimum Mechanical Solutions	0.00
18-12-2017	Bill Payment	FCN_8756-4	Pivotech Doors Inc.	0.00
18-12-2017	Bill Payment	FCN_8756-10	Waste Connections of Canad...	0.00
18-12-2017	Bill Payment	FCN_8756-6	Solutions Infinies M7 Inc.	0.00
18-12-2017	Bill Payment	FCN_8756-7	Spot Maintenance Ltd.	0.00
18-12-2017	Bill Payment	FCN_8756-8	Tremblay Fire Solutions Ltd.	0.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
18-12-2017	Bill Payment	FCN_8756-9	Uline Canada Corporation	0.00
18-12-2017	Bill Payment	FCN_8756-5	Solid General Contractors	0.00
20-12-2017	Deposit			1,951.34
Total				54,072.73

Additional Information

Uncleared cheques and payments as of 29-12-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31-05-2017	Journal	19		-938.60
Total				-938.60



ROYAL BANK OF CANADA
P.O. BOX 6011 STATION A
MONTREAL QC H3C 3B8

Business Account Statement

RBDDA30000_6118392 E D 00006 00089

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

OPERATING

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

November 30, 2017 to December 29, 2017

Account number: 00006 108-281-7

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal®2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on November 30, 2017	\$38,740.07
Total deposits & credits (3)	+ 54,072.73
Total cheques & debits (12)	- 35,905.77
Closing balance on December 29, 2017	= \$56,907.03

Have your business needs changed? We can help.

Let us help identify opportunities to take your business to the next level, whether it's making your cash flow cycle more efficient or helping to set the stage for future growth. Your account manager would be pleased to help, or call an RBC Business Advisor at 1-800-769-2520.

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			38,740.07
01 Dec	Direct Payment (PAD's) service total GRADS2850610000		19,581.37	58,321.44
	eCheque deposit 13770		32,121.15	
	Bill payment - 8033 BELL CANADA	343.35		
	Bill payment - 8025 BELL CANADA	354.28		
	Misc Payment CAPITAL INTEGRA	2,700.25		87,044.71
04 Dec	Bill payment - 5185 ENBRIDGE	1,019.35		
	Hydro Bill Pmt Hydro Ottawa	3,306.56		82,718.80
05 Dec	Account transfer ACTR4733900039	8,281.00		74,437.80
06 Dec	Activity fee	56.61		74,381.19
08 Dec	Bill payment - 5182 BELL CANADA	412.15		
	Bill payment - 4859 ENBRIDGE	2,723.18		
	Bill payment - 4894 OTT WTR & SEWER	3,846.23		67,399.63



Business Account Statement

November 30, 2017 to December 29, 2017

Account number: 00006 108-281-7

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
13 Dec	Bill payment - 5049 OTT WTR & SEWER	111.85		67,287.78
20 Dec	eCheque deposit 13770		2,370.21	69,657.99
27 Dec	Direct Deposits (PDS) service total GRADS0918610000	12,750.96		56,907.03
	Closing balance			56,907.03

Account Fees: \$56.61

Important Account Information

RBC Business Advisors are available 24 hours a day, 7 days a week

Our team of business advisors are available whenever you need them.

Call us at 1-800-769-2520 for:

- Business account transaction information
- Credit and debit card processing solutions
- Your nearest ATM or Night Deposit location
- Help with your personal banking needs
- And more

Please check this Account Statement without delay and advise us of any error or omission within 45 days of the statement date.

An image included on this Account Statement does not indicate that a cheque has been successfully processed as of the statement date.

Please retain this statement for your records. Additional copies will be subject to a nominal fee.

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Royal Bank of Canada GST Registration Number: R105248165.

MONTHLY RESERVE FINANCIAL REPORT

OCSCC 994

December 2017

**OCSCC No. 994
Reserve Financial Summary December 2017**

Revenue:

Currently OCSCC No. 994 is set up for monthly withdrawals to the reserve account.

Expenses:

The reserve fund balance as of December 29th was \$89,107.75. The investment account should be set up shortly and we are awaiting confirmation from RBC. There are no expenses to the reserve fund in December.

Conclusion:

We are currently under budget overall with the adjustments and credits applied from the auditor notes. The condo is in a comfortable position to finish within budget.

OCSCC 994

PROFIT AND LOSS

December 2017

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Other Income	
6000 Contribution from operating	8,281.00
Total Other Income	\$8,281.00
Expenses	
Total Expenses	
PROFIT	\$8,281.00

OCSCC 994

PROFIT AND LOSS

June - December, 2017

	TOTAL
Income	
Total Income	
GROSS PROFIT	\$0.00
Other Income	
6000 Contribution from operating	57,967.00
R4012 Reserve Fund Interest Income	29.92
Total Other Income	\$57,996.92
Expenses	
Total Expenses	
PROFIT	\$57,996.92

1020 Cash Reserve Fund, Period Ending 29-12-2017

RECONCILIATION REPORT

Reconciled on: 03-01-2018

Reconciled by: Erin Horwitz

Any changes made to transactions after this date aren't included in this report.

Summary

CAD

Statement beginning balance.....	80,826.75
Cheques and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	8,281.00
Statement ending balance.....	<u>89,107.75</u>

Register balance as of 29-12-2017.....	89,107.75
----------------------------------------	-----------

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
05-12-2017	Deposit			8,281.00

Total	8,281.00
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ROYAL BANK OF CANADA
P.O. BOX 6011 STATION A
MONTREAL QC H3C 3B8

Business Account Statement

RBDDA30000_6118392 E D 00006 00092

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

November 30, 2017 to December 29, 2017

Account number: 00006 108-284-1

How to reach us:

Please contact your RBC Banking representative or call

1-800-Royal®2-0

(1-800-769-2520)

www.rbcroyalbank.com/business

Account Summary for this Period

Business Current Account

Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on November 30, 2017	\$80,826.75
Total deposits & credits (1)	+ 8,281.00
Total cheques & debits (0)	- 0.00
Closing balance on December 29, 2017	= \$89,107.75

Have your business needs changed? We can help.

Let us help identify opportunities to take your business to the next level, whether it's making your cash flow cycle more efficient or helping to set the stage for future growth. Your account manager would be pleased to help, or call an RBC Business Advisor at 1-800-769-2520.

Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			80,826.75
05 Dec	Account transfer OCSCC NO 994		8,281.00	89,107.75
	Closing balance			89,107.75



Business Account Statement

November 30, 2017 to December 29, 2017

Account number: 00006 108-284-1

Important Account Information

RBC Business Advisors are available 24 hours a day, 7 days a week

Our team of business advisors are available whenever you need them.

Call us at 1-800-769-2520 for:

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