

# **MONTHLY FINANCIAL REPORT**

## **OCSCC 994**

### *November 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 below budget however gas is expected to rise as the weather gets colder and should balance out. Water is over budget which now the building is fuller could be a better indicator of actual costs. I am still investigating these and any adjustments will be reflected in December statements.

Security patrol has been cancelled at the boards request and the approved the start of security patrols for Dec 1. We will see savings in this category moving forward in the year.

For November, we are on budget for contracts.

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.

AR is showing developer dues which are now paid in full and be reflected in December financials.

**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

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

November 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>INCOME</b>				
4000 Income				
4005 Common Element Fees	26,432	26,407	25	100%
4010 Parking Income- Unsold parking		500	-500	
<b>Total 4000 Income</b>	<b>26,432</b>	<b>26,907</b>	<b>-475</b>	<b>98%</b>
<b>Total Income</b>	<b>\$26,432</b>	<b>\$26,907</b>	<b>\$ -475</b>	<b>98%</b>
<b>COST OF GOODS SOLD</b>				
4030 Contribution to Reserve Fund	8,281	8,281	0	100%
<b>Total Cost of Goods Sold</b>	<b>\$8,281</b>	<b>\$8,281</b>	<b>\$0</b>	<b>100%</b>
<b>GROSS PROFIT</b>	<b>\$18,151</b>	<b>\$18,626</b>	<b>\$ -475</b>	<b>97%</b>
<b>EXPENSES</b>				
5000 Utilities Expense				
5010 Gas	3,394	2,250	1,144	151%
5020 Hydro	2,789	2,375	414	117%
5030 Water & Sewer	2,859	1,000	1,859	286%
5040 Enterphone & Elevator Phone lines	412	358	54	115%
<b>Total 5000 Utilities Expense</b>	<b>9,455</b>	<b>5,983</b>	<b>3,471</b>	<b>158%</b>
5400 Contracts				
5405 Annual Fire Inspection	107	242	-135	44%
5418 Elevator	0	0	0	
5420 Fire Alarm Monitoring		52	-52	
5424 Garbage/ Recycling Bin Removal	780	383	396	203%
5425 HVAC Preventative Maintenance		167	-167	
5430 Cleaning Contract	1,616	1,667	-51	97%
5435 Landscaping		0	0	
5445 Pest Control		58	-58	
5450 Security Contract	-1,319	667	-1,986	-198%
5455 Snow Removal Contract	1,742	2,083	-341	84%
5465 Garage Cleaning		0	0	
5470 Window Cleaning		0	0	
<b>Total 5400 Contracts</b>	<b>2,927</b>	<b>5,319</b>	<b>-2,393</b>	<b>55%</b>
5500 General Repairs and Maintenance				
5502 Materials and supplies	324		324	
5503 General Repairs and Maintenance	1,416	833	583	170%
5504 Emergency Calls		100	-100	
5518 Carpet Cleaning & Mat Service		0	0	
5540 HVAC	181	167	14	109%
5550 Elevator		125	-125	
5555 Garage Door R&M		83	-83	
<b>Total 5500 General Repairs and Maintenance</b>	<b>1,922</b>	<b>1,308</b>	<b>614</b>	<b>147%</b>
5800 Administrative Expenses				
5805 Audit-Financial	3,390	0	3,390	
5810 Insurance Expense/General & Liability Insurance		2,167	-2,167	
5820 Legal	77	83	-6	93%

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5830 Property Management Fees	3,342	2,750	592	122%
5835 Performance Audit	356		356	
5845 Bank Charges	57	58	-1	98%
5846 Office Expenses		0	0	
<b>Total 5800 Administrative Expenses</b>	<b>7,222</b>	<b>5,058</b>	<b>2,164</b>	<b>143%</b>
<b>Total Expenses</b>	<b>\$21,526</b>	<b>\$17,669</b>	<b>\$3,857</b>	<b>122%</b>
NET OPERATING INCOME	<b>\$ -3,374</b>	<b>\$957</b>	<b>\$ -4,331</b>	<b>-353%</b>
NET INCOME	<b>\$ -3,374</b>	<b>\$957</b>	<b>\$ -4,331</b>	<b>-353%</b>

# OCSCC 994

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

June - November, 2017

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>INCOME</b>				
4000 Income				
4005 Common Element Fees	153,394	153,292	103	100%
4010 Parking Income- Unsold parking		3,000	-3,000	
4032 NSF Fees	45		45	
4035 Misc. Income	200		200	
<b>Total 4000 Income</b>	<b>153,639</b>	<b>156,292</b>	<b>-2,652</b>	<b>98%</b>
<b>Total Income</b>	<b>\$153,639</b>	<b>\$156,292</b>	<b>\$ -2,652</b>	<b>98%</b>
<b>COST OF GOODS SOLD</b>				
4030 Contribution to Reserve Fund	49,686	49,686	0	100%
<b>Total Cost of Goods Sold</b>	<b>\$49,686</b>	<b>\$49,686</b>	<b>\$0</b>	<b>100%</b>
<b>GROSS PROFIT</b>	<b>\$103,953</b>	<b>\$106,606</b>	<b>\$ -2,652</b>	<b>98%</b>
<b>EXPENSES</b>				
5000 Utilities Expense				
5010 Gas	4,006	13,500	-9,494	30%
5020 Hydro	8,164	14,250	-6,086	57%
5030 Water & Sewer	10,508	6,000	4,508	175%
5040 Enterphone & Elevator Phone lines	2,171	2,150	21	101%
<b>Total 5000 Utilities Expense</b>	<b>24,848</b>	<b>35,900</b>	<b>-11,052</b>	<b>69%</b>
5400 Contracts				
5405 Annual Fire Inspection	537	1,448	-911	37%
5418 Elevator	2,305	2,350	-45	98%
5420 Fire Alarm Monitoring	305	312	-7	98%
5424 Garbage/ Recycling Bin Removal	2,031	2,300	-269	88%
5425 HVAC Preventative Maintenance		998	-998	
5430 Cleaning Contract	11,311	10,002	1,309	113%
5435 Landscaping	3,333	2,833	500	118%
5445 Pest Control		348	-348	
5450 Security Contract	2,595	4,002	-1,407	65%
5455 Snow Removal Contract	1,742	2,083	-341	84%
5465 Garage Cleaning	1,209	2,000	-791	60%
5470 Window Cleaning	876	900	-24	97%
<b>Total 5400 Contracts</b>	<b>26,244</b>	<b>29,576</b>	<b>-3,332</b>	<b>89%</b>
5500 General Repairs and Maintenance				
5502 Materials and supplies	381		381	
5503 General Repairs and Maintenance	6,014	4,998	1,016	120%
5504 Emergency Calls		600	-600	
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	1,002	1,846	284%
5550 Elevator	-299	750	-1,049	-40%
5555 Garage Door R&M	1,639	498	1,141	329%
<b>Total 5500 General Repairs and Maintenance</b>	<b>15,738</b>	<b>9,048</b>	<b>6,690</b>	<b>174%</b>

	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	9,555	12,998	-3,443	74%
5820 Legal	1,284	498	786	258%
5830 Property Management Fees	16,843	16,500	343	102%
5835 Performance Audit	1,693		1,693	
5842 Postage, Meeting, Misc Expenses	-24		-24	
5845 Bank Charges	574	348	226	165%
5846 Office Expenses		1,000	-1,000	
<b>Total 5800 Administrative Expenses</b>	<b>29,925</b>	<b>35,344</b>	<b>-5,419</b>	<b>85%</b>
<b>Total Expenses</b>	<b>\$96,756</b>	<b>\$109,868</b>	<b>\$ -13,113</b>	<b>88%</b>
NET OPERATING INCOME	<b>\$7,198</b>	<b>\$ -3,263</b>	<b>\$10,461</b>	<b>-221%</b>
NET INCOME	<b>\$7,198</b>	<b>\$ -3,263</b>	<b>\$10,461</b>	<b>-221%</b>

# OCSCC 994

## PROFIT AND LOSS

November 2017

	TOTAL
INCOME	
4000 Income	
4005 Common Element Fees	26,432.11
<b>Total 4000 Income</b>	<b>26,432.11</b>
<b>Total Income</b>	<b>\$26,432.11</b>
COST OF GOODS SOLD	
4030 Contribution to Reserve Fund	8,281.00
<b>Total Cost of Goods Sold</b>	<b>\$8,281.00</b>
GROSS PROFIT	<b>\$18,151.11</b>
EXPENSES	
5000 Utilities Expense	
5010 Gas	3,394.07
5020 Hydro	2,789.24
5030 Water & Sewer	2,859.16
5040 Enterphone & Elevator Phone lines	412.15
<b>Total 5000 Utilities Expense</b>	<b>9,454.62</b>
5400 Contracts	
5405 Annual Fire Inspection	107.35
5418 Elevator	0.00
5424 Garbage/ Recycling Bin Removal	779.70
5430 Cleaning Contract	1,615.90
5450 Security Contract	-1,318.52
5455 Snow Removal Contract	1,742.08
<b>Total 5400 Contracts</b>	<b>2,926.51</b>
5500 General Repairs and Maintenance	
5502 Materials and supplies	324.42
5503 General Repairs and Maintenance	1,416.25
5540 HVAC	181.37
<b>Total 5500 General Repairs and Maintenance</b>	<b>1,922.04</b>
5800 Administrative Expenses	
5805 Audit-Financial	3,390.00
5820 Legal	77.44
5830 Property Management Fees	3,342.09
5835 Performance Audit	356.15
5845 Bank Charges	56.66
<b>Total 5800 Administrative Expenses</b>	<b>7,222.34</b>
<b>Total Expenses</b>	<b>\$21,525.51</b>
PROFIT	<b>\$ -3,374.40</b>



# OCSCC 994

## BALANCE SHEET

As of November 30, 2017

	TOTAL
<b>ASSETS</b>	
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	37,801.47
1020 Cash Reserve Fund	80,826.75
<b>Total Cash and cash equivalents</b>	<b>\$118,628.22</b>
Accounts receivable (A/R)	
1100 Accounts Receivable	34,368.75
<b>Total Accounts receivable (A/R)</b>	<b>\$34,368.75</b>
<b>Total Current Assets</b>	<b>\$162,931.09</b>
<b>Total Assets</b>	<b>\$162,931.09</b>
<b>LIABILITIES AND EQUITY</b>	
Current Liabilities	
2010 Accrued Accounts Payable	4,661.08
2020 Due to/from Reserve	6,187.79
Accounts Payable	
2000 Accounts Payable	45,459.38
<b>Total Accounts Payable</b>	<b>\$45,459.38</b>
<b>Total Current Liabilities</b>	<b>\$56,308.25</b>
Equity	
Retained Earnings	52,418.95
Profit for the year	54,203.89
<b>Total Equity</b>	<b>\$106,622.84</b>
<b>Total Liabilities and Equity</b>	<b>\$162,931.09</b>

# OCSCC 994

## A/R AGING SUMMARY

As of November 30, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
202 - Nathan Dresser		46.94	46.94	46.94	46.94	\$187.76
203 - Yue Zhang	4,992.34					\$4,992.34
210 - Watkins, Kimberley					-50.40	\$ -50.40
216 - Mattai, Anjelina			-397.06		-3.92	\$ -400.98
313 - King, Brian			-289.10		-325.95	\$ -615.05
402 - Leung, David and Pauline					-39.26	\$ -39.26
414 - El-Khoury, Said					126.88	\$126.88
415 - Voyce, Geoff & Jackie					-41.20	\$ -41.20
Greatwise Developments		414.11	414.11	414.11	5,014.75	\$6,257.08
101		381.52	381.52	381.52	381.52	\$1,526.08
102		436.77	436.77	436.77	445.49	\$1,755.80
113		316.57	316.57	316.57	601.51	\$1,551.22
115		397.06	397.06	397.06	754.45	\$1,945.63
116		397.06	397.06	397.06	754.45	\$1,945.63
117		352.32	352.32	352.32	669.44	\$1,726.40
118		297.24	297.24	297.24	564.79	\$1,456.51
208		302.53	302.53	302.53	574.84	\$1,482.43
210 - Closing date of July 2016					579.90	\$579.90
221		371.90	371.90	371.90	706.65	\$1,822.35
313 - Closing date of Aug. 4/2016					854.82	\$854.82
315		402.09	402.09	402.09	764.01	\$1,970.28
316		397.06	397.06	397.06	754.45	\$1,945.63
321		371.90	371.90	371.90	706.65	\$1,822.35
406		322.13	322.13	322.13	612.08	\$1,578.47
<b>Total Greatwise Developments</b>		<b>5,160.26</b>	<b>5,160.26</b>	<b>5,160.26</b>	<b>14,739.80</b>	<b>\$30,220.58</b>
Mynssen, Edsel (107)					-4.44	\$ -4.44
Wilson, Rebecca (218)					-7.48	\$ -7.48
<b>TOTAL</b>	<b>\$4,992.34</b>	<b>\$5,207.20</b>	<b>\$4,521.04</b>	<b>\$5,207.20</b>	<b>\$14,440.97</b>	<b>\$34,368.75</b>

# OCSCC 994

## A/P AGING SUMMARY

As of November 30, 2017

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
9020934 Canada Inc. (Visitors Parking)		-338.99				\$ -338.99
9495100 Canada Ltd.	4,992.34	67.80				\$5,060.14
Bell A/C # 613 828 9085 (010)	412.15	343.35	354.28			\$1,109.78
CI Property Management		837.12				\$837.12
Enbridge-2785 BASELINE RD	2,723.18					\$2,723.18
Greatwise Developments Corporation					19,040.51	\$19,040.51
Hydro-2785 BASELINE RD P/R	3,306.56					\$3,306.56
Optimum Mechanical Solutions		181.37				\$181.37
Ottawa Water & Sewer		3,958.08				\$3,958.08
Pivotech Doors Inc.		143.06				\$143.06
Redwood Residents					2,621.60	\$2,621.60
Solid General Contractors		1,017.57				\$1,017.57
Solutions Infinies M7 Inc.		1,742.08				\$1,742.08
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
Uline Canada Corporation		177.52				\$177.52
Waste Connections of Canada Inc.	389.85					\$389.85
<b>TOTAL</b>	<b>\$13,997.58</b>	<b>\$8,128.96</b>	<b>\$354.28</b>	<b>\$0.00</b>	<b>\$22,978.56</b>	<b>\$45,459.38</b>

# OCSCC 994

## TRANSACTION LIST BY SUPPLIER

November 2017

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
9020934 Canada Inc. (Visitors Parking)						
01-11-2017	Bill	379	Yes		2000 Accounts Payable	122.04
17-11-2017	Bill Payment (Cheque)	FCN_8755-1	Yes		1010 Cash Operating Account	-461.03
9495100 Canada Ltd.						
01-11-2017	Bill	27	Yes		2000 Accounts Payable	67.80
30-11-2017	Bill	1604	Yes		2000 Accounts Payable	4,992.34
Ainger Cabling & Security						
01-11-2017	Bill	137337R	Yes		2000 Accounts Payable	135.60
17-11-2017	Bill Payment (Cheque)	FCN_8755-2	Yes		1010 Cash Operating Account	-344.65
Bell A/C # 613 828 9085 (010)						
22-11-2017	Bill	NO22-DE21 2017	Yes		2000 Accounts Payable	412.15
CI Property Management						
01-11-2017	Bill	1304	Yes		2000 Accounts Payable	2,700.25
01-11-2017	Bill	1447	Yes		2000 Accounts Payable	195.28
01-11-2017	Bill	1385	Yes		2000 Accounts Payable	641.84
02-11-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-2,700.25
Davidson Houle Allen LLP						
01-11-2017	Bill	3407	Yes		2000 Accounts Payable	77.44
17-11-2017	Bill Payment (Cheque)	FCN_8755-3	Yes		1010 Cash Operating Account	-1,283.72
Enbridge-2785 BASELINE RD						
02-11-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-131.59
02-11-2017	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-163.26
27-11-2017	Bill	604000713144	Yes		2000 Accounts Payable	2,723.18
exp Services Inc.						
10-11-2017	Bill	405070	Yes		2000 Accounts Payable	356.15
17-11-2017	Bill Payment (Cheque)	FCN_8755-4	Yes		1010 Cash Operating Account	-356.15
Hydro-2785 BASELINE RD P/R						
06-11-	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-4,044.18

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
2017						
15-11-2017	Bill	SE30-OC31 2017	Yes		2000 Accounts Payable	3,306.56
Optimum Mechanical Solutions						
10-11-2017	Bill	04161	Yes		2000 Accounts Payable	181.37
Ottawa Water & Sewer						
01-11-2017	Bill	AU14-OC16 2017	Yes		2000 Accounts Payable	3,958.08
Ouseley Harvey Clipsham Deep LLP						
01-11-2017	Bill	Sep2017	Yes		2000 Accounts Payable	3,390.00
17-11-2017	Bill Payment (Cheque)	FCN_8755-5	Yes		1010 Cash Operating Account	-3,390.00
Paper Sign Man Inc.						
01-11-2017	Bill	6245	Yes		2000 Accounts Payable	24.86
17-11-2017	Bill Payment (Cheque)	FCN_8755-6	Yes		1010 Cash Operating Account	-24.86
Pivotech Doors Inc.						
01-11-2017	Bill	35957	Yes		2000 Accounts Payable	143.06
17-11-2017	Bill Payment (Cheque)	FCN_8755-7	Yes		1010 Cash Operating Account	-143.06
Regionex						
17-11-2017	Bill Payment (Cheque)	FCN_8755-8	Yes		1010 Cash Operating Account	-84.75
Solid General Contractors						
01-11-2017	Bill	41029	Yes		2000 Accounts Payable	1,017.57
Solutions Infinies M7 Inc.						
15-11-2017	Bill	Nov 2017	Yes		2000 Accounts Payable	1,742.08
Spot Maintenance Ltd.						
17-11-2017	Bill Payment (Cheque)	FCN_8755-9	Yes		1010 Cash Operating Account	-1,615.90
20-11-2017	Bill	M1117-48-CMG-994	Yes		2000 Accounts Payable	1,615.90
Strivetech Elevator Services Inc.						
01-11-2017	Bill	2221	Yes		2000 Accounts Payable	1,152.60
17-11-2017	Bill Payment (Cheque)	FCN_8755-10	Yes		1010 Cash Operating Account	-1,152.60
The Condominium Authority of Ontario (CAO)						
14-11-2017	Bill	INV-05338-G1C9K2	Yes		2000 Accounts Payable	557.60
Tremblay Fire Solutions Ltd.						

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
01-11-2017	Bill	10633	Yes		2000 Accounts Payable	107.35
17-11-2017	Bill Payment (Cheque)	FCN_8755-11	Yes		1010 Cash Operating Account	-107.35
Uline Canada Corporation						
01-11-2017	Bill	3386781	Yes		2000 Accounts Payable	177.52
Waste Connections of Canada Inc.						
01-11-2017	Bill	7140-0000734670	Yes		2000 Accounts Payable	389.85
17-11-2017	Bill Payment (Cheque)	FCN_8755-12	Yes		1010 Cash Operating Account	-389.85
30-11-2017	Bill	7140-0000738724	Yes		2000 Accounts Payable	389.85

# OCSCC 994

## GENERAL LEDGER

November 2017

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities Expense							
5010 Gas							
Beginning Balance							611.54
01-11-2017	Journal Entry	22R		to set up monthly accruals	-Split-	\$ -157.91	453.63
01-11-2017	Journal Entry	23		to set up monthly accruals	-Split-	\$828.80	1,282.43
27-11-2017	Bill	604000713144	Enbridge-2785 BASELINE RD	October 26 - November 23 2017	2000 Accounts Payable	\$2,723.18	4,005.61
<b>Total for 5010 Gas</b>						<b>\$3,394.07</b>	
5020 Hydro							
Beginning Balance							5,374.37
01-11-2017	Journal Entry	23		to set up monthly accruals for common element portion of hydro	-Split-	\$1,084.97	6,459.34
01-11-2017	Journal Entry	22R		to set up monthly accruals	-Split-	\$ -1,602.29	4,857.05
15-11-2017	Bill	SE30-OC31 2017	Hydro-2785 BASELINE RD P/R	September 30-October 31, 2017	2000 Accounts Payable	\$3,306.56	8,163.61
<b>Total for 5020 Hydro</b>						<b>\$2,789.24</b>	
5030 Water & Sewer							
Beginning Balance							7,648.66
01-11-2017	Journal Entry	23		to set up monthly accruals	-Split-	\$2,747.31	10,395.97
01-11-2017	Bill	AU14-OC16 2017	Ottawa Water & Sewer	August 14 to October 16, 2017	2000 Accounts Payable	\$3,958.08	14,354.05
01-11-2017	Journal Entry	22R		to set up monthly accruals	-Split-	\$ -3,846.23	10,507.82
<b>Total for 5030 Water &amp; Sewer</b>						<b>\$2,859.16</b>	
5040 Enterphone & Elevator Phone lines							
Beginning Balance							1,758.90
22-11-2017	Bill	NO22-DE21 2017	Bell A/C # 613 828 9085 (010)	Nov 22 to Dec 21 2017	2000 Accounts Payable	\$412.15	2,171.05
<b>Total for 5040 Enterphone &amp; Elevator Phone lines</b>						<b>\$412.15</b>	
<b>Total for 5000 Utilities Expense</b>						<b>\$9,454.62</b>	
5400 Contracts							
5405 Annual Fire Inspection							
Beginning Balance							429.40
01-11-2017	Bill	10633	Tremblay Fire Solutions Ltd.	Monthly inspection of fire alarm, fire extinguishers and emergency lighting (invoiced Oct. 27, 2017)	2000 Accounts Payable	\$107.35	536.75
<b>Total for 5405 Annual Fire Inspection</b>						<b>\$107.35</b>	
5418 Elevator							
Beginning Balance							2,305.20
01-11-2017	Journal Entry	22R		to set up monthly accruals	-Split-	\$ -1,152.60	1,152.60
01-11-2017	Bill	2221	Strivetechn Elevator Services Inc.	Monthly Elevator Maintenance (invoice date: Oct 31, 2017)	2000 Accounts Payable	\$1,152.60	2,305.20
<b>Total for 5418 Elevator</b>						<b>\$0.00</b>	
5420 Fire Alarm Monitoring							
Beginning Balance							305.10
<b>Total for 5420 Fire Alarm Monitoring</b>							
5424 Garbage/ Recycling Bin Removal							
Beginning Balance							1,251.33
01-11-2017	Bill	7140-0000734670	Waste Connections of Canada Inc.	Monthly basic container charges October (invoiced Oct 31, 2017)	2000 Accounts Payable	\$389.85	1,641.18
30-11-2017	Bill	7140-0000738724	Waste Connections of Canada Inc.	Monthly basic container charges November-2017	2000 Accounts Payable	\$389.85	2,031.03
<b>Total for 5424 Garbage/ Recycling Bin Removal</b>						<b>\$779.70</b>	
5430 Cleaning Contract							
Beginning Balance							9,695.40
20-11-2017	Bill	M1117-48-CMG-994	Spot Maintenance Ltd.	Monthly Cleaning Nov-2017	2000 Accounts Payable	\$1,615.90	11,311.30
<b>Total for 5430 Cleaning Contract</b>						<b>\$1,615.90</b>	
5435 Landscaping							
Beginning Balance							3,333.48
<b>Total for 5435 Landscaping</b>							
5450 Security Contract							
Beginning Balance							3,913.04
01-11-2017	Journal Entry	22R		to set up monthly accruals	-Split-	\$ -1,318.52	2,594.52
01-11-2017	Journal Entry	23		to set up monthly accruals	-Split-	\$0.00	2,594.52
<b>Total for 5450 Security Contract</b>						<b>\$ -1,318.52</b>	
5455 Snow Removal Contract							
15-11-2017	Bill	Nov 2017	Solutions Infinies M7 Inc.	snow removal contract Nov 15- April 15- \$10,452.50 (incl. tx) annually- \$1,742.08/ month- 6 month contract	2000 Accounts Payable	\$1,742.08	1,742.08
<b>Total for 5455 Snow Removal Contract</b>						<b>\$1,742.08</b>	
5465 Garage Cleaning							
Beginning Balance							1,209.10
<b>Total for 5465 Garage Cleaning</b>							
5470 Window Cleaning							
Beginning Balance							875.75
<b>Total for 5470 Window Cleaning</b>							
5475 Garage Door Maintenance Contract							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							143.06
01-11-2017	Bill	35957	Pivotech Doors Inc.	To go to site to perform Preventative Maintenance on ovhd tightened hinges, lubed and tested safety - checked photocell operation ok (invoiced Oct 27, 2017)	2000 Accounts Payable	\$143.06	286.12
Total for 5475 Garage Door Maintenance Contract						\$143.06	
Total for 5400 Contracts						\$3,069.57	
5500 General Repairs and Maintenance							
5501 Reimbursable Expense							
30-11-2017	Invoice	2538	203 - Yue Zhang	Repair following emergency services to address water escape from 203	1100 Accounts Receivable	\$ -4,992.34	-4,992.34
30-11-2017	Bill	1604	9495100 Canada Ltd.	Repair following emergency services to address water escape from 203	2000 Accounts Payable	\$4,992.34	0.00
Total for 5501 Reimbursable Expense						\$0.00	
5502 Materials and supplies							
Beginning Balance							56.50
01-11-2017	Bill	6245	Paper Sign Man Inc.	KEEP DOOR CLOSED sign (invoiced Oct 19, 2017)	2000 Accounts Payable	\$24.86	81.36
01-11-2017	Bill	379	9020934 Canada Inc. (Visitors Parking)	Parking Signs (invoiced Oct 27, 2017)	2000 Accounts Payable	\$122.04	203.40
01-11-2017	Bill	3386781	Uline Canada Corporation	Recycling can and recycle bottle (invoiced May 19, 2017)	2000 Accounts Payable	\$177.52	380.92
Total for 5502 Materials and supplies						\$324.42	
5503 General Repairs and Maintenance							
Beginning Balance							4,597.37
01-11-2017	Bill	27	9495100 Canada Ltd.	Time and labour to pick up blue bin from 904 Lady Ellen office and deliver to 2785 Baseline and put in mail area (invoiced May 31, 2017)	2000 Accounts Payable	\$67.80	4,665.17
01-11-2017	Bill	1447	CI Property Management	reimburse CIPM for purchase of 23 Gal square recycling can and lid (invoiced Jun 1, 2017)	2000 Accounts Payable	\$195.28	4,860.45
01-11-2017	Bill	137337R	Ainger Cabling & Security	Retrieved keys from lock box. Troubleshoot door in basement. (invoiced Oct 16, 2017)	2000 Accounts Payable	\$135.60	4,996.05
01-11-2017	Bill	41029	Solid General Contractors	Emergency-Extract water (invoiced Jul 6, 2017)	2000 Accounts Payable	\$1,017.57	6,013.62
Total for 5503 General Repairs and Maintenance						\$1,416.25	
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							2,666.68
10-11-2017	Bill	04161	Optimum Mechanical Solutions	MUA not working.	2000 Accounts Payable	\$181.37	2,848.05
Total for 5540 HVAC						\$181.37	
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						\$1,922.04	
5800 Administrative Expenses							
5805 Audit-Financial							
Beginning Balance							-3,390.00
01-11-2017	Bill	Sep2017	Ouseley Hanvey Clipsham Deep LLP	Professional services (invoiced Sept 14, 2017)	2000 Accounts Payable	\$3,390.00	0.00
Total for 5805 Audit-Financial						\$3,390.00	
5806 CAO Fees							
14-11-2017	Bill	INV-05338-G1C9K2	The Condominium Authority of Ontario (CAO)	Registration assessment fee* - Sep 1, 2017 to Mar 31, 2018	2000 Accounts Payable	\$557.60	557.60
Total for 5806 CAO Fees						\$557.60	
5810 Insurance Expense/General & Liability Insurance							
Beginning Balance							9,554.77
Total for 5810 Insurance Expense/General & Liability Insurance							
5820 Legal							
Beginning Balance							1,206.28
01-11-2017	Bill	3407	Davidson Houle Allen LLP	OCSCC 994 General Matters 5043-1 (invoiced Aug 16, 2017)	2000 Accounts Payable	\$77.44	1,283.72



DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 5820 Legal						\$77.44	
5830 Property Management Fees							
Beginning Balance							13,501.25
01-11-2017	Bill	1304	CI Property Management	management fees	2000 Accounts Payable	\$2,700.25	16,201.50
01-11-2017	Bill	1385	CI Property Management	Monthly increase in management fee due to new condo act changes (invoiced Nov 1, 2017)	2000 Accounts Payable	\$641.84	16,843.34
Total for 5830 Property Management Fees						\$3,342.09	
5835 Performance Audit							
Beginning Balance							1,336.65
10-11-2017	Bill	405070	exp Services Inc.	For Professional Services in September 30, 2017 to October 27, 2017	2000 Accounts Payable	\$356.15	1,692.80
Total for 5835 Performance Audit						\$356.15	
5842 Postage, Meeting, Misc Expenses							
Beginning Balance							-23.65
Total for 5842 Postage, Meeting, Misc Expenses							
5845 Bank Charges							
Beginning Balance							517.14
02-11-2017	Expense			ITEMS ON DEP. FEE	1010 Cash Operating Account	\$0.66	517.80
02-11-2017	Expense			ELECTRONIC ITEM FEE	1010 Cash Operating Account	\$6.75	524.55
06-11-2017	Expense			ACTIVITY FEE	1010 Cash Operating Account	\$49.25	573.80
Total for 5845 Bank Charges						\$56.66	
Total for 5800 Administrative Expenses						\$7,779.94	

## 1010 Cash Operating Account, Period Ending 30-11-2017

## RECONCILIATION REPORT

Reconciled on: 07-12-2017

Reconciled by: jwalker@capitalconcierge.ca

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

## Summary

CAD

Statement beginning balance	41,900.33
Cheques and payments cleared (20)	-24,730.86
Deposits and other credits cleared (69)	21,570.60
Statement ending balance	38,740.07

Uncleared transactions as of 30-11-2017	-3,481.55
Register balance as of 30-11-2017	35,258.52
Cleared transactions after 30-11-2017	0.00
Uncleared transactions after 30-11-2017	50,404.41
Register balance as of 07-12-2017	85,662.93

## Details

## Cheques and payments cleared (20)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-11-2017	Expense			-0.66
02-11-2017	Expense			-6.75
02-11-2017	Bill Payment		Capital Concierge Ltd.	-2,700.25
02-11-2017	Bill Payment		Enbridge-2785 BASELINE RD	-131.59
02-11-2017	Bill Payment		Enbridge-2785 BASELINE RD	-163.26
06-11-2017	Expense			-8,281.00
06-11-2017	Expense			-49.25
06-11-2017	Bill Payment		Hydro-2785 BASELINE RD P/R	-4,044.18
17-11-2017	Bill Payment	FCN_8755-2	Ainger Cabling & Security	-344.65
17-11-2017	Bill Payment	FCN_8755-1	9020934 Canada Inc. (Visitor...	-461.03
17-11-2017	Bill Payment	FCN_8755-3	Davidson Houle Allen LLP	-1,283.72
17-11-2017	Bill Payment	FCN_8755-12	Waste Connections of Canad...	-389.85
17-11-2017	Bill Payment	FCN_8755-4	exp Services Inc.	-356.15
17-11-2017	Bill Payment	FCN_8755-5	Ouseley Hanvey Clipsham D...	-3,390.00
17-11-2017	Bill Payment	FCN_8755-6	Paper Sign Man Inc.	-24.86
17-11-2017	Bill Payment	FCN_8755-7	Pivotech Doors Inc.	-143.06
17-11-2017	Bill Payment	FCN_8755-8	Regionex	-84.75
17-11-2017	Bill Payment	FCN_8755-9	Spot Maintenance Ltd.	-1,615.90
17-11-2017	Bill Payment	FCN_8755-10	Strivetech Elevator Services I...	-1,152.60
17-11-2017	Bill Payment	FCN_8755-11	Tremblay Fire Solutions Ltd.	-107.35

Total -24,730.86

## Deposits and other credits cleared (69)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
23-10-2017	Receive Payment	184	313 - King, Brian	949.71
23-10-2017	Receive Payment	063	419 - Okwir, Joseph	256.74
01-11-2017	Receive Payment		302 - Dham, Houssam	504.53
01-11-2017	Receive Payment		318 - Tran, Tahn-Tinh	171.50
01-11-2017	Receive Payment		218 - Andrew Leung	206.15
01-11-2017	Receive Payment		416 - Peter & Davina Chow	156.80
01-11-2017	Receive Payment		307 - Hoffman, Taylor	224.98
01-11-2017	Receive Payment		312 - Slocinski, Mieczyslaw &...	228.69
01-11-2017	Receive Payment		207 - Aria Adel & Dennis Gru...	246.84
01-11-2017	Receive Payment		107 - Xiyin Deng	254.08
01-11-2017	Receive Payment		407 - Mah, Adeline	199.42
01-11-2017	Receive Payment		410 - Lepage, Denis	257.91
01-11-2017	Receive Payment		212 - Pedlar, Shannon	257.91
01-11-2017	Receive Payment		418 - Brazeau, Eric	257.91
01-11-2017	Receive Payment		320 - Barker, Connie	257.91
01-11-2017	Receive Payment		412 - Laframboise, John & C...	257.91
01-11-2017	Receive Payment		220 - Keay, David & Hudak, ...	257.91
01-11-2017	Receive Payment		112 - Lapietra, Vincenzo	262.30

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-11-2017	Receive Payment		411 - Laframboise, John & C...	263.52
01-11-2017	Receive Payment		409 - Biswas, Devaleena	263.52
01-11-2017	Receive Payment		413 - Baskin, Meaghan	263.52
01-11-2017	Receive Payment		319 - Oliver Lamothe	268.89
01-11-2017	Receive Payment		417 - McIntyre, Amanda	268.31
01-11-2017	Receive Payment		219 - Hewitt, Richard & Sharon	268.31
01-11-2017	Receive Payment		213 - Caron, Jean-Luc	296.99
01-11-2017	Receive Payment		217 - Rawlings, Douglas	277.92
01-11-2017	Receive Payment		317 - Milne, Bradley	278.32
01-11-2017	Receive Payment		108 - Atkinson, Jena	296.71
01-11-2017	Receive Payment		305 - Lafrance, Aline & Alber...	293.15
01-11-2017	Receive Payment		205 - Prak, Sorn & Tran, Hong	293.15
01-11-2017	Receive Payment		405 - Marquez, Luize	293.15
01-11-2017	Receive Payment		105 - Huisman, Darcy	293.19
01-11-2017	Receive Payment		404 - Aubin, Marc	298.71
01-11-2017	Receive Payment		308 - Burda, Veronika	302.53
01-11-2017	Receive Payment		304 - Zaher, Andre & Liana	298.71
01-11-2017	Receive Payment		204 - Temeljovski, Bojana	298.71
01-11-2017	Receive Payment		408 - Brown, Marshall	298.71
01-11-2017	Receive Payment		109 - Jijun Zhao	316.57
01-11-2017	Receive Payment		111 - Harb, Mona	313.20
01-11-2017	Receive Payment		106 - Victoria Ashcroft	316.57
01-11-2017	Receive Payment		209 - Pap, Ilona	313.14
01-11-2017	Receive Payment		110 - Devine, Jake	313.23
01-11-2017	Receive Payment		309 - ZW Project Management	313.14
01-11-2017	Receive Payment		114 - VanWyck, Zoe	313.20
01-11-2017	Receive Payment		311 - Pretty, Caylea	313.14
01-11-2017	Receive Payment		211 - Ary, Natan	312.41
01-11-2017	Receive Payment		306 - Rafoul, Elias	318.78
01-11-2017	Receive Payment		210 - Watkins, Kimberley	322.13
01-11-2017	Receive Payment		206 - Wong, Sandra	318.78
01-11-2017	Receive Payment		314 - Armstrong, Carol & Tho...	283.98
01-11-2017	Receive Payment		214 - Hickman, Susan	322.13
01-11-2017	Receive Payment		310 - Kennedy, Carrie	318.78
01-11-2017	Receive Payment		104 - Hedger, Sheila & Butler,...	317.42
01-11-2017	Receive Payment		119 - Paula Ennis	371.90
01-11-2017	Receive Payment		419 - Okwir, Joseph	371.90
01-11-2017	Receive Payment		301 - Papadolias, Nicholas	393.62
01-11-2017	Receive Payment		201 - Rotter, Roland & Barbara	393.62
01-11-2017	Receive Payment		401 - Silgado, Anne	393.62
01-11-2017	Receive Payment		103 - Burke, Melville & Paulette	397.06
01-11-2017	Receive Payment		303 - Hay, Gary	402.09
01-11-2017	Receive Payment		403 - Janzen, Erika & Jack	169.03
01-11-2017	Receive Payment		203 - Yue Zhang	402.09
01-11-2017	Receive Payment		215 - Daher, Mohammed	428.00
01-11-2017	Receive Payment		202 - Nathan Dresser	422.93
01-11-2017	Receive Payment		414 - El-Khouri, Said	493.44
03-11-2017	Receive Payment		313 - King, Brian	316.57
03-11-2017	Receive Payment		415 - Voyce, Geoff & Jackie	460.07
03-11-2017	Receive Payment		402 - Leung, David and Pauline	469.87
07-11-2017	Receive Payment	156	119 - Paula Ennis	32.97
Total				21,570.60

#### Additional Information

Uncleared cheques and payments as of 30-11-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31-05-2017	Journal	19		-938.60
27-06-2017	Bill Payment	FCN	Capital Concierge Ltd.	-2,542.95

Total -3,481.55

Uncleared cheques and payments after 30-11-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-12-2017	Bill Payment	RBCX8025	Bell A/C # 613 828 9085 (010)	-354.28

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-12-2017	Bill Payment	RBCX8033	Bell A/C # 613 828 9085 (010)	-343.35
04-12-2017	Bill Payment	RBCX5185	Enbridge-2785 BASELINE RD	-1,019.35
<b>Total</b>				<b>-1,716.98</b>

Uncleared deposits and other credits after 30-11-2017

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
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-Khouri, 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
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		Greatwise Developments: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

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-12-2017	Receive Payment		405 - Marquez, Luize	297.24
01-12-2017	Receive Payment		205 - Prak, Sorn & 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
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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
01-12-2017	Receive Payment		306 - Rafoul, Elias	322.13
Total				52,121.39



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

## Business Account Statement

RBDDA30000\_5473932 E D 00006 00898

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

OPERATING

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

October 31, 2017 to November 30, 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](http://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 October 31, 2017	\$41,900.33
Total deposits & credits (3)	+ 21,570.60
Total cheques & debits (8)	- 24,730.86
<b>Closing balance on November 30, 2017</b>	<b>= \$38,740.07</b>

### 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 (\$)
	<b>Opening balance</b>			<b>41,900.33</b>
01 Nov	Direct Payment (PAD's) service total GRADS2850610000		19,084.67	60,985.00
	Electronic transaction fee 6 Drs @ 0.75 3 Crs @ 0.75	6.75		60,977.59
	Items on deposit fee 3 ID @ 0.22	0.66		60,977.59
02 Nov	Bill payment - 0351 ENBRIDGE	294.85		
	Misc Payment CAPITAL INTEGRA	2,700.25		57,982.49
03 Nov	eCheque deposit 13770		1,246.51	59,229.00
06 Nov	Account transfer ACTR4731000068	8,281.00		
	Activity fee	49.25		
	Hydro Bill Pmt Hydro Ottawa	4,044.18		46,854.57
16 Nov	eCheque deposit 13770		1,239.42	48,093.99



# Business Account Statement

October 31, 2017 to November 30, 2017  
Account number: 00006 108-281-7

## Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
22 Nov	Direct Deposits (PDS) service total GRADS0918610000	9,353.92		38,740.07
	<b>Closing balance</b>			<b>38,740.07</b>

**Account Fees: \$56.66**

## 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
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# **MONTHLY RESERVE FINANCIAL REPORT**

**OCSCC 994**

***November 2017***



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

**Revenue:**

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

**Expenses:**

The reserve fund balance as of November 30th was \$80,826.75. The investment account should be set up shortly.

**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

November 2017

TOTAL	
INCOME	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
OTHER INCOME	
6000 Contribution from operating	8,281.00
R4012 Reserve Fund Interest Income	10.86
<b>Total Other Income</b>	<b>\$8,291.86</b>
EXPENSES	
<b>Total Expenses</b>	
PROFIT	<b>\$8,291.86</b>

# OCSCC 994

## PROFIT AND LOSS

June - November, 2017

TOTAL	
INCOME	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
OTHER INCOME	
6000 Contribution from operating	49,686.00
R4012 Reserve Fund Interest Income	29.92
<b>Total Other Income</b>	<b>\$49,715.92</b>
EXPENSES	
<b>Total Expenses</b>	
PROFIT	<b>\$49,715.92</b>

## 1020 Cash Reserve Fund, Period Ending 30-11-2017

## RECONCILIATION REPORT

Reconciled on: 07-12-2017

Reconciled by: jwalker@capitalconciierge.ca

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

## Summary

CAD

Statement beginning balance.....	72,534.89
Cheques and payments cleared (0).....	0.00
Deposits and other credits cleared (2).....	8,291.86
Statement ending balance.....	<u>80,826.75</u>
Register balance as of 30-11-2017.....	80,826.75

## Details

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-11-2017	Deposit			10.86
06-11-2017	Deposit			8,281.00
Total				8,291.86



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

## Business Account Statement

RBDDA30000\_5473932 E D 00006 00901

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

October 31, 2017 to November 30, 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](http://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 October 31, 2017	\$72,534.89
Total deposits & credits (2)	+ 8,291.86
Total cheques & debits (0)	- 0.00
<b>Closing balance on November 30, 2017</b>	<b>= \$80,826.75</b>

### *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 (\$)
	<b>Opening balance</b>			<b>72,534.89</b>
01 Nov	Deposit interest		10.86	72,545.75
06 Nov	Account transfer OCSCC NO 994		8,281.00	80,826.75
	<b>Closing balance</b>			<b>80,826.75</b>

**Deposit Interest Earned: \$10.86**



# Business Account Statement

October 31, 2017 to November 30, 2017  
**Account number: 00006 108-284-1**

## Important Account Information

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