

Ottawa Carleton Standard Condominium Corporation 1020

Management Report

Prepared for the Meeting of the Board of Directors
2 The Parkway- June 19, 2018 at 4:00 p.m.

Property Manager:
Denise Stimson, Capital Integral Property Management
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AGENDA

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. APPROVAL OF THE MEETING MINUTES - April 10, 2018
4. FINANCIAL REPORT
5. MANAGEMENT REPORT
6. NEW BUSINESS:
 - Faye - shrub removal
 - Quotation for NK Locks to rekey all Mech/Elect and Common Area Doors
 - Landscaping
 - Window Cleaning
 - Room Rental and Codes Management
7. NEXT MEETING
8. ADJOURNMENT

2 The Parkway Board of Directors

Meeting Minutes
April 10, 2018

Present:

Greg Brown, President

Danny Baldwin, Vice President

Marion Molloy, Treasurer

Judy Rash, Secretary

Katherine Haramis, Director-at-large

Denise Stimson, Capital Integral management

Guest: Neil Scilley, BDO

1 Call to Order

The meeting was called to order at 3:55 pm

2 Approval of the Agenda

The agenda was approved as circulated

3 Financial and Turnover Audit Presentation

Neil Scilley reviewed the parameters of the Turnover Audit that his company will perform. Audit is a regulatory requirement and covers the period from registration of the Condominium until the turnover meeting. (June, 2017 – August, 2017) BDO to confirm with CI Management that all required documents are available for the audit.

Neil also spoke about the fiscal year audit and after a discussion about timing, the following motion was made and carried:

Motion: That the fiscal year for 2 The Parkway be May 31st. CARRIED

4 Approval of the Minutes – January 23, 2018

Moved by Danny Baldwin and seconded by Katherine Haramis that the minutes be approved as circulated. CARRIED

Discussion concerning the distribution of the minutes ensued. It was noted by Board members that only the September 2017 minutes were currently available on the portal.

Action: Denise Stimson to ensure all minutes be uploaded to portal once Board approved

Denise indicated that CI Management has an employee whose task is to redact minutes such that they can then be posted on the Owners portal.

Action: Denise to follow up and ensure minutes from September, November, January get redacted and posted on the 2TP owner portal.

5. Financial Report

The monthly Financial Report to February 28th was circulated and discussed. As noted by Denise, we are still working with the original builder's budget for the condo.

Action: Denise to begin work on the coming year budget (June 1, 2018 – May 31, 2019) for upcoming Board discussion. Denise to provide us with a timetable for availability by April 13th.

It was determined that Hydro Ottawa has been charging the corporation for all unsold units.

Action: CI Management to clarify amounts and get appropriate bills to MH for payment.

Denise advised the Board that there were some condo fee payments in arrears for unspecified Units. As on-going role CI Management undertakes required follow-up.

The Board confirmed its desire for the Treasurer to be responsible for the management of a \$500 petty cash float.

Motion: Moved by Danny Baldwin and Seconded by Katherine Haramis that a petty cash fund of \$500 be created and managed under the responsibility of the Treasurer. CARRIED

Action: Denise to initiate the transfer of \$500 to Marion Molloy who in turn will maintain records and receipts. Purchases to be approved in advance by a quorum of 3 directors.

Motion to approve the Feb. 28, 2018 Financial Statements. CARRIED

6 Management Report

Denise spoke to the Items provided in the management report. Of specific note:

The garage door repair is scheduled for April 19th. CI Management will advise Owners and tenants.

HVAC issues – 2 issues persist

- 1) water temperature balancing
- 2) banging being heard in some units from the air return vent on roof

The Board asked that these items be reviewed as part of the Performance Audit to occur in the coming weeks.

Awnings request 701 and 702 – engineering review is complete and has been forwarded to owners. Owners have provided a colour sample that the Board has approved. 701 and 702 to be provided with the required Section 98 document for signature and return to CI management.

Action: Denise to send populated documents to each owner and receive signed versions back. Once done, the unit owners may proceed with scheduling the work.

8 New Business

Board will purchase and have mounted a bulletin board for use in the mail room.
Action: Board member to purchase and organize installation.

Cluster fly issue – MH has recently provided information that the company will have the exterior brickwork and windows inspected in areas where problems are occurring.

Action: Denise to have notice circulated to owners with this information.

Making 2 TP a non-smoking building. Board discussed the possibility of having a non-smoking by-law added to the building documents.

Action: Denise to discuss approach and process to including a new by-law to this effect with legal counsel. Denise to then report back findings to Board.

A clothing donation box was recently placed on Earl of March school property, adjacent to 2TP. Several owners have expressed concern. Greg Brown has contacted the high school principal about its relocation or removal.

Post meeting note: Greg was advised by the high school that the box is not a bona fide donation box from a charitable group. It will be removed.

Greg advised that a Paramedic entry system to the building is now in place.

Board discussed the question of ways to improve lighting around the garage entry. As a first step, Greg will submit a ticket to CI Management to replace a missing light.

The Board approved the purchase of a number of items of furniture for the guest suite.

Action: Marion and Judy to purchase required items.

The Board approved purchase of a gift certificate to be given to Doug Campbell as a thanks for the garage cleaning and numerous other tasks he has undertaken over the past months.

A brief discussion was held about Directors training. Denise reminded the Board about the upcoming voluntary session. Discussion ensued concerning the new requirement in place for mandatory Board training through the CAO.

Action: Denise to find out more about how Board members register for taking this on-line module.

Post –meeting note: Denise to be asked to contact the garbage removal contractor to remind personnel to ensure that the garage doors are closed after moving the large bins to the curb and back. Door was found propped open on numerous occasions this past winter/spring and represents a security concern.

Post-meeting note: Greg has a large number of keys for the building as provided by MH. He is cataloging them and will ensure they are stored in a safe location. He will also remove the Master key from the SPOT cleaning lock box and replace this with a key for janitors room, guest suite, event room and fitness centre.

Actions: underway by Greg.

Next Meeting: Thursday June 21, 2018 4PM

9 Adjournment

The meeting was adjourned at 6:00 PM

MONTHLY FINANCIAL REPORT

OCSCC 1020

May 2018

OCSCC 1020 Monthly Financials

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MONTHLY FINANCIAL REPORT SUMMARY
OCSCC 1020
May 2018

Revenue

100% of condo fees have been invoiced.

Income is currently over budget due to receivables re: duct cleaning.

Expenses

Utilities are running inline for the fiscal year

Contracts

Due to an accrual in general cleaning and an invoice from Alliance for a noisy heat pump, the items are over budget.

The Alliance invoice will be charged back to MH.

Over all contracts are running inline for the fiscal year.

General Repairs and Maintenance

General Repairs and Maintenance is running over budget due to accrued liabilities - FCI - Handicap Buttons, security cameras etc.

Administrative & Professional Expenses

Administrative and Professional Expenses are over budget due to setting up monthly accruals.

Overall, we are currently running over the yearly budget, however once the amounts are reimbursed by Morley Hoppner, all will be in order.

OCSCC #1020

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

May 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	24,099.92	24,099.21	0.71	100.00 %
4037 Misc. Income	790.85		790.85	
Total 4000 Income	24,890.77	24,099.21	791.56	103.28 %
Billable Expense Income	3,024.83		3,024.83	
Total Income	\$27,915.60	\$24,099.21	\$3,816.39	115.84 %
GROSS PROFIT	\$27,915.60	\$24,099.21	\$3,816.39	115.84 %
Expenses				
5000 Utilities				
5010 Gas	2,248.25	4,167.00	-1,918.75	53.95 %
5020 Hydro	1,787.71	2,250.00	-462.29	79.45 %
5030 Water & Sewer	1,022.77	2,417.00	-1,394.23	42.32 %
5040 Telecom Expenses	472.22	625.00	-152.78	75.56 %
Total 5000 Utilities	5,530.95	9,459.00	-3,928.05	58.47 %
5400 Contracts				
5410 General Cleaning	1,898.40	1,167.00	731.40	162.67 %
5411 Superintendent		667.00	-667.00	
5415 Waste management	822.64	1,167.00	-344.36	70.49 %
5425 Garage Maintenance		2,227.00	-2,227.00	
5430 Fire System Maintenance		209.00	-209.00	
5435 Private Security		209.00	-209.00	
5440 Mechanical Maintenance/HVAC	1,692.89	250.00	1,442.89	677.16 %
5455 Elevator Maintenance		667.00	-667.00	
5465 Landscaping		1,333.00	-1,333.00	
5470 Snow Removal		0.00	0.00	
Total 5400 Contracts	4,413.93	7,896.00	-3,482.07	55.90 %
5500 General Repairs & Maintenance				
5502 Building Supplies		250.00	-250.00	
5503 General Repairs & Maint	3,151.21	167.00	2,984.21	1,886.95 %
5518 Window Cleaning		333.33	-333.33	
5525 Garage Cleaning/Maintenance	3,099.03		3,099.03	
5530 Fire System Repairs		50.00	-50.00	
5560 Amenitiy R&M		900.00	-900.00	
Total 5500 General Repairs & Maintenance	6,250.24	1,700.33	4,549.91	367.59 %
5800 Administrative & Professional Expenses				
5801 Property Management Fees	1,493.91	1,125.00	368.91	132.79 %
5810 Office Expenses	0.00	84.00	-84.00	0.00 %
5812 Bank Charges	33.16		33.16	
5815 Miscellaneous Expenses	4,678.20	125.00	4,553.20	3,742.56 %
5830 Insurance Expense/General & Liability Insurance	1,103.85		1,103.85	
5833 Audit-Accounting		0.00	0.00	
Total 5800 Administrative & Professional Expenses	7,309.12	1,334.00	5,975.12	547.91 %
5900 Contingency/ Initiatives				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5905 General Contingency		62.50	-62.50	
Total 5900 Contingency/ Initiatives		62.50	-62.50	
Total Expenses	\$23,504.24	\$20,451.83	\$3,052.41	114.92 %
NET OPERATING INCOME	\$4,411.36	\$3,647.38	\$763.98	120.95 %
NET INCOME	\$4,411.36	\$3,647.38	\$763.98	120.95 %

OCSCC #1020

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

June 2017 - May 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	265,099.43	240,992.10	24,107.33	110.00 %
4037 Misc. Income	2,258.05		2,258.05	
Total 4000 Income	267,357.48	240,992.10	26,365.38	110.94 %
Billable Expense Income	3,024.83		3,024.83	
Total Income	\$270,382.31	\$240,992.10	\$29,390.21	112.20 %
GROSS PROFIT	\$270,382.31	\$240,992.10	\$29,390.21	112.20 %
Expenses				
5000 Utilities				
5010 Gas	21,927.17	41,666.00	-19,738.83	52.63 %
5020 Hydro	30,268.20	22,500.00	7,768.20	134.53 %
5030 Water & Sewer	11,268.44	24,166.00	-12,897.56	46.63 %
5040 Telecom Expenses	2,592.97	6,250.00	-3,657.03	41.49 %
Total 5000 Utilities	66,056.78	94,582.00	-28,525.22	69.84 %
5400 Contracts				
5410 General Cleaning	13,039.84	11,666.00	1,373.84	111.78 %
5411 Superintendent		6,666.00	-6,666.00	
5415 Waste management	3,811.45	11,666.00	-7,854.55	32.67 %
5425 Garage Maintenance		22,266.00	-22,266.00	
5430 Fire System Maintenance	610.20	2,082.00	-1,471.80	29.31 %
5435 Private Security		2,082.00	-2,082.00	
5440 Mechanical Maintenance/HVAC	12,383.37	2,500.00	9,883.37	495.33 %
5455 Elevator Maintenance	11,921.55	6,666.00	5,255.55	178.84 %
5465 Landscaping		5,332.00	-5,332.00	
5470 Snow Removal		3,000.00	-3,000.00	
Total 5400 Contracts	41,766.41	73,926.00	-32,159.59	56.50 %
5500 General Repairs & Maintenance				
5501 Reimbursable Expense	1,402.75		1,402.75	
5502 Building Supplies	315.00	2,500.00	-2,185.00	12.60 %
5503 General Repairs & Maint	4,473.62	1,666.00	2,807.62	268.52 %
5504 Emergency Calls	1,847.70		1,847.70	
5518 Window Cleaning	5,079.35	3,333.34	1,746.01	152.38 %
5520 Electrical R&M	144.92		144.92	
5525 Garage Cleaning/Maintenance	7,271.91		7,271.91	
5530 Fire System Repairs		500.00	-500.00	
5540 HVAC	423.75		423.75	
5560 Amenitiy R&M		900.00	-900.00	
Total 5500 General Repairs & Maintenance	20,959.00	8,899.34	12,059.66	235.51 %
5800 Administrative & Professional Expenses				
5801 Property Management Fees	15,631.68	11,250.00	4,381.68	138.95 %
5810 Office Expenses	519.19	832.00	-312.81	62.40 %
5812 Bank Charges	324.89		324.89	
5813 Condo Functions	339.82		339.82	
5815 Miscellaneous Expenses	5,971.91	1,250.00	4,721.91	477.75 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5830 Insurance Expense/General & Liability Insurance	12,473.75		12,473.75	
5833 Audit-Accounting		3,500.00	-3,500.00	
5835 Consulting Fees- General	904.00		904.00	
Total 5800 Administrative & Professional Expenses	36,165.24	16,832.00	19,333.24	214.86 %
5900 Contingency/ Initiatives				
5905 General Contingency		625.00	-625.00	
Total 5900 Contingency/ Initiatives		625.00	-625.00	
Total Expenses	\$164,947.43	\$194,864.34	\$ -29,916.91	84.65 %
NET OPERATING INCOME	\$105,434.88	\$46,127.76	\$59,307.12	228.57 %
NET INCOME	\$105,434.88	\$46,127.76	\$59,307.12	228.57 %

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PROFIT AND LOSS

May 2018

	TOTAL
INCOME	
4000 Income	
4001 Condo Fees	24,099.92
4037 Misc. Income	790.85
Total 4000 Income	24,890.77
Billable Expense Income	3,024.83
Total Income	27,915.60
GROSS PROFIT	27,915.60
EXPENSES	
5000 Utilities	
5010 Gas	2,248.25
5020 Hydro	1,787.71
5030 Water & Sewer	1,022.77
5040 Telecom Expenses	472.22
Total 5000 Utilities	5,530.95
5400 Contracts	
5410 General Cleaning	1,898.40
5415 Waste management	822.64
5440 Mechanical Maintenance/HVAC	1,692.89
Total 5400 Contracts	4,413.93
5500 General Repairs & Maintenance	
5503 General Repairs & Maint	3,151.21
5525 Garage Cleaning/Maintenance	3,099.03
Total 5500 General Repairs & Maintenance	6,250.24
5800 Administrative & Professional Expenses	
5801 Property Management Fees	1,493.91
5810 Office Expenses	0.00
5812 Bank Charges	33.16
5815 Miscellaneous Expenses	4,678.20
5830 Insurance Expense/General & Liability Insurance	1,103.85
Total 5800 Administrative & Professional Expenses	7,309.12
Total Expenses	23,504.24
PROFIT	\$4,411.36

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BALANCE SHEET

As of May 31, 2018

	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1010 Operating Account	64,624.88
1020 Reserve Account	2,310.10
1025 Petty Cash	1,500.00
Total Cash and Cash Equivalent	68,434.98
Accounts Receivable (A/R)	
1100 Accounts Receivable	45,032.61
Total Accounts Receivable (A/R)	45,032.61
1200 Due to/from	0.00
1300 Prepaid Expenses	11,038.50
1301 Prepaid Expenses Elevator	6,953.34
Uncategorized Asset	4,056.70
Total Current Assets	135,516.13
Total Assets	\$135,516.13
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	8,411.46
Total Accounts Payable (A/P)	8,411.46
2005 Accrued Liabilities	24,337.51
2500 Due to/from Operating	0.00
Total Current Liabilities	32,748.97
Total Liabilities	32,748.97
Equity	
Profit for the year	102,767.16
Total Equity	102,767.16
Total Liabilities and Equity	\$135,516.13

OCSCC #1020

A/R AGING SUMMARY

As of May 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
604- Carolyn Lowell		-0.37				\$ -0.37
605- - Morley Hoppner		595.65	595.65		4,765.20	\$5,956.50
Morley Hoppner		1,847.70			-7,471.59	\$ -5,623.89
201- Morley Hoppner		371.77	371.77		2,974.16	\$3,717.70
203- Morley Hoppner		446.53	446.53		3,572.24	\$4,465.30
206- Morley Hoppner		525.82	525.82		4,206.56	\$5,258.20
207- Morley Hoppner		474.47	474.47		3,795.76	\$4,744.70
306- Morley Hoppner		525.82	525.82		4,206.56	\$5,258.20
401- Morley Hoppner		371.77	371.77		2,974.16	\$3,717.70
406- Morley Hoppner		525.82	525.82		4,206.56	\$5,258.20
Morley Hoppner (204)- SOLD Oct 2/17					1,921.29	\$1,921.29
Morley Hoppner (403)-SOLD Sept 6/17					962.90	\$962.90
Morley Hoppner (404)- SOLD Oct 2/17					1,816.53	\$1,816.53
Morley Hoppner (506)- SOLD Aug 15/17					595.65	\$595.65
Parking 15- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 16- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 17- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 18- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 19- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 2- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 20- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 21- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 22- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 29- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 39- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 41- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 42- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 43- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 44- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 45- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 46- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 47- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 49- Morley Hoppner		34.92	34.92		279.36	\$349.20
Parking 59- Morley Hoppner		34.92	34.92		279.36	\$349.20
Total Morley Hoppner		5,788.10	3,940.40		29,347.98	\$39,076.48
TOTAL	\$0.00	\$6,383.38	\$4,536.05	\$0.00	\$34,113.18	\$45,032.61

OCSCC #1020

A/P AGING SUMMARY

As of May 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
ALLIANCE MECHANICAL-ELECTRICAL- DESIGN-BUILD	1,692.89					\$1,692.89
Bell- 528389901		84.88		237.28		\$322.16
Bell- 6135913812(788)		92.63		339.47		\$432.10
CI Property Management	369.06	-796.73				\$ -427.67
EVOLUTIONBUILDING SERVICES	411.32					\$411.32
GREG BROWN				-79.04		\$ -79.04
Gregg Brown		564.24				\$564.24
HYDRO - OTT506066			-2.49		259.92	\$257.43
Hydro- OTT 524530					20.25	\$20.25
Hydro- OTT515705			-0.31			\$ -0.31
KELLER ENGINEERING	4,678.20					\$4,678.20
Morley Hopner					202.38	\$202.38
NKlock & Security		337.51				\$337.51
TOTAL	\$7,151.47	\$282.53	\$ -2.80	\$497.71	\$482.55	\$8,411.46

OCSCC #1020

TRANSACTION LIST BY SUPPLIER

May 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10424161 Canada Inc.						
11/05/2018	Bill Payment (Cheque)	FCN_8740-6	Yes		1010 Operating Account	-1,847.70
ALLIANCE MECHANICAL-ELECTRICAL-DESIGN-BUILD						
11/05/2018	Bill Payment (Cheque)	FCN_8740-1	Yes		1010 Operating Account	-6,215.00
17/05/2018	Bill	S00018-038	Yes		2000 Accounts Payable	1,692.89
Bell- 6135923212(493)						
09/05/2018	Bill Payment (Cheque)	RBCX	Yes		1010 Operating Account	-279.48
Boss Electric						
11/05/2018	Bill Payment (Cheque)	FCN_8740-2	Yes		1010 Operating Account	-144.92
CI Property Management						
01/05/2018	Bill		Yes		2000 Accounts Payable	1,124.85
01/05/2018	Bill	2136	Yes		2000 Accounts Payable	369.06
02/05/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-1,124.85
11/05/2018	Bill Payment (Cheque)	FCN_8740-3	Yes		1010 Operating Account	-1,092.23
23/05/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-796.73
City of Ottawa- Water & Sewer-7160						
09/05/2018	Bill Payment (Cheque)	RBCX8992	Yes		1010 Operating Account	-13.87
City of Ottawa- Water& Sewer- 6257						
09/05/2018	Bill Payment (Cheque)	RBCX8972	Yes		1010 Operating Account	-1,965.69
Enbridge						
09/05/2018	Bill Payment (Cheque)	RBCX9340	Yes		1010 Operating Account	-2,103.20
EVOLUTIONBUILDING SERVICES						
01/05/2018	Bill	3846	Yes		2000 Accounts Payable	411.32
11/05/2018	Bill Payment (Cheque)	FCN_8740-4	Yes		1010 Operating Account	-1,233.96
Gifford Associates Insurance						
11/05/2018	Bill Payment (Cheque)	FCN_8740-5	Yes		1010 Operating Account	-13,246.20
GREG BROWN						
11/05/2018	Bill Payment (Cheque)	FCN_8741	Yes		1010 Operating Account	-1,402.75

Gregg Brown

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
10/05/2018	Bill	2018-183	Yes		2000 Accounts Payable	564.24
Hydro- 4842677109						
09/05/2018	Bill Payment (Cheque)	RBCX9260	Yes		1010 Operating Account	-1,787.71
KELLER ENGINEERING						
24/05/2018	Bill	180543	Yes		2000 Accounts Payable	4,678.20
NKlock & Security						
06/05/2018	Bill	B15621	Yes		2000 Accounts Payable	337.51
RAMDOORS OVERHEAD DOOR SYSTEMS LTD						
11/05/2018	Bill Payment (Cheque)	FCN_8740-7	Yes		1010 Operating Account	-1,492.17
Rooney, Irving & Associates Ltd.						
11/05/2018	Bill Payment (Cheque)	FCN_8740-8	Yes		1010 Operating Account	-904.00
SPOT MAINTENANCE LTD						
11/05/2018	Bill Payment (Cheque)	FCN_8740-9	Yes		1010 Operating Account	-5,731.36

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GENERAL LEDGER

May 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
1010 Operating Account							
	Beginning Balance						85,006.41
01/05/2018	Payment		109- Fay & Kostas Papadakos		1100 Accounts Receivable	\$384.09	85,390.50
01/05/2018	Payment		105- Bonnie and John Wickenden		1100 Accounts Receivable	\$734.50	86,125.00
01/05/2018	Payment		702- Douglas & Theresa Norris		1100 Accounts Receivable	\$746.42	86,871.42
01/05/2018	Payment		603- Monika Visantha		1100 Accounts Receivable	\$725.46	87,596.88
01/05/2018	Payment		501- Nadia McKechnie		1100 Accounts Receivable	\$406.69	88,003.57
01/05/2018	Payment		601- Michael & Diane Doyle		1100 Accounts Receivable	\$406.69	88,410.26
01/05/2018	Payment		405- June & Gerard Sarazin		1100 Accounts Receivable	\$458.03	88,868.29
01/05/2018	Payment		505- Lauchlin & Doreen McMullin		1100 Accounts Receivable	\$458.03	89,326.32
01/05/2018	Payment		604- Carolyn Lowell		1100 Accounts Receivable	\$458.03	89,784.35
01/05/2018	Payment		305- Stephen & Marion Rothwell		1100 Accounts Receivable	\$458.03	90,242.38
01/05/2018	Payment		403- Naveen Shastry		1100 Accounts Receivable	\$481.45	90,723.83
01/05/2018	Payment		503- Alexander & Guler Bosnyak		1100 Accounts Receivable	\$481.45	91,205.28
01/05/2018	Payment		303, Mina Khazraee		1100 Accounts Receivable	\$481.45	91,686.73
01/05/2018	Payment		108- Heather Meeks		1100 Accounts Receivable	\$481.45	92,168.18
01/05/2018	Payment		606- Norman Corriveau		1100 Accounts Receivable	\$507.33	92,675.51
01/05/2018	Payment		407- Dian J. Lu		1100 Accounts Receivable	\$509.38	93,184.89
01/05/2018	Payment		307- Alfred & Lois Hurst		1100 Accounts Receivable	\$509.39	93,694.28
01/05/2018	Payment		302- Harold & Marion Molloy		1100 Accounts Receivable	\$585.79	94,280.07
01/05/2018	Payment		202- Carolyn & Katherine Haramis		1100 Accounts Receivable	\$585.79	94,865.86
01/05/2018	Payment		506- Earl Johns & Lori Huff		1100 Accounts Receivable	\$595.65	95,461.51
01/05/2018	Payment		504- Alexander & Guler Bosnyak		1100 Accounts Receivable	\$605.51	96,067.02
01/05/2018	Payment		404- Fred Macdonald		1100 Accounts Receivable	\$605.51	96,672.53
01/05/2018	Payment		402- Raina Ho Hare & Ewan Hare (Nick)		1100 Accounts Receivable	\$620.71	97,293.24
01/05/2018	Payment		204- Murphy & McGuire		1100 Accounts Receivable	\$640.43	97,933.67
01/05/2018	Payment		304- Grant Carey		1100 Accounts Receivable	\$640.43	98,574.10
01/05/2018	Payment		703- Bonny & Danny Baldwin		1100 Accounts Receivable	\$670.83	99,244.93
01/05/2018	Payment	276	507- Young-sook & Soo-Bin Park		1100 Accounts Receivable	\$509.39	99,754.32
01/05/2018	Payment	661	502- Douglas & Cairine Campbell		1100 Accounts Receivable	\$585.79	100,340.11
01/05/2018	Payment	112	205- Jeanne Johnstone		1100 Accounts Receivable	\$458.04	100,798.15
01/05/2018	Payment	164	301- Verena Abrecht		1100 Accounts Receivable	\$406.69	101,204.84
01/05/2018	Payment		602- Gregory Brown & Patricia Heydon		1100 Accounts Receivable	\$939.90	102,144.74
01/05/2018	Payment		107- Judith Rash & Janet Meyer		1100 Accounts Receivable	\$885.88	103,030.62
01/05/2018	Payment		704- Herbert Brune		1100 Accounts Receivable	\$780.10	103,810.72
01/05/2018	Payment		701- Deanna Lancaster		1100 Accounts Receivable	\$759.56	104,570.28
02/05/2018	Bill Payment (Cheque)		CI Property Management		2000 Accounts Payable	\$ -1,124.85	103,445.43
02/05/2018	Expense			DIRECT DEP PDSTOTAL GRADS0503410000	1025 Petty Cash	\$ -500.00	102,945.43
03/05/2018	Deposit			MISC PAYMENT STRIPE	4037 Income:Misc. Income	\$48.00	102,993.43
04/05/2018	Expense			ACTIVITY FEE	5812 Administrative & Professional Expenses:Bank Charges	\$ -31.56	102,961.87
09/05/2018	Bill Payment (Cheque)	RBCX8992	City of Ottawa- Water & Sewer-7160		2000 Accounts Payable	\$ -13.87	102,948.00
09/05/2018	Bill Payment (Cheque)	RBCX8972	City of Ottawa- Water& Sewer-6257		2000 Accounts Payable	\$ -1,965.69	100,982.31
09/05/2018	Bill Payment (Cheque)	RBCX9260	Hydro- 4842677109		2000 Accounts Payable	\$ -1,787.71	99,194.60
09/05/2018	Bill Payment (Cheque)	RBCX9340	Enbridge		2000 Accounts Payable	\$ -2,103.20	97,091.40
09/05/2018	Bill Payment (Cheque)	RBCX	Bell- 6135923212(493)		2000 Accounts Payable	\$ -279.48	96,811.92
11/05/2018	Bill Payment (Cheque)	FCN_8741	GREG BROWN		2000 Accounts Payable	\$ -1,402.75	95,409.17
11/05/2018	Bill Payment (Cheque)	FCN_8740-8	Rooney, Irving & Associates Ltd.		2000 Accounts Payable	\$ -904.00	94,505.17
11/05/2018	Bill Payment (Cheque)	FCN_8740-9	SPOT MAINTENANCE LTD		2000 Accounts Payable	\$ -5,731.36	88,773.81
11/05/2018	Bill Payment (Cheque)	FCN_8740-7	RAMDOORS OVERHEAD DOOR SYSTEMS LTD		2000 Accounts Payable	\$ -1,492.17	87,281.64
11/05/2018	Bill Payment (Cheque)	FCN_8740-5	Gifford Associates Insurance		2000 Accounts Payable	\$ -13,246.20	74,035.44
11/05/2018	Bill Payment (Cheque)	FCN_8740-2	Boss Electric		2000 Accounts Payable	\$ -144.92	73,890.52
11/05/2018	Bill Payment (Cheque)	FCN_8740-1	ALLIANCE MECHANICAL-ELECTRICAL-DESIGN-BUILD		2000 Accounts Payable	\$ -6,215.00	67,675.52
11/05/2018	Bill Payment (Cheque)	FCN_8740-3	CI Property Management		2000 Accounts Payable	\$ -1,092.23	66,583.29

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/05/2018	Bill Payment (Cheque)	FCN_8740-4	EVOLUTIONBUILDING SERVICES		2000 Accounts Payable	\$ -1,233.96	65,349.33
11/05/2018	Bill Payment (Cheque)	FCN_8740-6	10424161 Canada Inc.		2000 Accounts Payable	\$ -1,847.70	63,501.63
15/05/2018	Deposit			MISC PAYMENT STRIPE	4037 Income:Misc. Income	\$96.00	63,597.63
23/05/2018	Deposit			MISC PAYMENT STRIPE	4037 Income:Misc. Income	\$144.00	63,741.63
23/05/2018	Bill Payment (Cheque)		CI Property Management		2000 Accounts Payable	\$ -796.73	62,944.90
24/05/2018	Journal Entry	41		Service charge for H-Vac duct cleaning receivable from Environmental software solutions	-Split-	\$117.52	63,062.42
24/05/2018	Journal Entry	39		Service charge for H-Vac duct cleaning receivable from Katherine and Frederick Macdonald	-Split-	\$117.52	63,179.94
24/05/2018	Journal Entry	40		Service charge for H-Vac duct cleaning receivable from Carolyn Lowell	-Split-	\$94.92	63,274.86
24/05/2018	Journal Entry	38		Service charge for duct cleaning receivable from Stephen J Rothwell on 15/05/2018	-Split-	\$172.89	63,447.75
24/05/2018	Payment		301- Verena Abrecht		1100 Accounts Receivable	\$1,177.13	64,624.88
Total for 1010 Operating Account						\$ -20,381.53	
1020 Reserve Account							
Beginning Balance							
							2,311.70
04/05/2018	Expense			ACTIVITY FEE	5812 Administrative & Professional Expenses:Bank Charges	\$ -1.60	2,310.10
Total for 1020 Reserve Account						\$ -1.60	
1025 Petty Cash							
Beginning Balance							
							1,000.00
02/05/2018	Expense			DIRECT DEP PDSTOTAL GRADS0503410000	1010 Operating Account	\$500.00	1,500.00
Total for 1025 Petty Cash						\$500.00	
1100 Accounts Receivable							
Beginning Balance							
							38,648.86
01/05/2018	Payment	276	507- Young-sook & Soo-Bin Park		1010 Operating Account	\$ -509.39	38,139.47
01/05/2018	Payment	661	502- Douglas & Cairine Campbell		1010 Operating Account	\$ -585.79	37,553.68
01/05/2018	Payment	112	205- Jeanne Johnstone		1010 Operating Account	\$ -458.04	37,095.64
01/05/2018	Payment	164	301- Verena Abrecht		1010 Operating Account	\$ -406.69	36,688.95
01/05/2018	Payment		602- Gregory Brown & Patricia Heydon		1010 Operating Account	\$ -939.90	35,749.05
01/05/2018	Payment		107- Judith Rash & Janet Meyer		1010 Operating Account	\$ -885.88	34,863.17
01/05/2018	Payment		704- Herbert Brune		1010 Operating Account	\$ -780.10	34,083.07
01/05/2018	Payment		701- Deanna Lancaster		1010 Operating Account	\$ -759.56	33,323.51
01/05/2018	Payment		702- Douglas & Theresa Norris		1010 Operating Account	\$ -746.42	32,577.09
01/05/2018	Payment		105- Bonnie and John Wickenden		1010 Operating Account	\$ -734.50	31,842.59
01/05/2018	Payment		603- Monika Visantha		1010 Operating Account	\$ -725.46	31,117.13
01/05/2018	Payment		703- Bonny & Danny Baldwin		1010 Operating Account	\$ -670.83	30,446.30
01/05/2018	Payment		304- Grant Carey		1010 Operating Account	\$ -640.43	29,805.87
01/05/2018	Payment		204- Murphy & McGuire		1010 Operating Account	\$ -640.43	29,165.44
01/05/2018	Payment		402- Raina Ho Hare & Ewan Hare (Nick)		1010 Operating Account	\$ -620.71	28,544.73
01/05/2018	Payment		404- Fred Macdonald		1010 Operating Account	\$ -605.51	27,939.22
01/05/2018	Payment		504- Alexander & Guler Bosnyak		1010 Operating Account	\$ -605.51	27,333.71
01/05/2018	Payment		506- Earl Johns & Lori Huff		1010 Operating Account	\$ -595.65	26,738.06
01/05/2018	Payment		202- Carolyn & Katherine Haramis		1010 Operating Account	\$ -585.79	26,152.27
01/05/2018	Payment		302- Harold & Marion Molloy		1010 Operating Account	\$ -585.79	25,566.48
01/05/2018	Payment		307- Alfred & Lois Hurst		1010 Operating Account	\$ -509.39	25,057.09
01/05/2018	Payment		407- Dian J. Lu		1010 Operating Account	\$ -509.38	24,547.71
01/05/2018	Payment		606- Norman Corriveau		1010 Operating Account	\$ -507.33	24,040.38
01/05/2018	Payment		108- Heather Meeks		1010 Operating Account	\$ -481.45	23,558.93
01/05/2018	Payment		303, Mina Khazraee		1010 Operating Account	\$ -481.45	23,077.48
01/05/2018	Payment		503- Alexander & Guler Bosnyak		1010 Operating Account	\$ -481.45	22,596.03
01/05/2018	Payment		403- Naveen Shastry		1010 Operating Account	\$ -481.45	22,114.58
01/05/2018	Payment		305- Stephen & Marion Rothwell		1010 Operating Account	\$ -458.03	21,656.55
01/05/2018	Payment		604- Carolyn Lowell		1010 Operating Account	\$ -458.03	21,198.52
01/05/2018	Payment		505- Lauchlin & Doreen McMullin		1010 Operating Account	\$ -458.03	20,740.49
01/05/2018	Payment		405- June & Gerard Sarazin		1010 Operating Account	\$ -458.03	20,282.46
01/05/2018	Payment		601- Michael & Diane Doyle		1010 Operating Account	\$ -406.69	19,875.77
01/05/2018	Payment		501- Nadia McKechnie		1010 Operating Account	\$ -406.69	19,469.08
01/05/2018	Payment		109- Fay & Kostas Papadakos		1010 Operating Account	\$ -384.09	19,084.99

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/05/2018	Invoice	1584	702- Douglas & Theresa Norris		4001 Income:Condo Fees	\$746.42	19,831.41
01/05/2018	Invoice	1597	507- Young-sook & Soo-Bin Park		4001 Income:Condo Fees	\$509.39	20,340.80
01/05/2018	Invoice	1575	307- Alfred & Lois Hurst		4001 Income:Condo Fees	\$509.39	20,850.19
01/05/2018	Invoice	1630	303, Mina Khazraee		-Split-	\$481.45	21,331.64
01/05/2018	Invoice	1610	402- Raina Ho Hare & Ewan Hare (Nick)		4001 Income:Condo Fees	\$620.71	21,952.35
01/05/2018	Invoice	1608	105- Bonnie and John Wickenden		4001 Income:Condo Fees	\$734.50	22,686.85
01/05/2018	Invoice	1573	Morley Hoppner:Parking 22-Morley Hoppner		4001 Income:Condo Fees	\$34.92	22,721.77
01/05/2018	Invoice	1628	403- Naveen Shastry		4001 Income:Condo Fees	\$481.45	23,203.22
01/05/2018	Invoice	1621	Morley Hoppner:Parking 19-Morley Hoppner		4001 Income:Condo Fees	\$34.92	23,238.14
01/05/2018	Invoice	1616	Morley Hoppner:Parking 29-Morley Hoppner		4001 Income:Condo Fees	\$34.92	23,273.06
01/05/2018	Invoice	1606	502- Douglas & Cairine Campbell		4001 Income:Condo Fees	\$585.79	23,858.85
01/05/2018	Invoice	1599	606- Norman Corriveau		4001 Income:Condo Fees	\$507.33	24,366.18
01/05/2018	Invoice	1594	301- Verena Abrecht		4001 Income:Condo Fees	\$406.69	24,772.87
01/05/2018	Invoice	1589	504- Alexander & Guler Bosnyak		4001 Income:Condo Fees	\$605.51	25,378.38
01/05/2018	Invoice	1577	204- Murphy & McGuire		4001 Income:Condo Fees	\$640.43	26,018.81
01/05/2018	Invoice	1624	109- Fay & Kostas Papadakos		4001 Income:Condo Fees	\$384.09	26,402.90
01/05/2018	Invoice	1619	602- Gregory Brown & Patricia Heydon		4001 Income:Condo Fees	\$939.90	27,342.80
01/05/2018	Invoice	1612	503- Alexander & Guler Bosnyak		4001 Income:Condo Fees	\$481.45	27,824.25
01/05/2018	Invoice	1602	Morley Hoppner:Parking 20-Morley Hoppner		4001 Income:Condo Fees	\$34.92	27,859.17
01/05/2018	Invoice	1592	Morley Hoppner:Parking 15-Morley Hoppner		4001 Income:Condo Fees	\$34.92	27,894.09
01/05/2018	Invoice	1585	Morley Hoppner:Parking 17-Morley Hoppner		4001 Income:Condo Fees	\$34.92	27,929.01
01/05/2018	Invoice	1580	Morley Hoppner:Parking 47-Morley Hoppner		4001 Income:Condo Fees	\$34.92	27,963.93
01/05/2018	Invoice	1631	603- Monika Visantha		4001 Income:Condo Fees	\$725.46	28,689.39
01/05/2018	Invoice	1626	305- Stephen & Marion Rothwell		4001 Income:Condo Fees	\$458.03	29,147.42
01/05/2018	Invoice	1620	604- Carolyn Lowell		4001 Income:Condo Fees	\$458.03	29,605.45
01/05/2018	Invoice	1613	Morley Hoppner:Parking 18-Morley Hoppner		4001 Income:Condo Fees	\$34.92	29,640.37
01/05/2018	Invoice	1603	Morley Hoppner:Parking 42-Morley Hoppner		4001 Income:Condo Fees	\$34.92	29,675.29
01/05/2018	Invoice	1586	108- Heather Meeks		4001 Income:Condo Fees	\$481.45	30,156.74
01/05/2018	Invoice	1581	304- Grant Carey		4001 Income:Condo Fees	\$640.43	30,797.17
01/05/2018	Invoice	1571	703- Bonny & Danny Baldwin		4001 Income:Condo Fees	\$670.83	31,468.00
01/05/2018	Invoice	1633	605- - Morley Hoppner		4001 Income:Condo Fees	\$595.65	32,063.65
01/05/2018	Invoice	1632	601- Michael & Diane Doyle		4001 Income:Condo Fees	\$406.69	32,470.34
01/05/2018	Invoice	1629	Morley Hoppner:203- Morley Hoppner		4001 Income:Condo Fees	\$446.53	32,916.87
01/05/2018	Invoice	1627	202- Carolyn & Katherine Haramis		4001 Income:Condo Fees	\$585.79	33,502.66
01/05/2018	Invoice	1623	Morley Hoppner:Parking 49-Morley Hoppner		4001 Income:Condo Fees	\$34.92	33,537.58
01/05/2018	Invoice	1622	Morley Hoppner:Parking 39-Morley Hoppner		4001 Income:Condo Fees	\$34.92	33,572.50
01/05/2018	Invoice	1618	Morley Hoppner:Parking 59-Morley Hoppner		4001 Income:Condo Fees	\$34.92	33,607.42
01/05/2018	Invoice	1617	Morley Hoppner:Parking 41-Morley Hoppner		4001 Income:Condo Fees	\$34.92	33,642.34
01/05/2018	Invoice	1615	Morley Hoppner:Parking 21-Morley Hoppner		4001 Income:Condo Fees	\$34.92	33,677.26
01/05/2018	Invoice	1611	405- June & Gerard Sarazin		4001 Income:Condo Fees	\$458.03	34,135.29
01/05/2018	Invoice	1607	505- Lauchlin & Doreen McMullin		4001 Income:Condo Fees	\$458.03	34,593.32
01/05/2018	Invoice	1605	Morley Hoppner:Parking 45-Morley Hoppner		4001 Income:Condo Fees	\$34.92	34,628.24
01/05/2018	Invoice	1601	Morley Hoppner:Parking 2-Morley Hoppner		4001 Income:Condo Fees	\$34.92	34,663.16
01/05/2018	Invoice	1600	701- Deanna Lancaster		4001 Income:Condo Fees	\$759.56	35,422.72
01/05/2018	Invoice	1598	Morley Hoppner:Parking 44-Morley Hoppner		4001 Income:Condo Fees	\$34.92	35,457.64
01/05/2018	Invoice	1596	Morley Hoppner:406- Morley Hoppner		4001 Income:Condo Fees	\$525.82	35,983.46
01/05/2018	Invoice	1595	Morley Hoppner:306- Morley Hoppner		4001 Income:Condo Fees	\$525.82	36,509.28
01/05/2018	Invoice	1591	Morley Hoppner:401- Morley Hoppner		4001 Income:Condo Fees	\$371.77	36,881.05
01/05/2018	Invoice	1590	107- Judith Rash & Janet Meyer		4001 Income:Condo Fees	\$885.88	37,766.93
01/05/2018	Invoice	1588	302- Harold & Marion Molloy		4001 Income:Condo Fees	\$585.79	38,352.72
01/05/2018	Invoice	1583	501- Nadia McKechnie		4001 Income:Condo Fees	\$406.69	38,759.41

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/05/2018	Invoice	1579	Morley Hoppner:Parking 46- Morley Hoppner		4001 Income:Condo Fees	\$34.92	38,794.33
01/05/2018	Invoice	1578	407- Dian J. Lu		4001 Income:Condo Fees	\$509.38	39,303.71
01/05/2018	Invoice	1576	Morley Hoppner:207- Morley Hoppner		4001 Income:Condo Fees	\$474.47	39,778.18
01/05/2018	Invoice	1574	506- Earl Johns & Lori Huff		4001 Income:Condo Fees	\$595.65	40,373.83
01/05/2018	Invoice	1625	Morley Hoppner:201- Morley Hoppner		4001 Income:Condo Fees	\$371.77	40,745.60
01/05/2018	Invoice	1614	Morley Hoppner:Parking 16- Morley Hoppner		4001 Income:Condo Fees	\$34.92	40,780.52
01/05/2018	Invoice	1609	Morley Hoppner:206- Morley Hoppner		4001 Income:Condo Fees	\$525.82	41,306.34
01/05/2018	Invoice	1604	Morley Hoppner:Parking 43- Morley Hoppner		4001 Income:Condo Fees	\$34.92	41,341.26
01/05/2018	Invoice	1587	205- Jeanne Johnstone		4001 Income:Condo Fees	\$458.04	41,799.30
01/05/2018	Invoice	1582	404- Fred Macdonald		4001 Income:Condo Fees	\$605.51	42,404.81
01/05/2018	Invoice	1572	704- Herbert Brune		4001 Income:Condo Fees	\$780.10	43,184.91
09/05/2018	Invoice	1634	Morley Hoppner		Billable Expense Income	\$135.60	43,320.51
09/05/2018	Invoice	1635	Morley Hoppner		Billable Expense Income	\$1,712.10	45,032.61
10/05/2018	Invoice	1636	301- Verena Abrecht		Billable Expense Income	\$1,177.13	46,209.74
24/05/2018	Payment		301- Verena Abrecht		1010 Operating Account	\$ -1,177.13	45,032.61
Total for 1100 Accounts Receivable						\$6,383.75	
1300 Prepaid Expenses							
Beginning Balance							12,142.35
01/05/2018	Journal Entry	31		monthly prepaid insurance	-Split-	\$ -1,103.85	11,038.50
Total for 1300 Prepaid Expenses						\$ -1,103.85	
1301 Prepaid Expenses Elevator							
Beginning Balance							6,953.34
Total for 1301 Prepaid Expenses Elevator							
Uncategorized Asset							
Beginning Balance							4,056.70
Total for Uncategorized Asset							
2000 Accounts Payable							
Beginning Balance							40,615.21
01/05/2018	Bill		CI Property Management		5801 Administrative & Professional Expenses:Property Management Fees	\$1,124.85	41,740.06
01/05/2018	Bill	2136	CI Property Management		5801 Administrative & Professional Expenses:Property Management Fees	\$369.06	42,109.12
01/05/2018	Bill	3846	EVOLUTIONBUILDING SERVICES		5415 Contracts:Waste management	\$411.32	42,520.44
02/05/2018	Bill Payment (Cheque)		CI Property Management		1010 Operating Account	\$ -1,124.85	41,395.59
06/05/2018	Bill	B15621	NKlock & Security		5503 General Repairs & Maintenance:General Repairs & Maint	\$337.51	41,733.10
09/05/2018	Bill Payment (Cheque)	RBCX9340	Enbridge		1010 Operating Account	\$ -2,103.20	39,629.90
09/05/2018	Bill Payment (Cheque)	RBCX8972	City of Ottawa- Water& Sewer- 6257		1010 Operating Account	\$ -1,965.69	37,664.21
09/05/2018	Bill Payment (Cheque)	RBCX	Bell- 6135923212(493)		1010 Operating Account	\$ -279.48	37,384.73
09/05/2018	Bill Payment (Cheque)	RBCX8992	City of Ottawa- Water & Sewer- 7160		1010 Operating Account	\$ -13.87	37,370.86
09/05/2018	Bill Payment (Cheque)	RBCX9260	Hydro- 4842677109		1010 Operating Account	\$ -1,787.71	35,583.15
10/05/2018	Bill	2018-183	Gregg Brown		6145 Garage Repairs & Cleaning	\$564.24	36,147.39
11/05/2018	Bill Payment (Cheque)	FCN_8740- 5	Gifford Associates Insurance		1010 Operating Account	\$ -13,246.20	22,901.19
11/05/2018	Bill Payment (Cheque)	FCN_8740- 8	Rooney, Irving & Associates Ltd.		1010 Operating Account	\$ -904.00	21,997.19
11/05/2018	Bill Payment (Cheque)	FCN_8740- 1	ALLIANCE MECHANICAL- ELECTRICAL-DESIGN-BUILD		1010 Operating Account	\$ -6,215.00	15,782.19
11/05/2018	Bill Payment (Cheque)	FCN_8740- 3	CI Property Management		1010 Operating Account	\$ -1,092.23	14,689.96
11/05/2018	Bill Payment (Cheque)	FCN_8740- 4	EVOLUTIONBUILDING SERVICES		1010 Operating Account	\$ -1,233.96	13,456.00
11/05/2018	Bill Payment (Cheque)	FCN_8740- 6	10424161 Canada Inc.		1010 Operating Account	\$ -1,847.70	11,608.30
11/05/2018	Bill Payment (Cheque)	FCN_8740- 7	RAMDOORS OVERHEAD DOOR SYSTEMS LTD		1010 Operating Account	\$ -1,492.17	10,116.13
11/05/2018	Bill Payment (Cheque)	FCN_8740- 9	SPOT MAINTENANCE LTD		1010 Operating Account	\$ -5,731.36	4,384.77
11/05/2018	Bill Payment (Cheque)	FCN_8740- 2	Boss Electric		1010 Operating Account	\$ -144.92	4,239.85
11/05/2018	Bill Payment (Cheque)	FCN_8741	GREG BROWN		1010 Operating Account	\$ -1,402.75	2,837.10
17/05/2018	Bill	S00018-038	ALLIANCE MECHANICAL- ELECTRICAL-DESIGN-BUILD		5440 Contracts:Mechanical Maintenance/HVAC	\$1,692.89	4,529.99
23/05/2018	Bill Payment (Cheque)		CI Property Management		1010 Operating Account	\$ -796.73	3,733.26
24/05/2018	Bill	180543	KELLER ENGINEERING		5815 Administrative & Professional Expenses:Miscellaneous	\$4,678.20	8,411.46

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
					Expenses		
Total for 2000 Accounts Payable						\$ -32,203.75	
2005 Accrued Liabilities							
Beginning Balance							10,584.11
01/05/2018	Journal Entry	33R		to set up open POs	-Split-	\$ -5,915.34	4,668.77
01/05/2018	Journal Entry	32R		to set up monthly accrual	-Split-	\$ -4,668.77	0.00
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1007)	-Split-	\$24,337.51	24,337.51
Total for 2005 Accrued Liabilities						\$13,753.40	
4000 Income							
4001 Condo Fees							
Beginning Balance							240,999.51
01/05/2018	Invoice	1582	404- Fred Macdonald	Monthly common element fees	1100 Accounts Receivable	\$605.51	241,605.02
01/05/2018	Invoice	1572	704- Herbert Brune	Monthly common element fees	1100 Accounts Receivable	\$780.10	242,385.12
01/05/2018	Invoice	1584	702- Douglas & Theresa Norris	Monthly common element fees	1100 Accounts Receivable	\$746.42	243,131.54
01/05/2018	Invoice	1597	507- Young-sook & Soo-Bin Park	Monthly common element fees	1100 Accounts Receivable	\$509.39	243,640.93
01/05/2018	Invoice	1575	307- Alfred & Lois Hurst	Monthly common element fees	1100 Accounts Receivable	\$509.39	244,150.32
01/05/2018	Invoice	1630	303, Mina Khazraee	Monthly common element fees	1100 Accounts Receivable	\$446.53	244,596.85
01/05/2018	Invoice	1630	303, Mina Khazraee	Monthly common element fees-Parking Fee	1100 Accounts Receivable	\$34.92	244,631.77
01/05/2018	Invoice	1610	402- Raina Ho Hare & Ewan Hare (Nick)	Monthly common element fees	1100 Accounts Receivable	\$620.71	245,252.48
01/05/2018	Invoice	1608	105- Bonnie and John Wickenden	Monthly common element fees	1100 Accounts Receivable	\$734.50	245,986.98
01/05/2018	Invoice	1573	Morley Hoppner:Parking 22-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	246,021.90
01/05/2018	Invoice	1628	403- Naveen Shastry	Monthly common element fees	1100 Accounts Receivable	\$481.45	246,503.35
01/05/2018	Invoice	1621	Morley Hoppner:Parking 19-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	246,538.27
01/05/2018	Invoice	1616	Morley Hoppner:Parking 29-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	246,573.19
01/05/2018	Invoice	1606	502- Douglas & Cairine Campbell	Monthly common element fees	1100 Accounts Receivable	\$585.79	247,158.98
01/05/2018	Invoice	1599	606- Norman Corriveau	Monthly common element fees	1100 Accounts Receivable	\$507.33	247,666.31
01/05/2018	Invoice	1594	301- Verena Abrecht	Monthly common element fees	1100 Accounts Receivable	\$406.69	248,073.00
01/05/2018	Invoice	1589	504- Alexander & Guler Bosnyak	Monthly common element fees	1100 Accounts Receivable	\$605.51	248,678.51
01/05/2018	Invoice	1577	204- Murphy & McGuire	Monthly common element fees	1100 Accounts Receivable	\$640.43	249,318.94
01/05/2018	Invoice	1624	109- Fay & Kostas Papadakos	Monthly common element fees	1100 Accounts Receivable	\$384.09	249,703.03
01/05/2018	Invoice	1619	602- Gregory Brown & Patricia Heydon	Monthly common element fees	1100 Accounts Receivable	\$939.90	250,642.93
01/05/2018	Invoice	1612	503- Alexander & Guler Bosnyak	Monthly common element fees	1100 Accounts Receivable	\$481.45	251,124.38
01/05/2018	Invoice	1602	Morley Hoppner:Parking 20-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	251,159.30
01/05/2018	Invoice	1592	Morley Hoppner:Parking 15-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	251,194.22
01/05/2018	Invoice	1585	Morley Hoppner:Parking 17-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	251,229.14
01/05/2018	Invoice	1580	Morley Hoppner:Parking 47-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	251,264.06
01/05/2018	Invoice	1631	603- Monika Visantha	Monthly common element fees	1100 Accounts Receivable	\$725.46	251,989.52
01/05/2018	Invoice	1626	305- Stephen & Marion Rothwell	Monthly common element fees	1100 Accounts Receivable	\$458.03	252,447.55
01/05/2018	Invoice	1620	604- Carolyn Lowell	Monthly common element fees	1100 Accounts Receivable	\$458.03	252,905.58
01/05/2018	Invoice	1613	Morley Hoppner:Parking 18-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	252,940.50
01/05/2018	Invoice	1603	Morley Hoppner:Parking 42-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	252,975.42
01/05/2018	Invoice	1586	108- Heather Meeks	Monthly common element fees	1100 Accounts Receivable	\$481.45	253,456.87
01/05/2018	Invoice	1581	304- Grant Carey	Monthly common element fees	1100 Accounts Receivable	\$640.43	254,097.30
01/05/2018	Invoice	1571	703- Bonny & Danny Baldwin	Monthly common element fees	1100 Accounts Receivable	\$670.83	254,768.13
01/05/2018	Invoice	1633	605- - Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$595.65	255,363.78
01/05/2018	Invoice	1632	601- Michael & Diane Doyle	Monthly common element fees	1100 Accounts Receivable	\$406.69	255,770.47
01/05/2018	Invoice	1629	Morley Hoppner:203- Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$446.53	256,217.00
01/05/2018	Invoice	1627	202- Carolyn & Katherine Haramis	Monthly common element fees	1100 Accounts Receivable	\$585.79	256,802.79
01/05/2018	Invoice	1623	Morley Hoppner:Parking 49-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	256,837.71
01/05/2018	Invoice	1622	Morley Hoppner:Parking 39-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	256,872.63
01/05/2018	Invoice	1618	Morley Hoppner:Parking 59-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	256,907.55
01/05/2018	Invoice	1617	Morley Hoppner:Parking 41-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	256,942.47
01/05/2018	Invoice	1615	Morley Hoppner:Parking 21-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	256,977.39
01/05/2018	Invoice	1611	405- June & Gerard Sarazin	Monthly common element fees	1100 Accounts Receivable	\$458.03	257,435.42
01/05/2018	Invoice	1607	505- Lauchlin & Doreen McMullin	Monthly common element fees	1100 Accounts Receivable	\$458.03	257,893.45

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
01/05/2018	Invoice	1605	Morley Hoppner:Parking 45-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	257,928.37
01/05/2018	Invoice	1601	Morley Hoppner:Parking 2-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	257,963.29
01/05/2018	Invoice	1600	701- Deanna Lancaster	Monthly common element fees	1100 Accounts Receivable	\$759.56	258,722.85
01/05/2018	Invoice	1598	Morley Hoppner:Parking 44-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	258,757.77
01/05/2018	Invoice	1596	Morley Hoppner:406- Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$525.82	259,283.59
01/05/2018	Invoice	1595	Morley Hoppner:306- Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$525.82	259,809.41
01/05/2018	Invoice	1591	Morley Hoppner:401- Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$371.77	260,181.18
01/05/2018	Invoice	1590	107- Judith Rash & Janet Meyer	Monthly common element fees	1100 Accounts Receivable	\$885.88	261,067.06
01/05/2018	Invoice	1588	302- Harold & Marion Molloy	Monthly common element fees	1100 Accounts Receivable	\$585.79	261,652.85
01/05/2018	Invoice	1583	501- Nadia McKechnie	Monthly common element fees	1100 Accounts Receivable	\$406.69	262,059.54
01/05/2018	Invoice	1579	Morley Hoppner:Parking 46-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	262,094.46
01/05/2018	Invoice	1578	407- Dian J. Lu	Monthly common element fees	1100 Accounts Receivable	\$509.38	262,603.84
01/05/2018	Invoice	1576	Morley Hoppner:207- Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$474.47	263,078.31
01/05/2018	Invoice	1574	506- Earl Johns & Lori Huff	Monthly common element fees	1100 Accounts Receivable	\$595.65	263,673.96
01/05/2018	Invoice	1625	Morley Hoppner:201- Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$371.77	264,045.73
01/05/2018	Invoice	1614	Morley Hoppner:Parking 16-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	264,080.65
01/05/2018	Invoice	1609	Morley Hoppner:206- Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$525.82	264,606.47
01/05/2018	Invoice	1604	Morley Hoppner:Parking 43-Morley Hoppner	Monthly common element fees	1100 Accounts Receivable	\$34.92	264,641.39
01/05/2018	Invoice	1587	205- Jeanne Johnstone	Monthly common element fees	1100 Accounts Receivable	\$458.04	265,099.43
Total for 4001 Condo Fees						\$24,099.92	
4037 Misc. Income							
Beginning Balance							1,467.20
03/05/2018	Deposit			MISC PAYMENT STRIPE	1010 Operating Account	\$48.00	1,515.20
15/05/2018	Deposit			MISC PAYMENT STRIPE	1010 Operating Account	\$96.00	1,611.20
23/05/2018	Deposit			MISC PAYMENT STRIPE	1010 Operating Account	\$144.00	1,755.20
24/05/2018	Journal Entry	41		Service charge for garage door repair unit 304 receivable from Environmental software solutions	-Split-	\$117.52	1,872.72
24/05/2018	Journal Entry	38		Service charge for duct cleaning receivable from Stephen J Rothwell on 15/05/2018	-Split-	\$172.89	2,045.61
24/05/2018	Journal Entry	39		Service charge for H-Vac duct cleaning receivable from Katherine and Frederick Macdonald	-Split-	\$117.52	2,163.13
24/05/2018	Journal Entry	40		Service charge for H-Vac duct cleaning receivable from Carolyn Lowell	-Split-	\$94.92	2,258.05
Total for 4037 Misc. Income						\$790.85	
Total for 4000 Income						\$24,890.77	
Billable Expense Income							
09/05/2018	Invoice	1634	Morley Hoppner	After Hours On-Site Service Water coming through the kitchen ceiling bulkhead, caused by waterline to the washer at the washer connection. (Original invoice dated March 26, 2018)	1100 Accounts Receivable	\$135.60	135.60
09/05/2018	Invoice	1635	Morley Hoppner	Water leak from washing machine	1100 Accounts Receivable	\$1,712.10	1,847.70
10/05/2018	Invoice	1636	301- Verena Abrecht	Removed door face, replaced cables damaged and frayed safety issue. Supplied and installed new garage door sections.	1100 Accounts Receivable	\$1,177.13	3,024.83
Total for Billable Expense Income						\$3,024.83	
5000 Utilities							
5010 Gas							
Beginning Balance							19,678.92
01/05/2018	Journal Entry	32R		to set up monthly accrual	-Split-	\$ -1,958.15	17,720.77
31/05/2018	Journal Entry	50		to set up monthly accruals	-Split-	\$4,206.40	21,927.17
Total for 5010 Gas						\$2,248.25	
5020 Hydro							
Beginning Balance							28,480.49
01/05/2018	Journal Entry	32R		to set up monthly accrual	-Split-	\$ -1,730.04	26,750.45
31/05/2018	Journal Entry	50		to set up monthly accruals	-Split-	\$3,517.75	30,268.20
Total for 5020 Hydro						\$1,787.71	

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5030 Water & Sewer							
Beginning Balance							10,245.67
01/05/2018	Journal Entry	32R		to set up monthly accrual	-Split-	\$ -230.95	10,014.72
31/05/2018	Journal Entry	50		to set up monthly accruals	-Split-	\$1,253.72	11,268.44
Total for 5030 Water & Sewer						\$1,022.77	
5040 Telecom Expenses							
Beginning Balance							2,120.75
01/05/2018	Journal Entry	32R		to set up monthly accrual	-Split-	\$ -245.63	1,875.12
31/05/2018	Journal Entry	50		to set up monthly accruals	-Split-	\$717.85	2,592.97
Total for 5040 Telecom Expenses						\$472.22	
Total for 5000 Utilities						\$5,530.95	
5400 Contracts							
5410 General Cleaning							
Beginning Balance							11,141.44
31/05/2018	Journal Entry	50		to set up monthly accruals	-Split-	\$1,898.40	13,039.84
Total for 5410 General Cleaning						\$1,898.40	
5415 Waste management							
Beginning Balance							2,988.81
01/05/2018	Bill	3846	EVOLUTIONBUILDING SERVICES	Service completed at 2 The Parkway Way May 31st , 2018.	2000 Accounts Payable	\$411.32	3,400.13
31/05/2018	Journal Entry	50		to set up monthly accruals	-Split-	\$411.32	3,811.45
Total for 5415 Waste management						\$822.64	
5430 Fire System Maintenance							
Beginning Balance							610.20
Total for 5430 Fire System Maintenance							
5440 Mechanical Maintenance/HVAC							
Beginning Balance							10,690.48
17/05/2018	Bill	S00018-038	ALLIANCE MECHANICAL-ELECTRICAL-DESIGN-BUILD	Material and labour costs	2000 Accounts Payable	\$1,692.89	12,383.37
Total for 5440 Mechanical Maintenance/HVAC						\$1,692.89	
5455 Elevator Maintenance							
Beginning Balance							11,921.55
Total for 5455 Elevator Maintenance							
Total for 5400 Contracts						\$4,413.93	
5500 General Repairs & Maintenance							
5501 Reimbursable Expense							
Beginning Balance							1,402.75
Total for 5501 Reimbursable Expense							
5502 Building Supplies							
Beginning Balance							315.00
Total for 5502 Building Supplies							
5503 General Repairs & Maint							
Beginning Balance							1,322.41
01/05/2018	Journal Entry	33R		to set up open PO 1002	-Split-	\$ -762.75	559.66
06/05/2018	Bill	B15621	NKlock & Security	Supply and install astragal at main entrance	2000 Accounts Payable	\$337.51	897.17
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1005)	-Split-	\$2,813.70	3,710.87
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1002)	-Split-	\$762.75	4,473.62
Total for 5503 General Repairs & Maint						\$3,151.21	
5504 Emergency Calls							
Beginning Balance							1,847.70
Total for 5504 Emergency Calls							
5518 Window Cleaning							
Beginning Balance							5,079.35
Total for 5518 Window Cleaning							
5520 Electrical R&M							
Beginning Balance							144.92
Total for 5520 Electrical R&M							
5525 Garage Cleaning/Maintenance							
Beginning Balance							4,172.88
01/05/2018	Journal Entry	33R		to set up open PO 1003	-Split-	\$ -1,041.71	3,131.17
01/05/2018	Journal Entry	33R		to set up open PO 1001	-Split-	\$ -1,300.00	1,831.17
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1007)	-Split-	\$1,974.68	3,805.85
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1001)	-Split-	\$1,300.00	5,105.85
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1003)	-Split-	\$1,041.71	6,147.56
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1006)	-Split-	\$1,124.35	7,271.91
Total for 5525 Garage Cleaning/Maintenance						\$3,099.03	
5540 HVAC							
Beginning Balance							423.75
Total for 5540 HVAC							
Total for 5500 General Repairs & Maintenance						\$6,250.24	

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
Beginning Balance							14,137.77
01/05/2018	Bill	2136	CI Property Management	Monthly increase in management fees	2000 Accounts Payable	\$369.06	14,506.83
01/05/2018	Bill		CI Property Management	monthly property management fee June 2017- May 2018	2000 Accounts Payable	\$1,124.85	15,631.68
Total for 5801 Property Management Fees						\$1,493.91	
5810 Office Expenses							
Beginning Balance							519.19
01/05/2018	Journal Entry	32R		to set up monthly accrual (CAO Assessment)	-Split-	\$ -504.00	15.19
31/05/2018	Journal Entry	50		to set up monthly accruals	-Split-	\$504.00	519.19
Total for 5810 Office Expenses						\$0.00	
5812 Bank Charges							
Beginning Balance							291.73
04/05/2018	Expense			ACTIVITY FEE	1020 Reserve Account	\$1.60	293.33
04/05/2018	Expense			ACTIVITY FEE	1010 Operating Account	\$31.56	324.89
Total for 5812 Bank Charges						\$33.16	
5813 Condo Functions							
Beginning Balance							339.82
Total for 5813 Condo Functions							
5815 Miscellaneous Expenses							
Beginning Balance							1,293.71
24/05/2018	Bill	180543	KELLER ENGINEERING	FOR PROFESSIONAL SERVICES RENDERED: DOCUMENT REVIEW, CORRESPONDENCE, LETTER	2000 Accounts Payable	\$4,678.20	5,971.91
Total for 5815 Miscellaneous Expenses						\$4,678.20	
5830 Insurance Expense/General & Liability Insurance							
Beginning Balance							11,369.90
01/05/2018	Journal Entry	31		monthly prepaid insurance	-Split-	\$1,103.85	12,473.75
Total for 5830 Insurance Expense/General & Liability Insurance						\$1,103.85	
5835 Consulting Fees- General							
Beginning Balance							904.00
Total for 5835 Consulting Fees- General							
Total for 5800 Administrative & Professional Expenses						\$7,309.12	
6003 Reserve - Bank charges							
Beginning Balance							0.60
Total for 6003 Reserve - Bank charges							
6110 Reserve- Grounds							
Beginning Balance							2,810.88
01/05/2018	Journal Entry	33R		to set up open PO 1004	-Split-	\$ -2,810.88	0.00
31/05/2018	Journal Entry	50		to set up monthly accruals (PO 1004)	-Split-	\$2,810.88	2,810.88
Total for 6110 Reserve- Grounds						\$0.00	
6145 Garage Repairs & Cleaning							
10/05/2018	Bill	2018-183	Gregg Brown	Automatic door opener maintenance reimbursement to Gregg Brown	2000 Accounts Payable	\$564.24	564.24
Total for 6145 Garage Repairs & Cleaning						\$564.24	
4500 Contribution to Reserve Fund							
Beginning Balance							5,664.00
Total for 4500 Contribution to Reserve Fund							
6001 Contribution from operating							
Beginning Balance							-4,956.00
Total for 6001 Contribution from operating							

1010 Operating Account, Period Ending 31/05/2018

RECONCILIATION REPORT

Reconciled on: 10/06/2018

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance	84,599.72
Cheques and payments cleared (22)	-43,375.64
Deposits and other credits cleared (42)	21,531.85
Statement ending balance	62,755.93
Uncleared transactions as of 31/05/2018	1,868.95
Register balance as of 31/05/2018	64,624.88
Cleared transactions after 31/05/2018	0.00
Uncleared transactions after 31/05/2018	19,128.11
Register balance as of 10/06/2018	83,752.99

Details

Cheques and payments cleared (22)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
09/04/2018	Expense			-432.10
09/04/2018	Expense			-322.16
26/04/2018	Expense		CI Property Management	-708.00
02/05/2018	Expense			-500.00
02/05/2018	Bill Payment		CI Property Management	-1,124.85
04/05/2018	Expense			-31.56
09/05/2018	Bill Payment	RBCX9260	Hydro- 4842677109	-1,787.71
09/05/2018	Bill Payment	RBCX	Bell- 6135923212(493)	-279.48
09/05/2018	Bill Payment	RBCX8972	City of Ottawa- Water& Sewer-...	-1,965.69
09/05/2018	Bill Payment	RBCX8992	City of Ottawa- Water & Sewer...	-13.87
09/05/2018	Bill Payment	RBCX9340	Enbridge	-2,103.20
11/05/2018	Bill Payment	FCN_8740-8	Rooney, Irving & Associates Ltd.	-904.00
11/05/2018	Bill Payment	FCN_8740-6	10424161 Canada Inc.	-1,847.70
11/05/2018	Bill Payment	FCN_8740-9	SPOT MAINTENANCE LTD	-5,731.36
11/05/2018	Bill Payment	FCN_8740-5	Gifford Associates Insurance	-13,246.20
11/05/2018	Bill Payment	FCN_8741	GREG BROWN	-1,402.75
11/05/2018	Bill Payment	FCN_8740-3	CI Property Management	-1,092.23
11/05/2018	Bill Payment	FCN_8740-4	EVOLUTIONBUILDING SERVI...	-1,233.96
11/05/2018	Bill Payment	FCN_8740-7	RAMDOORS OVERHEAD DO...	-1,492.17
11/05/2018	Bill Payment	FCN_8740-1	ALLIANCE MECHANICAL-EL...	-6,215.00
11/05/2018	Bill Payment	FCN_8740-2	Boss Electric	-144.92
23/05/2018	Bill Payment		CI Property Management	-796.73
Total				-43,375.64

Deposits and other credits cleared (42)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/05/2018	Receive Payment		404- Fred Macdonald	605.51
01/05/2018	Receive Payment		402- Raina Ho Hare & Ewan H...	620.71
01/05/2018	Receive Payment		204- Murphy & McGuire	640.43
01/05/2018	Receive Payment		304- Grant Carey	640.43
01/05/2018	Receive Payment		703- Bonny & Danny Baldwin	670.83
01/05/2018	Receive Payment		603- Monika Visantha	725.46
01/05/2018	Receive Payment		702- Douglas & Theresa Norris	746.42
01/05/2018	Receive Payment		701- Deanna Lancaster	759.56
01/05/2018	Receive Payment		704- Herbert Brune	780.10
01/05/2018	Receive Payment		107- Judith Rash & Janet Meyer	885.88
01/05/2018	Receive Payment		602- Gregory Brown & Patricia...	939.90
01/05/2018	Receive Payment		504- Alexander & Guler Bosnyak	605.51
01/05/2018	Receive Payment		506- Earl Johns & Lori Huff	595.65
01/05/2018	Receive Payment		202- Carolyn & Katherine Hara...	585.79
01/05/2018	Receive Payment		302- Harold & Marion Molloy	585.79
01/05/2018	Receive Payment		307- Alfred & Lois Hurst	509.39
01/05/2018	Receive Payment		407- Dian J. Lu	509.38
01/05/2018	Receive Payment		606- Norman Corriveau	507.33
01/05/2018	Receive Payment		108- Heather Meeks	481.45

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/05/2018	Receive Payment		303- Mina Khazraee	481.45
01/05/2018	Receive Payment		503- Alexander & Guler Bosnyak	481.45
01/05/2018	Receive Payment		403- Naveen Shastry	481.45
01/05/2018	Receive Payment		305- Stephen & Marion Rothwell	458.03
01/05/2018	Receive Payment		604- Carolyn Lowell	458.03
01/05/2018	Receive Payment		505- Lauchlin & Doreen McMullin	458.03
01/05/2018	Receive Payment		405- June & Gerard Sarazin	458.03
01/05/2018	Receive Payment		601- Michael & Diane Doyle	406.69
01/05/2018	Receive Payment		501- Nadia McKechnie	406.69
01/05/2018	Receive Payment		109- Fay & Kostas Papadakos	384.09
01/05/2018	Receive Payment	112	205- Jeanne Johnstone	458.04
01/05/2018	Receive Payment	164	301- Verena Abrecht	406.69
01/05/2018	Receive Payment	661	502- Douglas & Cairine Camp...	585.79
01/05/2018	Receive Payment	276	507- Young-sook & Soo-Bin Park	509.39
01/05/2018	Receive Payment		105- Bonnie and John Wicken...	734.50
03/05/2018	Deposit			48.00
15/05/2018	Deposit			96.00
23/05/2018	Deposit			144.00
24/05/2018	Receive Payment		301- Verena Abrecht	1,177.13
24/05/2018	Journal	38		172.89
24/05/2018	Journal	39		117.52
24/05/2018	Journal	40		94.92
24/05/2018	Journal	41		117.52
Total				21,531.85

Additional Information

Uncleared deposits and other credits as of 31/05/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		501- Nadia McKechnie	406.69
09/04/2018	Expense			322.16
09/04/2018	Expense			432.10
26/04/2018	Expense		CI Property Management	708.00
Total				1,868.95

Uncleared cheques and payments after 31/05/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
04/06/2018	Bill Payment		CI Property Management	-1,124.85
Total				-1,124.85

Uncleared deposits and other credits after 31/05/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/06/2018	Receive Payment		405- June & Gerard Sarazin	458.03
01/06/2018	Receive Payment		604- Carolyn Lowell	458.03
01/06/2018	Receive Payment		305- Stephen & Marion Rothwell	458.03
01/06/2018	Receive Payment		108- Heather Meeks	481.45
01/06/2018	Receive Payment		503- Alexander & Guler Bosnyak	481.45
01/06/2018	Receive Payment		303- Mina Khazraee	481.45
01/06/2018	Receive Payment		403- Naveen Shastry	481.45
01/06/2018	Receive Payment		606- Norman Corriveau	507.33
01/06/2018	Receive Payment		407- Dian J. Lu	509.38
01/06/2018	Receive Payment		307- Alfred & Lois Hurst	509.39
01/06/2018	Receive Payment		302- Harold & Marion Molloy	585.79
01/06/2018	Receive Payment		202- Carolyn & Katherine Hara...	585.79
01/06/2018	Receive Payment		506- Earl Johns & Lori Huff	595.65
01/06/2018	Receive Payment		404- Fred Macdonald	605.51
01/06/2018	Receive Payment		502- Douglas & Cairine Camp...	585.79
01/06/2018	Receive Payment		402- Raina Ho Hare & Ewan H...	620.71
01/06/2018	Receive Payment		204- Murphy & McGuire	640.43
01/06/2018	Receive Payment		304- Grant Carey	640.43
01/06/2018	Receive Payment		703- Bonny & Danny Baldwin	670.83
01/06/2018	Receive Payment		603- Monika Visantha	725.46
01/06/2018	Receive Payment		105- Bonnie and John Wicken...	734.50
01/06/2018	Receive Payment		702- Douglas & Theresa Norris	746.42
01/06/2018	Receive Payment		701- Deanna Lancaster	759.56

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/06/2018	Receive Payment		704- Herbert Brune	780.10
01/06/2018	Receive Payment		107- Judith Rash & Janet Meyer	885.88
01/06/2018	Receive Payment		602- Gregory Brown & Patricia...	939.90
01/06/2018	Journal	42		10.00
01/06/2018	Journal	43		117.52
01/06/2018	Journal	44		173.00
01/06/2018	Journal	45		13.52
01/06/2018	Journal	46		117.52
01/06/2018	Journal	47		117.52
01/06/2018	Journal	48		22.49
01/06/2018	Journal	49		117.52
01/06/2018	Receive Payment		301- Verena Abrecht	406.69
01/06/2018	Receive Payment		205- Jeanne Johnstone	458.04
01/06/2018	Receive Payment		507- Young-sook & Soo-Bin Park	509.39
01/06/2018	Receive Payment		505- Lauchlin & Doreen McMullin	458.03
01/06/2018	Receive Payment		501- Nadia McKechnie	406.69
01/06/2018	Receive Payment		601- Michael & Diane Doyle	406.69
01/06/2018	Receive Payment		109- Fay & Kostas Papadakos	384.09
01/06/2018	Receive Payment		504- Alexander & Guler Bosnyak	605.51
Total				20,252.96



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

Business Account Statement

RBBD30000_2525442 E D 00006 00210

April 30, 2018 to May 31, 2018

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

OPERATING

C/O CAPITAL INTEGRAL PM

904 LADY ELLEN PLACE

OTTAWA ON K1Z 5L5

Account number: 00006 109-614-8

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 April 30, 2018	\$83,137.46
Total deposits & credits (6)	+ 21,531.85
Total cheques & debits (10)	- 41,913.38
Closing balance on May 31, 2018	= \$62,755.93

Have your business needs changed? We can help.

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Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	Opening balance			83,137.46
01 May	Direct Payment (PAD's) service total GRADS7514310000		17,603.96	100,741.42
	eCheque deposit 18969		1,959.91	102,701.33
02 May	Direct Deposits (PDS) service total GRADS0503410000	500.00		
	Bill Payment CAPITAL INTEGRA	1,124.85		101,076.48
03 May	Misc Payment STRIPE		48.00	101,124.48
04 May	Activity fee	31.56		101,092.92
09 May	Bill payment - 8992 OTT WTR & SEWER	13.87		
	Bill payment - 6905 BELL CANADA	279.48		
	Bill payment - 9260 HYDRO OTTAWA	1,787.71		
	Bill payment - 8972 OTT WTR & SEWER	1,965.69		
	Bill payment - 9340 ENBRIDGE	2,103.20		94,942.97



Business Account Statement

April 30, 2018 to May 31, 2018
Account number: 00006 109-614-8

Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
15 May	Misc Payment STRIPE		96.00	
	Direct Deposits (PDS) service total GRADS0503410000	33,310.29		61,728.68
23 May	Misc Payment STRIPE		144.00	
	Account transfer ACTR4814300855	796.73		61,075.95
24 May	eCheque deposit 18969		1,679.98	62,755.93
	Closing balance			62,755.93

Account Fees: \$31.56

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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- 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.
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Please retain this statement for your records. Additional copies will be subject to a nominal fee.
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MONTHLY RESERVE FINANCIAL REPORT

OcscC 1020

May 2018

OCSCC #1020

PROFIT AND LOSS

May 2018

	TOTAL
EXPENSES	
6110 Reserve- Grounds	0.00
6145 Garage Repairs & Cleaning	564.24
Total Expenses	564.24
PROFIT	\$ -564.24

OCSCC #1020

PROFIT AND LOSS

June 2017 - May 2018

	TOTAL
EXPENSES	
6003 Reserve - Bank charges	0.60
6110 Reserve- Grounds	2,810.88
6145 Garage Repairs & Cleaning	564.24
Total Expenses	3,375.72
OTHER INCOME	
4500 Contribution to Reserve Fund	5,664.00
6001 Contribution from operating	-4,956.00
Total Other Income	708.00
PROFIT	\$ -2,667.72

1020 Reserve Account, Period Ending 31/05/2018

RECONCILIATION REPORT

Reconciled on: 10/06/2018

Reconciled by: Jen Walker

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

Summary

CAD

Statement beginning balance	2,311.70
Cheques and payments cleared (1)	-1.60
Deposits and other credits cleared (0)	0.00
Statement ending balance	<u>2,310.10</u>
Register balance as of 31/05/2018	2,310.10

Details

Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
04/05/2018	Expense			-1.60
Total				-1.60



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

Business Account Statement

RBDDA30000_2525442 E D 00006 00211

April 30, 2018 to May 31, 2018

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL INTEGRAL PM

904 LADY ELLEN PLACE

OTTAWA ON K1Z 5L5

Account number: 00006 109-615-5

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 April 30, 2018	\$2,311.70
Total deposits & credits (0)	+ 0.00
Total cheques & debits (1)	- 1.60
Closing balance on May 31, 2018	= \$2,310.10

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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			2,311.70
04 May	Activity fee	1.60		2,310.10
	Closing balance			2,310.10

Account Fees: \$1.60



Business Account Statement

April 30, 2018 to May 31, 2018
Account number: 00006 109-615-5

Important Account Information

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

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

The Following Represents Issues as of June 13, 2018

ITEMS FOR BOARD INFORMATION

1. Garage Door	Garage door has been installed
2. HVAC Rebalancing	Alliance cannot find anything wrong - pertaining to the banging sounds
3. Upcoming Work from MH	Morley Hoppner is currently performing minor deficiencies onsite, once. Morley Hoppner was to attend the property with a genie lift to seal around windows where cluster flies were getting into the unit. MH attended on April 23, 2018 - further update to be provided at the board meeting of June 19, 2018.
4. Work Completed re: Performance Audit and Turnover Audit	<p>Performance Audit</p> <ul style="list-style-type: none"> - The Performance audit has been completed and sent to Taron on June 7, 2018 <p>Turnover Audit</p> <ul style="list-style-type: none"> - BDO - Has commenced the Turnover Audit.
5. Awnings	Management has received the section 98 documents from Units 701 and 702 which will be presented at the next board meeting of June 19th for approval.
6. YE Date:	All documents pertaining to the corporation has been changed to a May 31 year end.
7. Budget	Management has received a draft reserve fund study with 3 options. Management has provided the Board with the draft RFS. Once an option has been chosen, the draft budget will be prepared for approval of the board.
8. Petty Cash	A petty cash float was created with a \$500.00 balance. Upon request from the Board, an additional \$500.00 was released as items for the guest suite etc., were needed. Receipts were provided to CIPM. Moving forward, the petty cash float will remain at 500.00
9. Non-Smoking Rule	This rule became effective on May 25, 2018.
10. Landscaping	Request for Quotations were requested from Peter Smit & Sons, Horticare Landscaping and Jason Landscaping - no quotations received to date.

ITEMS FOR DISCUSSION/QUOTES FOR APPROVAL

STATUS CERTIFICATES ISSUED

- 605 - Issued on June 14, 2018

ANNUAL SCHEDULE

JANUARY

FEBRUARY

Prepare Landscaping Contract - Spot Maintenance

MARCH

Secure Insurance Renewal

APRIL

Insurance (1 April)

Inspect Winter Damage

Spring Inspection

Prepare Draft Budget (April 1)

MAY

Budget Package due out before May 10

Commence Spring Repairs

Road/Parking Sweeping

Annual Hydrant Inspection

JUNE

New Fiscal Year Starts

Window Cleaning

Flush Drain Lines

JULY/AUGUST

Prepare AGM

SEPTEMBER

Prepare Snow Removal Contract

Annual Fire Inspection

Hang Christmas Lights on the trees at the front of the building

Window Cleaning (September 1)

OCTOBER

NOVEMBER

Winterize Property

DECEMBER

CORPORATION INFO SCHEDULE

Last Reserve Study

Year End May 31

Insurance Gifford Associates Insurance Brokers (Aviva Canada), 1 April

Auditor TBD

Last AGM

BOARD OF DIRECTORS AS OF LAST AGM

Position	Name	Address	Phone
President	Greg Brown	602 - 2 The Pkwy, Ottawa ON, K2K 0J4	613-762-0161
Vice-President	Danny Baldwin	703 - 2 The Pkwy, Ottawa ON, K2K 0J4	613-720-5464
Treasurer	Marion Molloy	302 - 2 The Pkwy, Ottawa ON, K2K 0J4	613-592-9333
Secretary	Judy Rash	107- 2 The Pkwy, Ottawa ON, K2K 0J4	613-435-8877
Director-at-Large	Katherine Haramis	202 - 2 The Pkwy, Ottawa ON, K2K 0J4	

President 2017 -

Vice-President 2017 -

Treasurer 2017 -

Secretary 2017 -

Director-at-Large 2017 -