

**MONTHLY  
FINANCIAL REPORT**

*CCC 383*

*February 2018*

# CCC 383 Monthly Financials

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## BUDGET VS. ACTUALS: 2018 - FY18 P&L

February 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	102,546.94	102,547.00	-0.06	100.00 %
4030 Parking Income	120.00	333.00	-213.00	36.04 %
4031 Guest Suite Rental	160.00	583.00	-423.00	27.44 %
4037 Rooftop Rental	403.02	1,417.00	-1,013.98	28.44 %
4040 Interest Income	61.83	25.00	36.83	247.32 %
4050 Misc. Income	180.00		180.00	
<b>Total 4000 Income</b>	<b>103,471.79</b>	<b>104,905.00</b>	<b>-1,433.21</b>	<b>98.63 %</b>
<b>Total Income</b>	<b>\$103,471.79</b>	<b>\$104,905.00</b>	<b>\$ -1,433.21</b>	<b>98.63 %</b>
Cost of Goods Sold				
4500 Contribution to Reserve Fund	41,234.08	41,234.00	0.08	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$41,234.08</b>	<b>\$41,234.00</b>	<b>\$0.08</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$62,237.71</b>	<b>\$63,671.00</b>	<b>\$ -1,433.29</b>	<b>97.75 %</b>
Expenses				
5000 Utilities				
5010 Gas	10,629.86	2,333.00	8,296.86	455.63 %
5020 Hydro	11,463.47	9,167.00	2,296.47	125.05 %
5030 Water & Sewer	12,192.28	12,917.00	-724.72	94.39 %
5040 Telecom Expenses	1,266.40	1,167.00	99.40	108.52 %
<b>Total 5000 Utilities</b>	<b>35,552.01</b>	<b>25,584.00</b>	<b>9,968.01</b>	<b>138.96 %</b>
5100 Employee Salaries & Benefits				
5110 Payroll Taxes (EI/CPP)	502.13	692.00	-189.87	72.56 %
5120 Wages	8,472.58	9,426.00	-953.42	89.89 %
5122 Employee Benefits		375.00	-375.00	
<b>Total 5100 Employee Salaries &amp; Benefits</b>	<b>8,974.71</b>	<b>10,493.00</b>	<b>-1,518.29</b>	<b>85.53 %</b>
5400 Contracts				
5415 Waste management	35.09	792.00	-756.91	4.43 %
5435 Private Security	1,661.78	2,408.00	-746.22	69.01 %
5440 HVAC	1,840.21	500.00	1,340.21	368.04 %
5450 Generator Maintenance		250.00	-250.00	
5455 Elevator Maintenance	1,060.61	1,083.00	-22.39	97.93 %
5460 Fitness Equipment		125.00	-125.00	
5465 Landscaping		0.00	0.00	
5470 Snow Removal	2,297.67	2,500.00	-202.33	91.91 %
5475 Pest Control	69.50	83.00	-13.50	83.73 %
5480 Pool	-20.00	1,833.00	-1,853.00	-1.09 %
5490 Whirlpool & Sauna	240.01	208.00	32.01	115.39 %
<b>Total 5400 Contracts</b>	<b>7,184.87</b>	<b>9,782.00</b>	<b>-2,597.13</b>	<b>73.45 %</b>
5500 General Repairs & Maintenance				
5502 Building Supplies	1,073.41	833.00	240.41	128.86 %
5503 General Repairs & Maint		250.00	-250.00	
5510 Building Cleaning Supplies		292.00	-292.00	
5516 Plumbing R&M	2,007.73	333.00	1,674.73	602.92 %
5518 Window Cleaning		0.00	0.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5520 Electrical R&M		83.00	-83.00	
5530 Fire System Repairs		333.00	-333.00	
5535 Garage Cleaning		417.00	-417.00	
5537 Doors, Keys & Locks	252.24	104.00	148.24	242.54 %
5540 HVAC maintenance	248.60		248.60	
5560 Guest Suite Amenity R&M		167.00	-167.00	
5570 Additional Grounds Maintenance		167.00	-167.00	
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>3,581.98</b>	<b>2,979.00</b>	<b>602.98</b>	<b>120.24 %</b>
5600 Staffing				
5625 Uniforms		63.00	-63.00	
<b>Total 5600 Staffing</b>		<b>63.00</b>	<b>-63.00</b>	
5800 Administrative & Professional Expenses				
5801 Property Management Fees	7,554.84	7,555.00	-0.16	100.00 %
5810 Office Expenses	54.82	225.00	-170.18	24.36 %
5812 Bank Charges	83.17	125.00	-41.83	66.54 %
5830 Insurance Expense/General & Liability Insurance	4,614.39	4,833.00	-218.61	95.48 %
5832 Legal		208.00	-208.00	
5833 Audit-Accounting		0.00	0.00	
5835 Other Professional Fees		458.00	-458.00	
5836 Site Office Expenses		83.00	-83.00	
5840 Condo Office/ Super Unit Expense	49.74	42.00	7.74	118.43 %
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>12,356.96</b>	<b>13,529.00</b>	<b>-1,172.04</b>	<b>91.34 %</b>
6000 Reserve Expenses	1,450.82		1,450.82	
6175 Reserve Bank Charges	3.36		3.36	
<b>Total 6000 Reserve Expenses</b>	<b>1,454.18</b>		<b>1,454.18</b>	
6100 Reserve - Professional Fees	614.56		614.56	
<b>Total Expenses</b>	<b>\$69,719.27</b>	<b>\$62,430.00</b>	<b>\$7,289.27</b>	<b>111.68 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -7,481.56</b>	<b>\$1,241.00</b>	<b>\$ -8,722.56</b>	<b>-602.87 %</b>
Other Income				
6001 Contribution from operating	41,234.08		41,234.08	
6002 Interest income for reserve	-711.21		-711.21	
<b>Total Other Income</b>	<b>\$40,522.87</b>	<b>\$0.00</b>	<b>\$40,522.87</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$40,522.87</b>	<b>\$0.00</b>	<b>\$40,522.87</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$33,041.31</b>	<b>\$1,241.00</b>	<b>\$31,800.31</b>	<b>2,662.47 %</b>

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## BUDGET VS. ACTUALS: 2018 - FY18 P&L

January - February, 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4001 Condo Fees	205,093.51	205,094.00	-0.49	100.00 %
4030 Parking Income	120.00	666.00	-546.00	18.02 %
4031 Guest Suite Rental	240.00	1,166.00	-926.00	20.58 %
4037 Rooftop Rental	806.04	2,834.00	-2,027.96	28.44 %
4040 Interest Income	111.44	50.00	61.44	222.88 %
4050 Misc. Income	180.00		180.00	
<b>Total 4000 Income</b>	<b>206,550.99</b>	<b>209,810.00</b>	<b>-3,259.01</b>	<b>98.45 %</b>
<b>Total Income</b>	<b>\$206,550.99</b>	<b>\$209,810.00</b>	<b>\$ -3,259.01</b>	<b>98.45 %</b>
Cost of Goods Sold				
4500 Contribution to Reserve Fund	82,468.16	82,468.00	0.16	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$82,468.16</b>	<b>\$82,468.00</b>	<b>\$0.16</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$124,082.83</b>	<b>\$127,342.00</b>	<b>\$ -3,259.17</b>	<b>97.44 %</b>
Expenses				
5000 Utilities				
5010 Gas	14,085.34	4,666.00	9,419.34	301.87 %
5020 Hydro	22,805.91	18,334.00	4,471.91	124.39 %
5030 Water & Sewer	23,527.70	25,834.00	-2,306.30	91.07 %
5040 Telecom Expenses	2,281.25	2,334.00	-52.75	97.74 %
<b>Total 5000 Utilities</b>	<b>62,700.20</b>	<b>51,168.00</b>	<b>11,532.20</b>	<b>122.54 %</b>
5100 Employee Salaries & Benefits				
5110 Payroll Taxes (EI/CPP)	987.68	1,384.00	-396.32	71.36 %
5120 Wages	16,539.56	18,852.00	-2,312.44	87.73 %
5122 Employee Benefits		750.00	-750.00	
5150 WSIB	-253.69		-253.69	
<b>Total 5100 Employee Salaries &amp; Benefits</b>	<b>17,273.55</b>	<b>20,986.00</b>	<b>-3,712.45</b>	<b>82.31 %</b>
5400 Contracts				
5415 Waste management	451.81	1,584.00	-1,132.19	28.52 %
5435 Private Security	3,652.76	4,816.00	-1,163.24	75.85 %
5440 HVAC	3,003.05	1,000.00	2,003.05	300.31 %
5450 Generator Maintenance		500.00	-500.00	
5455 Elevator Maintenance	1,221.74	2,166.00	-944.26	56.41 %
5460 Fitness Equipment	158.20	250.00	-91.80	63.28 %
5465 Landscaping		0.00	0.00	
5470 Snow Removal	4,595.34	5,000.00	-404.66	91.91 %
5475 Pest Control	139.00	166.00	-27.00	83.73 %
5480 Pool	-20.00	3,666.00	-3,686.00	-0.55 %
5490 Whirlpool & Sauna	328.04	416.00	-87.96	78.86 %
<b>Total 5400 Contracts</b>	<b>13,529.94</b>	<b>19,564.00</b>	<b>-6,034.06</b>	<b>69.16 %</b>
5500 General Repairs & Maintenance				
5501 Reimbursable Expense	110.27		110.27	
5502 Building Supplies	2,057.59	1,666.00	391.59	123.50 %
5503 General Repairs & Maint	224.90	500.00	-275.10	44.98 %
5510 Building Cleaning Supplies	108.59	584.00	-475.41	18.59 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5516 Plumbing R&M	1,957.73	666.00	1,291.73	293.95 %
5518 Window Cleaning		0.00	0.00	
5520 Electrical R&M		166.00	-166.00	
5530 Fire System Repairs		666.00	-666.00	
5535 Garage Cleaning	5,352.20	834.00	4,518.20	641.75 %
5537 Doors, Keys & Locks	212.24	208.00	4.24	102.04 %
5540 HVAC maintenance	248.60		248.60	
5560 Guest Suite Amenitiy R&M		334.00	-334.00	
5570 Additional Grounds Maintenance		334.00	-334.00	
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>10,272.12</b>	<b>5,958.00</b>	<b>4,314.12</b>	<b>172.41 %</b>
5600 Staffing				
5625 Uniforms		126.00	-126.00	
<b>Total 5600 Staffing</b>		<b>126.00</b>	<b>-126.00</b>	
5800 Administrative & Professional Expenses				
5801 Property Management Fees	15,110.00	15,110.00	0.00	100.00 %
5810 Office Expenses	320.52	450.00	-129.48	71.23 %
5812 Bank Charges	250.10	250.00	0.10	100.04 %
5830 Insurance Expense/General & Liability Insurance	9,228.78	9,666.00	-437.22	95.48 %
5832 Legal		416.00	-416.00	
5833 Audit-Accounting		0.00	0.00	
5835 Other Professional Fees	1,380.06	916.00	464.06	150.66 %
5836 Site Office Expenses		166.00	-166.00	
5840 Condo Office/ Super Unit Expense	84.08	84.00	0.08	100.10 %
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>26,373.54</b>	<b>27,058.00</b>	<b>-684.46</b>	<b>97.47 %</b>
6000 Reserve Expenses	1,450.82		1,450.82	
6170 Engineering Services	0.00		0.00	
6175 Reserve Bank Charges	8.92		8.92	
<b>Total 6000 Reserve Expenses</b>	<b>1,459.74</b>		<b>1,459.74</b>	
6100 Reserve - Professional Fees	614.56		614.56	
6103 Building Exterior R&M	20,787.48		20,787.48	
<b>Total Expenses</b>	<b>\$153,011.13</b>	<b>\$124,860.00</b>	<b>\$28,151.13</b>	<b>122.55 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ -28,928.30</b>	<b>\$2,482.00</b>	<b>\$ -31,410.30</b>	<b>-1,165.52 %</b>
Other Income				
6001 Contribution from operating	82,468.16		82,468.16	
6002 Interest income for reserve	-451.32		-451.32	
<b>Total Other Income</b>	<b>\$82,016.84</b>	<b>\$0.00</b>	<b>\$82,016.84</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$82,016.84</b>	<b>\$0.00</b>	<b>\$82,016.84</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$53,088.54</b>	<b>\$2,482.00</b>	<b>\$50,606.54</b>	<b>2,138.94 %</b>

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## PROFIT AND LOSS

February 2018

	TOTAL
<b>INCOME</b>	
4000 Income	
4001 Condo Fees	102,546.94
4030 Parking Income	120.00
4031 Guest Suite Rental	160.00
4037 Rooftop Rental	403.02
4040 Interest Income	61.83
4050 Misc. Income	180.00
<b>Total 4000 Income</b>	<b>103,471.79</b>
<b>Total Income</b>	<b>103,471.79</b>
<b>COST OF GOODS SOLD</b>	
4500 Contribution to Reserve Fund	41,234.08
<b>Total Cost of Goods Sold</b>	<b>41,234.08</b>
<b>GROSS PROFIT</b>	<b>62,237.71</b>
<b>EXPENSES</b>	
5800 Administrative & Professional Expenses	
5801 Property Management Fees	7,554.84
5810 Office Expenses	54.82
5812 Bank Charges	83.17
5830 Insurance Expense/General & Liability Insurance	4,614.39
5840 Condo Office/ Super Unit Expense	49.74
<b>Total 5800 Administrative &amp; Professional Expenses</b>	<b>12,356.96</b>
5100 Employee Salaries & Benefits	
5110 Payroll Taxes (EI/CPP)	502.13
5120 Wages	8,472.58
<b>Total 5100 Employee Salaries &amp; Benefits</b>	<b>8,974.71</b>
5400 Contracts	
5415 Waste management	35.09
5435 Private Security	1,661.78
5440 HVAC	1,840.21
5455 Elevator Maintenance	1,060.61
5470 Snow Removal	2,297.67
5475 Pest Control	69.50
5480 Pool	-20.00
5490 Whirlpool & Sauna	240.01
<b>Total 5400 Contracts</b>	<b>7,184.87</b>
5500 General Repairs & Maintenance	
5502 Building Supplies	1,073.41
5516 Plumbing R&M	2,007.73
5537 Doors, Keys & Locks	252.24
5540 HVAC maintenance	248.60
<b>Total 5500 General Repairs &amp; Maintenance</b>	<b>3,581.98</b>
6000 Reserve Expenses	1,450.82
6175 Reserve Bank Charges	3.36
<b>Total 6000 Reserve Expenses</b>	<b>1,454.18</b>
6100 Reserve - Professional Fees	614.56

	TOTAL
5000 Utilities	
5010 Gas	10,629.86
5020 Hydro	11,463.47
5030 Water & Sewer	12,192.28
5040 Telecom Expenses	1,266.40
<b>Total 5000 Utilities</b>	<b>35,552.01</b>
<b>Total Expenses</b>	<b>69,719.27</b>
OTHER INCOME	
6001 Contribution from operating	41,234.08
6002 Interest income for reserve	-711.21
<b>Total Other Income</b>	<b>40,522.87</b>
<b>PROFIT</b>	<b>\$33,041.31</b>



# OCSCC 383

## BALANCE SHEET

As of February 28, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
1015 Petty Cash	1,963.41
1010 Operating Account	54,270.49
1020 Reserve Account	650,500.51
Undeposited Funds	-3,369.88
<b>Total Cash and Cash Equivalent</b>	<b>703,364.53</b>
Accounts Receivable (A/R)	
1100 Accounts Receivable	13,898.65
<b>Total Accounts Receivable (A/R)</b>	<b>13,898.65</b>
1200 Due to/from	5,419.00
1300 Prepaid Expenses	
1310 Prepaid Expenses- Insurance	4,434.16
<b>Total 1300 Prepaid Expenses</b>	<b>4,434.16</b>
<b>Total Current Assets</b>	<b>727,116.34</b>
Non-current Assets	
1016 Investments	675,000.00
1017 Investments- CASH	411,486.11
<b>Total Non Current Assets</b>	<b>1,086,486.11</b>
<b>Total Assets</b>	<b>\$1,813,602.45</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
2000 Accounts Payable	45,307.39
<b>Total Accounts Payable (A/P)</b>	<b>45,307.39</b>
2005 Accrued Liabilities	18,369.66
2500 Due to/from Operating	5,419.00
2020 Source Deduction Payable	-2,878.48
2025 EI Payable	878.88
2030 CPP Payable	2,569.76
2035 Income Tax Payable	3,571.76
2040 Vacation Payable	-1,723.82
<b>Total Current Liabilities</b>	<b>71,514.15</b>
<b>Total Liabilities</b>	<b>71,514.15</b>
Equity	
Opening Balance Equity	-24,640.16
Retained Earnings	1,713,639.92
Profit for the year	53,088.54
<b>Total Equity</b>	<b>1,742,088.30</b>
<b>Total Liabilities and Equity</b>	<b>\$1,813,602.45</b>

# OCSCC 383

## A/R AGING SUMMARY

As of February 28, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
1007, Marie-Jeanne Vary	19.10	19.10	198.50			\$236.70
1010, Bockman,Anthony Bockman, Jean		-40.00	-40.00			\$ -80.00
103, Gisele Rensch			1,011.35			\$1,011.35
1105, Keith & Sylvia Calder		-197.86				\$ -197.86
1203, Denise Paquette			-473.50			\$ -473.50
1206, Osama Fouad		-105.53				\$ -105.53
1401, Christos Kaltsas			186.71			\$186.71
1402, Norman Lui			565.69			\$565.69
1506, Joey Rathwell			198.50			\$198.50
1510, Noreen Regan-Huculak			809.08			\$809.08
1610, Fouad Abou-Abbas	525.44	525.44	204.96			\$1,255.84
1612, Connie Gail Brown			164.38			\$164.38
1701, Amal Kudsy		-0.11	-0.65			\$ -0.76
1706, Khadijatou Ampong-Saddique	15.50	18.87				\$34.37
1709, Tom Van Alstine			-495.21			\$ -495.21
1803, Courtney Klein			-40.00			\$ -40.00
201, Rose Marie Gingras		0.00				\$0.00
308, Norma Dimitri			1,045.48			\$1,045.48
405, Walter Bakalarz Gladys Bakalarz			-120.00			\$ -120.00
408, Norma Dimitri & Nadoushan			538.22			\$538.22
412, Fodil Benouarets		159.38	-239.38			\$ -80.00
506, H. Fudakowska		-197.85				\$ -197.85
510, Juan Fuentes		-40.00	-40.00			\$ -80.00
601, Debbie Nurmi			0.00			\$0.00
612, Marie Greenwood	511.14	199.38				\$710.52
801, Aseem Bishnoi			138.99			\$138.99
808, Jean Cummings		160.00	-320.00			\$ -160.00
903, Reza Almasi			218.23			\$218.23
907, Tamkeen Pirzada & Wajahat Ali		-79.99				\$ -79.99
OTHER RECEIVABLES			8,895.29			\$8,895.29
<b>TOTAL</b>	<b>\$1,071.18</b>	<b>\$420.83</b>	<b>\$12,406.64</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$13,898.65</b>

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## A/P AGING SUMMARY

As of February 28, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Ambico			12,541.90			\$12,541.90
Aqua Drain Sewer Services Inc.	2,057.73		0.00			\$2,057.73
ATKINSON SCHROETER DESIGN GROUP-ASGD	614.56					\$614.56
B.PRITCHARD &SON			265.55			\$265.55
Baxtec Mechanical Services	1,840.21					\$1,840.21
CBM Elevator Company Ltd.	899.48					\$899.48
CI Property Management	146.84					\$146.84
City Locksmith Lock & Key Service		309.24				\$309.24
City of Ottawa	21.00					\$21.00
City of Ottawa- Water & Sewer	12,198.83					\$12,198.83
Commissionaires Ottawa	1,542.16		725.72			\$2,267.88
Donley's Pool Services	240.01					\$240.01
ENBRIDGE	5,839.94					\$5,839.94
Home Depot Credit Services	457.87					\$457.87
INGLIS CARPET CLEANERS INC			2,313.62			\$2,313.62
JET WASTE MANAGEMENT LTD.	35.09					\$35.09
LUC O'BYRNE			56.49			\$56.49
ON CALL CENTRE			96.32			\$96.32
Other Payables			1,436.72			\$1,436.72
Ottawa Police Service Alarm Management			149.00			\$149.00
Paul Davis Systems of Ottawa	1,450.82					\$1,450.82
TELUS MOBILITY			39.55			\$39.55
THE OFFICE DOCTOR			-17.74			\$ -17.74
The Office Door			46.48			\$46.48
<b>TOTAL</b>	<b>\$27,344.54</b>	<b>\$309.24</b>	<b>\$17,653.61</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$45,307.39</b>

# OCSCC 383

## TRANSACTION LIST BY SUPPLIER

February 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
<b>ADT CANADA INC.</b>						
16/02/2018	Bill	FEB 2018	Yes		2000 Accounts Payable	119.62
16/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-119.62
<b>ADVANCED HVAC INC.</b>						
01/02/2018	Bill	3336-15157	Yes		2000 Accounts Payable	248.60
20/02/2018	Bill Payment (Cheque)	3510	Yes		1010 Operating Account	-248.60
<b>Aqua Drain Sewer Services Inc.</b>						
15/02/2018	Bill	55658	Yes		2000 Accounts Payable	2,057.73
<b>ATKINSON SCHROETER DESIGN GROUP-ASGD</b>						
14/02/2018	Bill	2163	Yes		2000 Accounts Payable	614.56
<b>Baxtec Mechanical Services</b>						
15/02/2018	Bill	C017483	Yes		2000 Accounts Payable	957.68
16/02/2018	Bill	W22680	Yes		2000 Accounts Payable	882.53
20/02/2018	Bill Payment (Cheque)	3511	Yes		1010 Operating Account	-1,162.84
<b>Bell (535)</b>						
01/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-487.10
<b>Bell (666)</b>						
06/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-663.64
09/02/2018	Bill	3526310066604002	Yes		2000 Accounts Payable	663.64
<b>BRIAN HUNT</b>						
20/02/2018	Bill Payment (Cheque)	3513	Yes		1010 Operating Account	-110.27
<b>BROOK RESTORATION LTD</b>						
20/02/2018	Bill Payment (Cheque)	1001	Yes		1020 Reserve Account	-20,787.48
<b>CANADA REVENUE AGENCY</b>						
26/02/2018	Bill	2017	Yes		2000 Accounts Payable	2,878.48
26/02/2018	Bill Payment (Cheque)	3516	Yes		1010 Operating Account	-2,878.48
<b>CBM Elevator Company Ltd.</b>						
21/02/2018	Bill	123158	Yes		2000 Accounts Payable	899.48
<b>CI Property Management</b>						
01/02/2018	Bill	1781	Yes		2000 Accounts Payable	5,958.42
01/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-5,958.42
02/02/2018	Bill Payment (Cheque)	EFT	Yes	Voided	1010 Operating Account	0.00
02/02/2018	Bill	1596	Yes		2000 Accounts Payable	1,596.58
02/02/2018	Bill Payment (Cheque)	1	Yes	Voided	1010 Operating Account	0.00
20/02/2018	Bill Payment (Cheque)	3504	Yes	Voided	1010 Operating Account	0.00
20/02/2018	Bill Payment (Cheque)	3515	Yes		1010 Operating Account	-1,596.58
28/02/2018	Bill	1624	Yes		2000 Accounts Payable	146.84
<b>City Locksmith Lock &amp; Key Service</b>						
26/02/2018	Bill	2017-0000014394	Yes		2000 Accounts Payable	309.24

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
City of Ottawa						
08/02/2018	Bill	0614600050408070000	Yes		2000 Accounts Payable	21.00
Clty of Ottawa- Water & Sewer						
20/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-13,989.50
26/02/2018	Bill	JA29-FE26/18	Yes		2000 Accounts Payable	12,198.83
Commissionaires Ottawa						
03/02/2018	Bill	0000000373658	Yes		2000 Accounts Payable	816.44
17/02/2018	Bill	0000000374526	Yes		2000 Accounts Payable	725.72
20/02/2018	Bill Payment (Cheque)	3512	Yes		1010 Operating Account	-941.17
Darlene Gibbs						
06/02/2018	Bill	2-2018	Yes		2000 Accounts Payable	181.50
20/02/2018	Bill Payment (Cheque)	3502	Yes		1010 Operating Account	-181.50
Donley's Pool Services						
15/02/2018	Bill	68566	Yes		2000 Accounts Payable	240.01
Eclipse Enterprises Fire Protection Ltd.						
08/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-0.10
ENBRIDGE						
01/02/2018	Bill	672002371397	Yes		2000 Accounts Payable	7,081.76
05/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-7,081.76
28/02/2018	Bill	FEB 18	Yes		2000 Accounts Payable	5,839.94
HDS Canada Inc						
01/02/2018	Bill	2922220-00	Yes		2000 Accounts Payable	149.10
20/02/2018	Bill Payment (Cheque)	3505	Yes		1010 Operating Account	-149.10
HELENE SYLVESTRE AND PIERRE BOUDREAU						
20/02/2018	Bill Payment (Cheque)	3514	Yes		1010 Operating Account	-5,352.20
Home Depot Credit Services						
01/02/2018	Bill	9020867	Yes		2000 Accounts Payable	16.81
01/02/2018	Bill	9070367	Yes		2000 Accounts Payable	68.87
01/02/2018	Bill	8062232	Yes		2000 Accounts Payable	55.28
01/02/2018	Supplier Credit	7283629	Yes		2000 Accounts Payable	-49.05
01/02/2018	Bill	1450585	Yes		2000 Accounts Payable	160.31
01/02/2018	Bill	1071797	Yes		2000 Accounts Payable	34.60
01/02/2018	Bill	FCH-000144471	Yes		2000 Accounts Payable	7.70
01/02/2018	Bill	3070108	Yes		2000 Accounts Payable	49.05
07/02/2018	Bill	70471	Yes		2000 Accounts Payable	88.32
08/02/2018	Supplier Credit	8283207	Yes		2000 Accounts Payable	-4.50
HYDRO OTTAWA, OTT513001						
01/02/2018	Bill	DE18-JA18/18	Yes		2000 Accounts Payable	9,820.96
20/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-9,820.96
JET WASTE MANAGEMENT LTD.						
09/02/2018	Bill	24010	Yes		2000 Accounts Payable	35.09
ON CALL CENTRE						
01/02/2018	Bill	162505424101	Yes		2000 Accounts Payable	50.13
01/02/2018	Bill	162504873101	Yes		2000 Accounts Payable	60.87
01/02/2018	Bill	162505425101	Yes		2000 Accounts Payable	50.13
12/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-60.87

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
12/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-50.13
12/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-50.13
ORKIN CANADA						
01/02/2018	Bill		Yes		2000 Accounts Payable	69.50
15/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-69.50
OTTAWA MAINTENANCE SOLUTIONS						
20/02/2018	Bill Payment (Cheque)	3509	Yes		1010 Operating Account	-50.85
Paul Davis Systems of Ottawa						
28/02/2018	Bill	10247	Yes		2000 Accounts Payable	1,450.82
PRESTON HARDWARE						
05/02/2018	Bill	IN01306146	Yes		2000 Accounts Payable	496.92
20/02/2018	Bill Payment (Cheque)	3503	Yes		1010 Operating Account	-1,244.42
PRO PAVINGSTONE INC.						
15/02/2018	Bill	FEBRUARY 2018	Yes		2000 Accounts Payable	2,297.67
15/02/2018	Bill Payment (Cheque)	528	Yes		1010 Operating Account	-2,297.67
SAFEGUARD BUSINESS SYSTEMS LTD						
20/02/2018	Bill Payment (Cheque)	3508	Yes		1010 Operating Account	-265.70
SANI-SOL						
20/02/2018	Bill Payment (Cheque)	3506	Yes		1010 Operating Account	-174.05
SHEILA MCHUGH						
20/02/2018	Bill Payment (Cheque)	3507	Yes		1010 Operating Account	-160.00
Staples						
01/02/2018	Journal Entry	36	Yes			
09/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-54.82
TELUS MOBILITY						
05/02/2018	Bill	FE06-MAR05/18	Yes		2000 Accounts Payable	47.74
21/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-47.74
THE OFFICE DOCTOR						
02/02/2018	Bill	54612	Yes		2000 Accounts Payable	28.74
20/02/2018	Bill Payment (Cheque)		Yes			0.00
WASTE CONNECTIONS OF CANADA INC.						
20/02/2018	Bill Payment (Cheque)		Yes		1010 Operating Account	-521.72

# OCSCC 383

## GENERAL LEDGER

February 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities							
5010 Gas							
Beginning Balance							3,455.48
01/02/2018	Journal Entry	22R		SET UP ACCRUALS GAS, DEC 07.2017 - JAN 31.2018	-Split-	\$ -6,624.70	-3,169.22
01/02/2018	Bill	672002371397	ENBRIDGE	GAS DEC 07.2017 TO JANUARY 03.2018	2000 Accounts Payable	\$7,081.76	3,912.54
28/02/2018	Journal Entry	39		SET UP ACCRUALS GAS FROM FEB 05 TO FEB 28.2018	-Split-	\$4,332.86	8,245.40
28/02/2018	Bill	FEB 18	ENBRIDGE	GAS JANUARY 04 TO FEBRUARY 04.2018	2000 Accounts Payable	\$5,839.94	14,085.34
<b>Total for 5010 Gas</b>						<b>\$10,629.86</b>	
5020 Hydro							
Beginning Balance							11,342.44
01/02/2018	Bill	DE18-JA18/18	HYDRO OTTAWA, OTT513001	FROM DECEMBER 18, 2017 TO JANUARY 18, 2018	2000 Accounts Payable	\$9,820.96	21,163.40
01/02/2018	Journal Entry	22R		SET UP ACCRUALS HYDRO , DEC 19.2017 - JAN 31.2018	-Split-	\$ -10,940.60	10,222.80
28/02/2018	Journal Entry	39		SET UP ACCRUALS HYDRO FROM JAN 19 TO FEB 28.2018	-Split-	\$12,583.11	22,805.91
<b>Total for 5020 Hydro</b>						<b>\$11,463.47</b>	
5030 Water & Sewer							
Beginning Balance							11,335.42
01/02/2018	Journal Entry	22R		SET UP ACCRUALS WATER JAN 30 TO JAN 31.2018	-Split-	\$ -847.85	10,487.57
26/02/2018	Bill	JA29-FE26/18	Clty of Ottawa- Water & Sewer	0494, FROM JANUARY 29 TO FEBRUARY 26, 2018 2759 CAROUSEL CRES	2000 Accounts Payable	\$12,198.83	22,686.40
28/02/2018	Journal Entry	39		SET UP ACCRUALS WATER FROM FEB 27 TO FEB 28.2018	-Split-	\$841.30	23,527.70
<b>Total for 5030 Water &amp; Sewer</b>						<b>\$12,192.28</b>	
5040 Telecom Expenses							
Beginning Balance							1,014.85
05/02/2018	Bill	FE06-MAR05/18	TELUS MOBILITY	27831630, FROM FEBRUARY 06 TO MARCH 05, 2018	2000 Accounts Payable	\$47.74	1,062.59
09/02/2018	Bill	3526310066604002	Bell (666)	January 16- Feb 15	2000 Accounts Payable	\$663.64	1,726.23
28/02/2018	Journal Entry	39		SET UP ACCRUALS BELL FROM FEB 14 TO FEB 28.2018	-Split-	\$269.11	1,995.34
28/02/2018	Journal Entry	39		SET UP ACCRUALS BELL FROM FEB 17 TO FEB 28.2018	-Split-	\$285.91	2,281.25
<b>Total for 5040 Telecom Expenses</b>						<b>\$1,266.40</b>	
<b>Total for 5000 Utilities</b>						<b>\$35,552.01</b>	
5100 Employee Salaries & Benefits							
5110 Payroll Taxes (EI/ CPP)							
Beginning Balance							485.55
15/02/2018	Journal Entry	33		TO RECORD THE PAYROLL FRB15/2018 (ENDING PERIOD JAN 30.2018)	-Split-	\$184.81	670.36
15/02/2018	Journal Entry	33		TO RECORD THE PAYROLL FRB15/2018 (ENDING PERIOD JAN 30.2018)	-Split-	\$74.16	744.52
28/02/2018	Journal Entry	32		TO RECORD THE PAYROLL FRB28/2018 (ENDING PERIOD FEB 15.2018)	-Split-	\$171.96	916.48
28/02/2018	Journal Entry	32		TO RECORD THE PAYROLL FRB28/2018 (ENDING PERIOD FEB 15.2018)	-Split-	\$71.20	987.68
<b>Total for 5110 Payroll Taxes (EI/ CPP)</b>						<b>\$502.13</b>	
5120 Wages							
Beginning Balance							8,066.98
06/02/2018	Bill	2-2018	Darlene Gibbs	2-2018, 11 HOURS WORKED January, 2018	2000 Accounts Payable	\$181.50	8,248.48
15/02/2018	Journal Entry	33		TO RECORD THE PAYROLL FRB15/2018 (ENDING PERIOD JAN 30.2018)	-Split-	\$4,278.08	12,526.56
28/02/2018	Journal Entry	32		TO RECORD THE PAYROLL FRB28/2018 (ENDING PERIOD FEB 15.2018)	-Split-	\$4,013.00	16,539.56
<b>Total for 5120 Wages</b>						<b>\$8,472.58</b>	
5150 WSIB							
Beginning Balance							-253.69
<b>Total for 5150 WSIB</b>							
<b>Total for 5100 Employee Salaries &amp; Benefits</b>						<b>\$8,974.71</b>	
5400 Contracts							
5415 Waste management							
Beginning Balance							416.72

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
09/02/2018	Bill	24010	JET WASTE MANAGEMENT LTD.	Inspection on computer & container	2000 Accounts Payable	\$35.09	451.81
Total for 5415 Waste management						\$35.09	
5435 Private Security							
Beginning Balance							
03/02/2018	Bill	0000000373658	Commissionaires Ottawa	36 REGULAR GUARD HOURS HOURSGARD, JANUARY 21 TO FEBRUARY 03, 2018	2000 Accounts Payable	\$816.44	1,990.98
16/02/2018	Bill	FEB 2018	ADT CANADA INC.	MONTHLY SECURITY SERVICE	2000 Accounts Payable	\$119.62	2,927.04
17/02/2018	Bill	0000000374526	Commissionaires Ottawa	32 REGULAR GUARD HOURS HOURSGARD, FEBRUARY 04 TO FEBRUARY 17, 2018	2000 Accounts Payable	\$725.72	3,652.76
Total for 5435 Private Security						\$1,661.78	
5440 HVAC							
Beginning Balance							
15/02/2018	Bill	C017483	Baxtec Mechanical Services	QUARTERLY INVOICE FOR PREVENTIVE MAINTENANCE FOR FEBRUARY 01 TO APRIL 30, 2018	2000 Accounts Payable	\$957.68	1,162.84
16/02/2018	Bill	W22680	Baxtec Mechanical Services	TO PROVIDE PARTS AND LABOUR TO REPLACE THE ACTUATOR MOTOR ON THE EXHAUST FAN DAMPER IN STORAGE ROOM #5 IN BASEMENT PER QUOTE #32521	2000 Accounts Payable	\$882.53	3,003.05
Total for 5440 HVAC						\$1,840.21	
5455 Elevator Maintenance							
Beginning Balance							
01/02/2018	Bill	162505424101	ON CALL CENTRE	POOL LINE SERVICE	2000 Accounts Payable	\$50.13	161.13
01/02/2018	Bill	162505425101	ON CALL CENTRE	2759 CAROUSEL CRES. CLUB FLR.	2000 Accounts Payable	\$50.13	211.26
01/02/2018	Bill	162504873101	ON CALL CENTRE	2ND ADDITIONAL LINE, ADDITIONAL LINE, EMERGENCY ELEVATOR SERVICE	2000 Accounts Payable	\$60.87	261.39
21/02/2018	Bill	123158	CBM Elevator Company Ltd.	MONTHLY MAINTENANCE - FEB 2018	2000 Accounts Payable	\$899.48	322.26
Total for 5455 Elevator Maintenance						\$1,060.61	
5460 Fitness Equipment							
Beginning Balance							
Total for 5460 Fitness Equipment							158.20
5470 Snow Removal							
Beginning Balance							
15/02/2018	Bill	FEBRUARY 2018	PRO PAVINGSTONE INC.	4 OF 6 PAYMENTS FOR WINTER MAINTENANCE FROM NOVEMBER 15, 2017 TO APRIL 15, 2018	2000 Accounts Payable	\$2,297.67	2,297.67
Total for 5470 Snow Removal						\$2,297.67	
5475 Pest Control							
Beginning Balance							
01/02/2018	Bill		ORKIN CANADA	PEST CONTROL FOR JANUARY 2017	2000 Accounts Payable	\$69.50	69.50
Total for 5475 Pest Control						\$69.50	139.00
5480 Pool							
21/02/2018	Journal Entry	29		RENTAL POOL, KHALID ALDABAL, UNIT 1111, CASH	-Split-	\$ -20.00	-20.00
Total for 5480 Pool						\$ -20.00	
5490 Whirlpool & Sauna							
Beginning Balance							
15/02/2018	Bill	68566	Donley's Pool Services	REPAIR LEAK AT FILTER PIPE, UNION 2'MPT/SLIP, RIGID PVC PIPE, DRAIN PLUG WITH GASKET	2000 Accounts Payable	\$240.01	88.03
Total for 5490 Whirlpool & Sauna						\$240.01	328.04
Total for 5400 Contracts						\$7,184.87	
5500 General Repairs & Maintenance							
5501 Reimbursable Expense							
Beginning Balance							
Total for 5501 Reimbursable Expense							110.27
5502 Building Supplies							
Beginning Balance							
01/02/2018	Bill	FCH-000144471	Home Depot Credit Services	Invoiced Jan 4, 2018	2000 Accounts Payable	\$7.70	984.18
01/02/2018	Bill	9070367	Home Depot Credit Services	Invoiced Jan 29, 2018	2000 Accounts Payable	\$68.87	991.88
01/02/2018	Bill	9020867	Home Depot Credit Services	Invoiced Jan 09, 2018	2000 Accounts Payable	\$16.81	1,060.75
01/02/2018	Bill	1071797	Home Depot Credit Services	Invoiced Dec 18, 2017	2000 Accounts Payable	\$34.60	1,077.56
01/02/2018	Bill	3070108	Home Depot Credit Services	Invoiced Jan 5, 2018	2000 Accounts Payable	\$49.05	1,112.16
01/02/2018	Bill	1450585	Home Depot Credit Services	Invoiced Dec 08, 2017	2000 Accounts Payable	\$160.31	1,161.21
01/02/2018	Bill	2922220-00	HDS Canada Inc	VARIOUS ITEMS PURCHASED: APC3R3R322, BRN/97013574, HWL/TG511A	2000 Accounts Payable	\$149.10	1,321.52
							1,470.62



DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				1000			
01/02/2018	Supplier Credit	7283629	Home Depot Credit Services	Returns (invoiced Jan 11, 2018)	2000 Accounts Payable	\$ -49.05	1,421.57
01/02/2018	Bill	8062232	Home Depot Credit Services	Invoiced Jan 30, 2018	2000 Accounts Payable	\$55.28	1,476.85
05/02/2018	Bill	IN01306146	PRESTON HARDWARE	Ice Melter CMA Evergreen 50LB, (Blue Coloured), delivery charge	2000 Accounts Payable	\$496.92	1,973.77
07/02/2018	Bill	70471	Home Depot Credit Services	Invoiced Feb 07, 2018	2000 Accounts Payable	\$88.32	2,062.09
08/02/2018	Supplier Credit	8283207	Home Depot Credit Services	Returns (invoiced Dec 31, 2017)	2000 Accounts Payable	\$ -4.50	2,057.59
<b>Total for 5502 Building Supplies</b>						<b>\$1,073.41</b>	
5503 General Repairs & Maint							
Beginning Balance							224.90
<b>Total for 5503 General Repairs &amp; Maint</b>							
5510 Building Cleaning Supplies							
Beginning Balance							108.59
<b>Total for 5510 Building Cleaning Supplies</b>							
5516 Plumbing R&M							
Beginning Balance							-50.00
15/02/2018	Bill	55658	Aqua Drain Sewer Services Inc.	REMOVED AND REINSTALL TWO 60 GALLON HOT WATER TANKS AS PER QUOTE #2829	2000 Accounts Payable	\$2,057.73	2,007.73
21/02/2018	Journal Entry	29		DRAIN CLEANING, UNIT 1806, WILLIAM AND ROSE KIELEY, CHEQUE # 086	-Split-	\$ -50.00	1,957.73
<b>Total for 5516 Plumbing R&amp;M</b>						<b>\$2,007.73</b>	
5535 Garage Cleaning							
Beginning Balance							5,352.20
<b>Total for 5535 Garage Cleaning</b>							
5537 Doors, Keys & Locks							
Beginning Balance							-40.00
09/02/2018	Journal Entry	30		X 3 KEYS + FOB , UNIT 206, JONCAS, CASH	-Split-	\$ -35.00	-75.00
09/02/2018	Journal Entry	30		FOB REPLACEMENT, UNIT 505, ANDREW GRANT, CASH	-Split-	\$ -20.00	-95.00
21/02/2018	Journal Entry	29		GARAGE REMOTE, UNIT 1009, CASH	-Split-	\$ -2.00	-97.00
26/02/2018	Bill	2017-0000014394	City Locksmith Lock & Key Service	Ordered keys, storeroom	2000 Accounts Payable	\$309.24	212.24
<b>Total for 5537 Doors, Keys &amp; Locks</b>						<b>\$252.24</b>	
5540 HVAC maintenance							
01/02/2018	Bill	3336-15157	ADVANCED HVAC INC.	uNIT 101, P - TAC UNIT VERY LOUD. BLOWER OUT OF BALANCE OR MOTOR SHAFT WARPED	2000 Accounts Payable	\$248.60	248.60
<b>Total for 5540 HVAC maintenance</b>						<b>\$248.60</b>	
<b>Total for 5500 General Repairs &amp; Maintenance</b>						<b>\$3,581.98</b>	
5800 Administrative & Professional Expenses							
5801 Property Management Fees							
Beginning Balance							7,555.16
01/02/2018	Bill	1781	CI Property Management	2018 management fees	2000 Accounts Payable	\$5,958.42	13,513.58
01/02/2018	Journal Entry	23R		SET UP ACCRUALS MANAGEMENT FEES JAN NEW BUDGET	-Split-	\$ -147.00	13,366.58
02/02/2018	Bill	1596	CI Property Management	2018 management fees	2000 Accounts Payable	\$1,596.58	14,963.16
28/02/2018	Bill	1624	CI Property Management	Jan 2018 management fees increase	2000 Accounts Payable	\$146.84	15,110.00
<b>Total for 5801 Property Management Fees</b>						<b>\$7,554.84</b>	
5810 Office Expenses							
Beginning Balance							265.70
01/02/2018	Journal Entry	36		CREDITS RECORDED IN 2016	-Split-	\$54.82	320.52
<b>Total for 5810 Office Expenses</b>						<b>\$54.82</b>	
5812 Bank Charges							
Beginning Balance							166.93
01/02/2018	Expense			Customer Transfer Dr.	1010 Operating Account	\$5.56	172.49
05/02/2018	Expense			SCOTIA DIRECT PAYMENT Service Charge	1010 Operating Account	\$121.79	294.28
16/02/2018	Deposit			SERVICE FEE REVERSAL Credit Memo	1010 Operating Account	\$ -44.18	250.10
<b>Total for 5812 Bank Charges</b>						<b>\$83.17</b>	
5830 Insurance Expense/General & Liability Insurance							
Beginning Balance							4,614.39
01/02/2018	Journal Entry	38		RECORD PREPAID INSURANCE FEB 2018	-Split-	\$4,614.39	9,228.78
<b>Total for 5830 Insurance Expense/General &amp; Liability Insurance</b>						<b>\$4,614.39</b>	
5835 Other Professional Fees							
Beginning Balance							1,380.06
<b>Total for 5835 Other Professional Fees</b>							
5840 Condo Office/ Super Unit Expense							
Beginning Balance							34.34
02/02/2018	Bill	54612	THE OFFICE DOCTOR	MONTHLY SERVICE AGREEMENT BILLABLE COPIES, FEBRUARY 2018	2000 Accounts Payable	\$28.74	63.08

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
08/02/2018	Bill	0614600050408070000	City of Ottawa	SWB - 50% Solid Waste Bin Service	2000 Accounts Payable	\$21.00	84.08
Total for 5840 Condo Office/ Super Unit Expense						\$49.74	
Total for 5800 Administrative & Professional Expenses						\$12,356.96	
6000 Reserve Expenses							
28/02/2018	Bill	10247	Paul Davis Systems of Ottawa	OUTSTANDING BALANCE FROM THE INVOICE #10247 ON JULY 9, 2017	2000 Accounts Payable	\$1,450.82	1,450.82
Total for 6000 Reserve Expenses						\$1,450.82	
6175 Reserve Bank Charges							
Beginning Balance							5.56
01/02/2018	Expense			Customer Transfer Dr.	1020 Reserve Account	\$5.56	11.12
16/02/2018	Deposit			SERVICE FEE REVERSAL Credit Memo	1020 Reserve Account	\$ -2.20	8.92
Total for 6175 Reserve Bank Charges						\$3.36	
Total for 6000 Reserve Expenses with subs						\$1,454.18	
6100 Reserve - Professional Fees							
14/02/2018	Bill	2163	ATKINSON SCHROETER DESIGN GROUP-ASGD	INTERIOR DESIGN SERVICES WITH THE INVOICE DATE APRIL 30, 2017	2000 Accounts Payable	\$614.56	614.56
Total for 6100 Reserve - Professional Fees						\$614.56	
6103 Building Exterior R&M							
Beginning Balance							20,787.48
Total for 6103 Building Exterior R&M							

## 1010 Operating Account, Period Ending 28/02/2018

## RECONCILIATION REPORT

Reconciled on: 21/03/2018

Reconciled by: Olesea Axentii

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

Summary	CAD
Statement beginning balance.....	86,467.12
Cheques and payments cleared (37).....	-118,349.19
Deposits and other credits cleared (207).....	104,561.16
Statement ending balance.....	<u>72,679.09</u>
Uncleared transactions as of 28/02/2018.....	-18,408.60
Register balance as of 28/02/2018.....	54,270.49
Cleared transactions after 28/02/2018.....	0.00
Uncleared transactions after 28/02/2018.....	75,654.43
Register balance as of 21/03/2018.....	<u>129,924.92</u>

## Details

Cheques and payments cleared (37)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
15/01/2018	Bill Payment	620	OCSCC 340	-23,661.96
15/01/2018	Bill Payment	614	Donley's Pool Services	-88.03
15/01/2018	Bill Payment	618	CI Property Management	-3,208.34
15/01/2018	Bill Payment	597	Staples	-339.25
15/01/2018	Bill Payment	598	Staples	-8.09
15/01/2018	Bill Payment	606	CI Property Management	-426.89
15/01/2018	Bill Payment	605	CBM Elevator Company Ltd.	-899.48
15/01/2018	Bill Payment	609	Eclipse Enterprises Fire Protection Ltd.	-2,932.25
15/01/2018	Bill Payment	3501	Commissionaires Ottawa	-725.72
15/01/2018	Bill Payment	3500	Ottawa Police Service Alarm Management	-149.00
15/01/2018	Bill Payment	608	Darlene Gibbs	-1,113.75
15/01/2018	Bill Payment	610	EXER-TECH INC.	-158.20
15/01/2018	Bill Payment	616	JET WASTE MANAGEMENT LTD.	-416.72
15/01/2018	Bill Payment	617	THE OFFICE DOCTOR	-34.34
15/01/2018	Bill Payment	615	INDUSTRIAL CLEANING SUPPLIES INC.	-108.59
15/01/2018	Bill Payment	619	HDS Canada Inc	-206.20
01/02/2018	Journal	31		-35,815.00
01/02/2018	Bill Payment		CI Property Management	-5,958.42
01/02/2018	Bill Payment		Bell (535)	-487.10
01/02/2018	Expense			-5.56
05/02/2018	Bill Payment		ENBRIDGE	-7,081.76
05/02/2018	Expense			-121.79
06/02/2018	Bill Payment		Bell (666)	-663.64
08/02/2018	Bill Payment		Eclipse Enterprises Fire Protection Ltd.	-0.10
09/02/2018	Bill Payment		Staples	-54.82
12/02/2018	Bill Payment		ON CALL CENTRE	-50.13
12/02/2018	Bill Payment		ON CALL CENTRE	-60.87
12/02/2018	Bill Payment		ON CALL CENTRE	-50.13
15/02/2018	Bill Payment		ORKIN CANADA	-69.50

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
15/02/2018	Journal	33		-3,420.40
15/02/2018	Bill Payment	528	PRO PAVINGSTONE INC.	-2,297.67
16/02/2018	Bill Payment		ADT CANADA INC.	-119.62
20/02/2018	Bill Payment		City of Ottawa- Water & Sewer	-13,989.50
20/02/2018	Bill Payment		WASTE CONNECTIONS OF CANADA INC.	-521.72
20/02/2018	Bill Payment		HYDRO OTTAWA, OTT513001	-9,820.96
21/02/2018	Bill Payment		TELUS MOBILITY	-47.74
28/02/2018	Journal	32		-3,235.95
Total				-118,349.19

Deposits and other credits cleared (207)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Receive Payment		803	559.47
01/02/2018	Receive Payment		603	559.47
01/02/2018	Receive Payment		1803	559.47
01/02/2018	Receive Payment		203	559.47
01/02/2018	Receive Payment		503	559.47
01/02/2018	Receive Payment		1703	559.47
01/02/2018	Receive Payment		403	559.47
01/02/2018	Receive Payment		401	199.38
01/02/2018	Receive Payment		901	511.14
01/02/2018	Receive Payment		1708	507.26
01/02/2018	Receive Payment		1505	507.26
01/02/2018	Receive Payment		405	507.26
01/02/2018	Receive Payment		103	507.26
01/02/2018	Receive Payment		807	508.87
01/02/2018	Receive Payment		1107	508.87
01/02/2018	Receive Payment		901	511.14
01/02/2018	Receive Payment		312	511.14
01/02/2018	Receive Payment		1612	511.14
01/02/2018	Receive Payment		1210	525.44
01/02/2018	Receive Payment		204	528.93
01/02/2018	Receive Payment		609	528.93
01/02/2018	Receive Payment		1601	511.14
01/02/2018	Receive Payment		812	511.14
01/02/2018	Receive Payment		701	511.14
01/02/2018	Receive Payment		1101	511.14
01/02/2018	Receive Payment		1212	511.14
01/02/2018	Receive Payment		1812	511.14
01/02/2018	Receive Payment		1801	511.14
01/02/2018	Receive Payment		810	525.44
01/02/2018	Receive Payment		510	565.44
01/02/2018	Receive Payment		410	525.44
01/02/2018	Receive Payment		106	525.44
01/02/2018	Receive Payment		1410	525.44
01/02/2018	Receive Payment		1010	565.44
01/02/2018	Receive Payment		1810	525.44
01/02/2018	Receive Payment		710	525.44
01/02/2018	Receive Payment		210	525.44
01/02/2018	Receive Payment		910	525.44
01/02/2018	Receive Payment		310	525.44

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Receive Payment		1710	525.44
01/02/2018	Receive Payment		1110	525.44
01/02/2018	Receive Payment		610	525.44
01/02/2018	Receive Payment		1510	525.44
01/02/2018	Receive Payment		1509	528.93
01/02/2018	Receive Payment		704	528.93
01/02/2018	Receive Payment		1209	528.93
01/02/2018	Receive Payment		604	528.93
01/02/2018	Receive Payment		309	528.93
01/02/2018	Receive Payment		1809	528.93
01/02/2018	Receive Payment		1609	528.93
01/02/2018	Receive Payment		1504	528.93
01/02/2018	Receive Payment		1204	528.93
01/02/2018	Receive Payment		1704	528.93
01/02/2018	Receive Payment		909	528.93
01/02/2018	Receive Payment		904	528.93
01/02/2018	Receive Payment		105	528.93
01/02/2018	Receive Payment		1804	528.93
01/02/2018	Receive Payment		1004	528.93
01/02/2018	Receive Payment		809	528.93
01/02/2018	Receive Payment		1409	528.93
01/02/2018	Receive Payment		1604	528.93
01/02/2018	Receive Payment		209	528.93
01/02/2018	Receive Payment		102	528.93
01/02/2018	Receive Payment		1104	528.93
01/02/2018	Receive Payment		1709	528.93
01/02/2018	Receive Payment		509	528.93
01/02/2018	Receive Payment		1009	528.93
01/02/2018	Receive Payment		504	528.93
01/02/2018	Receive Payment		709	528.93
01/02/2018	Receive Payment		804	528.93
01/02/2018	Receive Payment		1404	528.93
01/02/2018	Receive Payment		404	528.93
01/02/2018	Receive Payment		1109	528.93
01/02/2018	Receive Payment		304	528.93
01/02/2018	Receive Payment		409	528.93
01/02/2018	Receive Payment		903	559.47
01/02/2018	Receive Payment		303	559.47
01/02/2018	Receive Payment		1103	559.47
01/02/2018	Receive Payment		1603	559.47
01/02/2018	Receive Payment		1503	559.47
01/02/2018	Receive Payment		1403	559.47
01/02/2018	Receive Payment		1203	559.47
01/02/2018	Receive Payment		1003	559.47
01/02/2018	Receive Payment		101	559.47
01/02/2018	Receive Payment		703	559.47
01/02/2018	Receive Payment		1008	507.26
01/02/2018	Receive Payment		1711	507.26
01/02/2018	Receive Payment		411	507.26
01/02/2018	Receive Payment		1705	507.26
01/02/2018	Receive Payment		608	507.26
01/02/2018	Receive Payment		511	507.26
01/02/2018	Receive Payment		711	507.26

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Receive Payment		508	507.26
01/02/2018	Receive Payment		805	507.26
01/02/2018	Receive Payment		505	507.26
01/02/2018	Receive Payment		905	507.26
01/02/2018	Receive Payment		1702	309.40
01/02/2018	Receive Payment		302	507.26
01/02/2018	Receive Payment		311	507.26
01/02/2018	Receive Payment		104	507.26
01/02/2018	Receive Payment		1811	507.26
01/02/2018	Receive Payment		308	507.26
01/02/2018	Receive Payment		1605	507.26
01/02/2018	Receive Payment		1202	507.26
01/02/2018	Receive Payment		506	508.87
01/02/2018	Receive Payment		706	508.87
01/02/2018	Receive Payment		406	508.87
01/02/2018	Receive Payment		1206	508.87
01/02/2018	Receive Payment		1406	508.87
01/02/2018	Receive Payment		1606	508.87
01/02/2018	Receive Payment		1006	508.87
01/02/2018	Receive Payment		1106	508.87
01/02/2018	Receive Payment		1807	508.87
01/02/2018	Receive Payment		707	508.50
01/02/2018	Receive Payment		806	508.87
01/02/2018	Receive Payment		307	508.87
01/02/2018	Receive Payment		207	508.87
01/02/2018	Receive Payment		1407	508.87
01/02/2018	Receive Payment		206	508.87
01/02/2018	Receive Payment		606	508.87
01/02/2018	Receive Payment		906	508.87
01/02/2018	Receive Payment		507	508.87
01/02/2018	Receive Payment		907	508.87
01/02/2018	Receive Payment		607	508.87
01/02/2018	Receive Payment		306	508.87
01/02/2018	Receive Payment		407	508.87
01/02/2018	Receive Payment		1207	508.87
01/02/2018	Receive Payment		1707	508.87
01/02/2018	Receive Payment		1507	508.87
01/02/2018	Receive Payment		1607	508.87
01/02/2018	Receive Payment		1806	508.87
01/02/2018	Receive Payment		801	511.14
01/02/2018	Receive Payment		1112	511.14
01/02/2018	Receive Payment		1012	511.14
01/02/2018	Receive Payment		1412	511.14
01/02/2018	Receive Payment		1712	511.14
01/02/2018	Receive Payment		1401	511.14
01/02/2018	Receive Payment		512	511.14
01/02/2018	Receive Payment		501	511.14
01/02/2018	Receive Payment		712	511.14
01/02/2018	Receive Payment		212	511.14
01/02/2018	Receive Payment		1001	511.14
01/02/2018	Receive Payment		912	511.14
01/02/2018	Receive Payment		1501	511.14
01/02/2018	Receive Payment		1201	511.14

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Receive Payment		301	511.14
01/02/2018	Receive Payment		412	551.14
01/02/2018	Receive Payment		601	511.14
01/02/2018	Receive Payment		1512	511.14
01/02/2018	Deposit			0.37
01/02/2018	Receive Payment		1506	489.77
01/02/2018	Receive Payment		1702	197.86
01/02/2018	Receive Payment		1506	19.10
01/02/2018	Receive Payment		1803	40.00
01/02/2018	Receive Payment		605	507.26
01/02/2018	Receive Payment		808	507.26
01/02/2018	Receive Payment		1608	507.26
01/02/2018	Receive Payment		602	507.26
01/02/2018	Receive Payment		1111	507.26
01/02/2018	Receive Payment		408	507.26
01/02/2018	Receive Payment		202	507.26
01/02/2018	Receive Payment		205	507.26
01/02/2018	Receive Payment		1205	507.26
01/02/2018	Receive Payment		1602	507.26
01/02/2018	Receive Payment		1808	507.26
01/02/2018	Receive Payment		1402	507.26
01/02/2018	Receive Payment		1611	507.26
01/02/2018	Receive Payment		1011	507.26
01/02/2018	Receive Payment		1208	507.26
01/02/2018	Receive Payment		1411	507.26
01/02/2018	Receive Payment		1408	507.26
01/02/2018	Receive Payment		305	507.26
01/02/2018	Receive Payment		1005	507.26
01/02/2018	Receive Payment		1508	507.26
01/02/2018	Receive Payment		1002	507.26
01/02/2018	Receive Payment		1802	507.26
01/02/2018	Receive Payment		702	507.26
01/02/2018	Receive Payment		1102	507.26
01/02/2018	Receive Payment		211	507.26
01/02/2018	Receive Payment		208	507.26
01/02/2018	Receive Payment		611	507.26
01/02/2018	Receive Payment		902	507.26
01/02/2018	Receive Payment		911	507.26
01/02/2018	Receive Payment		802	507.26
01/02/2018	Receive Payment		708	507.26
01/02/2018	Receive Payment		705	507.26
01/02/2018	Receive Payment		1511	507.26
01/02/2018	Receive Payment		502	507.26
01/02/2018	Receive Payment		1211	507.26
01/02/2018	Receive Payment		1405	507.26
01/02/2018	Receive Payment		402	507.26
01/02/2018	Receive Payment		1108	507.26
01/02/2018	Receive Payment		811	507.26
01/02/2018	Receive Payment		1502	507.26
01/02/2018	Receive Payment		1105	507.26
01/02/2018	Receive Payment		1805	507.26
01/02/2018	Receive Payment		908	507.26
09/02/2018	Receive Payment		1007	489.77

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
09/02/2018	Receive Payment		1706	490.00
09/02/2018	Receive Payment		401	511.14
09/02/2018	Receive Payment		1701	511.25
09/02/2018	Receive Payment		201	1,713.62
09/02/2018	Journal	30		55.00
16/02/2018	Deposit			44.18
21/02/2018	Receive Payment		105	40.00
21/02/2018	Journal	29		815.02
28/02/2018	Deposit			61.83

Total 104,561.16

#### Additional Information

Uncleared cheques and payments as of 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/01/2018	Journal	10		-197.86
15/01/2018	Bill Payment	612	THE CONDOMINIUM AUTHORITY OF ONTA...	-1,380.06
15/01/2018	Bill Payment	623	Paul Davis Systems of Ottawa	-2,074.28
15/01/2018	Cheque	621	Aqua Drain Sewer Services Inc.	-138.99
15/01/2018	Bill Payment	622	HDS Canada Inc	-101.65
20/02/2018	Bill Payment	3507	SHEILA MCHUGH	-160.00
20/02/2018	Bill Payment	3508	SAFEGUARD BUSINESS SYSTEMS LTD	-265.70
20/02/2018	Bill Payment	3509	OTTAWA MAINTENANCE SOLUTIONS	-50.85
20/02/2018	Bill Payment	3510	ADVANCED HVAC INC.	-248.60
20/02/2018	Bill Payment	3511	Baxtec Mechanical Services	-1,162.84
20/02/2018	Bill Payment	3512	Commissionaires Ottawa	-941.17
20/02/2018	Bill Payment	3513	BRIAN HUNT	-110.27
20/02/2018	Bill Payment	3514	HELENE SYLVESTRE AND PIERRE BOUDR...	-5,352.20
20/02/2018	Bill Payment	3506	SANI-SOL	-174.05
20/02/2018	Bill Payment	3505	HDS Canada Inc	-149.10
20/02/2018	Bill Payment	3503	PRESTON HARDWARE	-1,244.42
20/02/2018	Bill Payment	3502	Darlene Gibbs	-181.50
20/02/2018	Bill Payment	3515	CI Property Management	-1,596.58
26/02/2018	Bill Payment	3516	CANADA REVENUE AGENCY	-2,878.48

Total -18,408.60

Uncleared deposits and other credits as of 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02/02/2018	Bill Payment	EFT	CI Property Management	0.00
02/02/2018	Bill Payment	1	CI Property Management	0.00
20/02/2018	Bill Payment	3504	CI Property Management	0.00

Total 0.00

Uncleared cheques and payments after 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Bill Payment	PAP	CI Property Management	-7,555.00
07/03/2018	Bill Payment	3517	INGLIS CARPET CLEANERS INC	-2,313.62



DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
07/03/2018	Bill Payment	3518	Darlene Gibbs	-594.00
07/03/2018	Bill Payment	3519	HELENE SYLVESTRE AND PIERRE BOUDR...	-300.00
07/03/2018	Bill Payment	3520	INDUSTRIAL CLEANING SUPPLIES INC.	-481.49
07/03/2018	Bill Payment	3521	City Locksmith Lock & Key Service	-309.24
08/03/2018	Bill Payment	3522	Baxtec Mechanical Services	-1,840.21
08/03/2018	Bill Payment	3523	Commissionaires Ottawa	-1,542.16
08/03/2018	Bill Payment	3526	CBM Elevator Company Ltd.	-899.48
08/03/2018	Bill Payment	3525	JET WASTE MANAGEMENT LTD.	-35.09
08/03/2018	Bill Payment	3524	Donley's Pool Services	-240.01
14/03/2018	Bill Payment	3527	Aqua Drain Sewer Services Inc.	-2,057.73
14/03/2018	Bill Payment	3528	City of Ottawa	-21.00
15/03/2018	Bill Payment	529	PRO PAVINGSTONE INC.	-2,297.67
16/03/2018	Bill Payment	3529	Home Depot Credit Services	-457.87
15/04/2018	Bill Payment	530	PRO PAVINGSTONE INC.	-2,297.67

Total -23,242.24

Uncleared deposits and other credits after 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		1110	525.44
01/03/2018	Receive Payment		710	525.44
01/03/2018	Receive Payment		810	525.44
01/03/2018	Receive Payment		210	525.44
01/03/2018	Receive Payment		1510	525.44
01/03/2018	Receive Payment		1810	525.44
01/03/2018	Receive Payment		610	525.44
01/03/2018	Receive Payment		1704	528.93
01/03/2018	Receive Payment		509	528.93
01/03/2018	Receive Payment		1709	528.93
01/03/2018	Receive Payment		304	528.93
01/03/2018	Receive Payment		1609	528.93
01/03/2018	Receive Payment		809	528.93
01/03/2018	Receive Payment		1109	528.93
01/03/2018	Receive Payment		409	528.93
01/03/2018	Receive Payment		404	528.93
01/03/2018	Receive Payment		1809	528.93
01/03/2018	Receive Payment		309	528.93
01/03/2018	Receive Payment		704	528.93
01/03/2018	Receive Payment		1504	528.93
01/03/2018	Receive Payment		1004	528.93
01/03/2018	Receive Payment		909	528.93
01/03/2018	Receive Payment		105	528.93
01/03/2018	Receive Payment		1204	528.93
01/03/2018	Receive Payment		1509	528.93
01/03/2018	Receive Payment		904	528.93
01/03/2018	Receive Payment		1209	528.93
01/03/2018	Receive Payment		804	528.93
01/03/2018	Receive Payment		604	528.93
01/03/2018	Receive Payment		102	528.93
01/03/2018	Receive Payment		1604	528.93
01/03/2018	Receive Payment		209	528.93
01/03/2018	Receive Payment		1009	528.93

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		709	528.93
01/03/2018	Receive Payment		1409	528.93
01/03/2018	Receive Payment		1404	528.93
01/03/2018	Receive Payment		1804	528.93
01/03/2018	Receive Payment		504	528.93
01/03/2018	Receive Payment		1104	528.93
01/03/2018	Receive Payment		1203	559.47
01/03/2018	Receive Payment		403	559.47
01/03/2018	Receive Payment		1703	559.47
01/03/2018	Receive Payment		803	559.47
01/03/2018	Receive Payment		1503	559.47
01/03/2018	Receive Payment		1103	559.47
01/03/2018	Receive Payment		1603	559.47
01/03/2018	Receive Payment		203	559.47
01/03/2018	Receive Payment		1003	559.47
01/03/2018	Receive Payment		903	559.47
01/03/2018	Receive Payment		101	559.47
01/03/2018	Receive Payment		303	559.47
01/03/2018	Receive Payment		503	559.47
01/03/2018	Receive Payment		1803	559.47
01/03/2018	Receive Payment		1403	559.47
01/03/2018	Receive Payment		603	559.47
01/03/2018	Receive Payment		703	559.47
01/03/2018	Receive Payment		1402	507.26
01/03/2018	Receive Payment		1208	507.26
01/03/2018	Receive Payment		202	507.26
01/03/2018	Receive Payment		505	507.26
01/03/2018	Receive Payment		608	507.26
01/03/2018	Receive Payment		507	508.87
01/03/2018	Receive Payment		1807	508.87
01/03/2018	Receive Payment		1606	508.87
01/03/2018	Receive Payment		1206	508.87
01/03/2018	Receive Payment		1106	508.87
01/03/2018	Receive Payment		706	508.87
01/03/2018	Receive Payment		906	508.87
01/03/2018	Receive Payment		606	508.87
01/03/2018	Receive Payment		1507	508.87
01/03/2018	Receive Payment		1407	508.87
01/03/2018	Receive Payment		307	508.87
01/03/2018	Receive Payment		1406	508.87
01/03/2018	Receive Payment		1806	508.87
01/03/2018	Receive Payment		207	508.87
01/03/2018	Receive Payment		306	508.87
01/03/2018	Receive Payment		607	508.87
01/03/2018	Receive Payment		1506	508.87
01/03/2018	Receive Payment		1207	508.87
01/03/2018	Receive Payment		1006	508.87
01/03/2018	Receive Payment		1707	508.87
01/03/2018	Receive Payment		407	508.87
01/03/2018	Receive Payment		806	508.87
01/03/2018	Receive Payment		1607	508.87
01/03/2018	Receive Payment		506	508.87
01/03/2018	Receive Payment		907	508.87

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		206	508.87
01/03/2018	Receive Payment		406	508.87
01/03/2018	Receive Payment		707	508.87
01/03/2018	Receive Payment		212	511.14
01/03/2018	Receive Payment		1101	511.14
01/03/2018	Receive Payment		412	551.14
01/03/2018	Receive Payment		812	511.14
01/03/2018	Receive Payment		301	511.14
01/03/2018	Receive Payment		701	511.14
01/03/2018	Receive Payment		1412	511.14
01/03/2018	Receive Payment		1501	511.14
01/03/2018	Receive Payment		1812	511.14
01/03/2018	Receive Payment		1112	511.14
01/03/2018	Receive Payment		712	511.14
01/03/2018	Receive Payment		1601	511.14
01/03/2018	Receive Payment		1512	511.14
01/03/2018	Receive Payment		501	511.14
01/03/2018	Receive Payment		1201	511.14
01/03/2018	Receive Payment		1012	511.14
01/03/2018	Receive Payment		801	511.14
01/03/2018	Receive Payment		512	511.14
01/03/2018	Receive Payment		912	511.14
01/03/2018	Receive Payment		1801	511.14
01/03/2018	Receive Payment		1712	511.14
01/03/2018	Receive Payment		1001	511.14
01/03/2018	Receive Payment		601	511.14
01/03/2018	Receive Payment		310	525.44
01/03/2018	Receive Payment		106	525.44
01/03/2018	Receive Payment		1710	525.44
01/03/2018	Receive Payment		910	525.44
01/03/2018	Receive Payment		1010	565.44
01/03/2018	Receive Payment		410	525.44
01/03/2018	Receive Payment		510	565.44
01/03/2018	Receive Payment		1410	525.44
01/03/2018	Deposit			1,569.54
01/03/2018	Receive Payment		308	538.22
01/03/2018	Receive Payment		408	538.22
01/03/2018	Receive Payment		308	507.26
01/03/2018	Receive Payment		201	511.14
01/03/2018	Receive Payment		605	507.26
01/03/2018	Receive Payment		702	507.26
01/03/2018	Receive Payment		611	507.26
01/03/2018	Receive Payment		411	507.26
01/03/2018	Receive Payment		1008	507.26
01/03/2018	Receive Payment		1511	507.26
01/03/2018	Receive Payment		1105	507.26
01/03/2018	Receive Payment		1011	507.26
01/03/2018	Receive Payment		1205	507.26
01/03/2018	Receive Payment		502	507.26
01/03/2018	Receive Payment		1411	507.26
01/03/2018	Receive Payment		1711	507.26
01/03/2018	Receive Payment		208	507.26
01/03/2018	Receive Payment		1111	507.26

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/03/2018	Receive Payment		1611	507.26
01/03/2018	Receive Payment		1002	507.26
01/03/2018	Receive Payment		508	507.26
01/03/2018	Receive Payment		211	507.26
01/03/2018	Receive Payment		1005	507.26
01/03/2018	Receive Payment		1405	507.26
01/03/2018	Receive Payment		1811	507.26
01/03/2018	Receive Payment		805	507.26
01/03/2018	Receive Payment		908	507.26
01/03/2018	Receive Payment		705	507.26
01/03/2018	Receive Payment		808	507.26
01/03/2018	Receive Payment		802	507.26
01/03/2018	Receive Payment		911	507.26
01/03/2018	Receive Payment		602	507.26
01/03/2018	Receive Payment		1108	507.26
01/03/2018	Receive Payment		1802	507.26
01/03/2018	Receive Payment		1508	507.26
01/03/2018	Receive Payment		104	507.26
01/03/2018	Receive Payment		1605	507.26
01/03/2018	Receive Payment		1408	507.26
01/03/2018	Receive Payment		1702	507.26
01/03/2018	Receive Payment		311	507.26
01/03/2018	Receive Payment		402	507.26
01/03/2018	Receive Payment		1102	507.26
01/03/2018	Receive Payment		1808	507.26
01/03/2018	Receive Payment		711	507.26
01/03/2018	Receive Payment		1502	507.26
01/03/2018	Receive Payment		1602	507.26
01/03/2018	Receive Payment		1211	507.26
01/03/2018	Receive Payment		1608	507.26
01/03/2018	Receive Payment		308	507.26
01/03/2018	Receive Payment		1202	507.26
01/03/2018	Receive Payment		1805	507.26
01/03/2018	Receive Payment		811	507.26
01/03/2018	Receive Payment		905	507.26
01/03/2018	Receive Payment		708	507.26
01/03/2018	Receive Payment		1705	507.26
01/03/2018	Receive Payment		408	507.26
01/03/2018	Receive Payment		302	507.26
01/03/2018	Receive Payment		511	507.26
01/03/2018	Receive Payment		902	507.26
01/03/2018	Receive Payment		305	507.26
16/03/2018	Journal	27		90.00
16/03/2018	Journal	28		80.00
16/03/2018	Receive Payment	0805301537	1007	489.77
16/03/2018	Journal	24		403.02
16/03/2018	Journal	26		65.00
16/03/2018	Receive Payment		1701	511.25
16/03/2018	Receive Payment	043	1610	1,576.32
16/03/2018	Journal	25		40.00
16/03/2018	Receive Payment		405	80.00
16/03/2018	Receive Payment	002	612	511.14

Total

98,896.67

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2515 BANK STREET 31336  
OTTAWA ON K1V 8R9  
000-000-0000

CARLETON CONDO CORP 383  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Business Account	60756 00335 10	Jan 31 2018	Feb 28 2018

### Account Summary for this Period:

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
35	\$118,349.19	7	\$104,561.16

### Account Details:

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
01/31/2018	BALANCE FORWARD			86,467.12
02/01/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		6,929.02	93,396.14
02/01/2018	SD SETTLEMENT SD# 39765 FCN 0129 FCD 180131		92,955.33	186,351.47
02/01/2018	TELEPHONE BILL 0000000000000000 BELL CANADA TORVM5 EFT 5511	487.10		185,864.37
02/01/2018	BILL PAYMENT CAPITAL INTEGRA	5,958.42		179,905.95
02/01/2018	CHQ 620 2229379175	23,661.96		156,243.99
02/01/2018	CHQ 605 7228935648	899.48		155,344.51
02/01/2018	TRANSFER TO 61176 00149 15	5.56		155,338.95
02/02/2018	CHQ 615 2229545269	108.59		155,230.36
02/02/2018	CHQ 619 7228979256	206.20		155,024.16
02/02/2018	CHQ 610 7229049790	158.20		154,865.96
02/05/2018	UTILITY BILL PRE-AUTHORIZED ENBRIDGE	7,081.76		147,784.20
02/05/2018	CHQ* 611 3000417020	149.00		147,635.20
02/05/2018	SERVICE CHARGE SCOTIA DIRECT PAYMENT	121.79		147,513.41

<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
11	\$38,838.06	2	\$99,884.35

2515 BANK STREET 31336  
OTTAWA ON K1V 8R9  
000-000-0000

**Statement Of:**  
Business Account

**Account Number:**  
60756 00335 10

**From:**  
Jan 31 2018

**To:**  
Feb 28 2018

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
02/06/2018	TELEPHONE BILL 0000000000000000 BELL CANADA TORVM5 EFT 5511	663.64		146,849.77
02/06/2018	CHQ* 617 3000453495	34.34		146,815.43
02/06/2018	CHQ* 616 7122007445	416.72		146,398.71
02/06/2018	CHQ 607 7229273518	725.72		145,672.99
02/06/2018	SD SETTLEMENT SD# 39765 FCN 0130 FCD 180206		1,713.62	147,386.61
02/07/2018	CHQ* 606 7022969077	426.89		146,959.72
02/07/2018	CHQ* 618 7022969078	3,208.34		143,751.38
02/08/2018	CHQ* 598 3000095747	8.09		143,743.29
02/08/2018	CHQ* 609 3000097212	2,932.35		140,810.94
02/08/2018	CHQ* 614 7122033005	88.03		140,722.91
02/09/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		2,002.16	142,725.07
02/09/2018	CHQ* 597 3000103230	394.07		142,331.00
02/12/2018	MISC PAYMENT ON CALL MESSAGE CENTRE	60.87		142,270.13
02/12/2018	MISC PAYMENT ON CALL MESSAGE CENTRE	50.13		142,220.00
02/12/2018	MISC PAYMENT ON CALL MESSAGE CENTRE	50.13		142,169.87
02/12/2018	CHQ* 608 7122062142	1,113.75		141,056.12
02/15/2018	BILL PAYMENT ORKIN CANADA CORPORATION	69.50		140,986.62
02/15/2018	CHQ 528 7220054850	2,297.67		138,688.95
02/15/2018	TRANSFER TO 60756 00398 10	35,815.00		102,873.95
02/15/2018	SD SETTLEMENT SD# 39765 FCN 0131 FCD 180212	3,420.40		99,453.55
02/16/2018	CREDIT MEMO SERVICE FEE REVERSAL		44.18	99,497.73
<b>No. of Debits</b>				
18	<b>Total Amount - Debits</b>		<b>No. of Credits</b>	
	\$51,775.64		3	<b>Total Amount - Credits</b>
				\$3,759.96

2515 BANK STREET 31336  
OTTAWA ON K1V 8R9  
000-000-0000

**Statement Of:**  
Business Account

**Account Number:**  
60756 00335 10

**From:**  
Jan 31 2018

**To:**  
Feb 28 2018

Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
02/16/2018	MISC PAYMENT ADT SECURITY	119.62		99,378.11
02/20/2018	HYDRO BILL HYDRO OTTAWA	9,820.96		89,557.15
02/20/2018	UTILITY BILL OTTAWA WATER	13,989.50		75,567.65
02/20/2018	MISC PAYMENT BFI CANADA INC (LONDON)	521.72		75,045.93
02/21/2018	BILL PAYMENT TELUS MOBILITY	47.74		74,998.19
02/22/2018	DEPOSIT CARLING & KIRKWOOD 20396 001		855.02	75,853.21
02/28/2018	SD SETTLEMENT SD# 39765 FCN 0132 FCD 180226	3,235.95		72,617.26
02/28/2018	INTEREST CREDIT		61.83	72,679.09
<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>	
6	\$27,735.49	2	\$916.85	

Uncollected fees and/or ODI owing: \$0.00

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000-000-0000

CARLETON CONDO CORP 383  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Service Charge	60756 00335 10	Jan 31 2018	Feb 28 2018

Item	Volume	Rate	Charge (\$)
Transaction Fees			
Deposit	3	1.25	3.75
Cheques	17	1.25	21.25
Other Credits	3	1.25	3.75
Other Debits	15	1.25	18.75
Sub Total			47.50
Account Maintenance			9.95
Deposit Contents			
Items Deposited	20	.20	4.00
Cash Deposited (Per \$1000)	\$805.00	2.50	2.01
Coin Deposited (Per \$100)	\$3.25	2.25	.07
Sub Total Service Charge			63.53
Less % Discount Allowed		99.999%	63.53

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000-000-0000

CARLETON CONDO CORP 383  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Deposit Interest	60756 00335 10	Feb 01 2018	Feb 28 2018

## Account Information

Currency: CAD

Average Credit Balance This Period	\$115,151.00
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Scotiabank Prime This Period	3.450%
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Interest Rate Rule:		
Scotiabank Prime	- 2.750%	0.700%

## Interest Calculation

Average Credit Balance		\$115,151.00
Total Balance Deductions		\$0.00
Net Surplus Balance		\$115,151.00
Interest At	0.700%	\$61.83
<b>Total Interest</b>		<b>\$61.83</b>

**Your account 60756 00335 10 has been credited.**

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# **MONTHLY RESERVE FINANCIAL REPORT**

*CCC 383*

*February 2018*

# OCSCC 383

## PROFIT AND LOSS

February 2018

	TOTAL
EXPENSES	
6000 Reserve Expenses	1,450.82
6175 Reserve Bank Charges	3.36
<b>Total 6000 Reserve Expenses</b>	<b>1,454.18</b>
6100 Reserve - Professional Fees	614.56
<b>Total Expenses</b>	<b>2,068.74</b>
OTHER INCOME	
6001 Contribution from operating	41,234.08
6002 Interest income for reserve	-711.21
<b>Total Other Income</b>	<b>40,522.87</b>
<b>PROFIT</b>	<b>\$38,454.13</b>

# OCSCC 383

## PROFIT AND LOSS

January - February, 2018

	TOTAL
EXPENSES	
6000 Reserve Expenses	1,450.82
6170 Engineering Services	0.00
6175 Reserve Bank Charges	8.92
<b>Total 6000 Reserve Expenses</b>	<b>1,459.74</b>
6100 Reserve - Professional Fees	614.56
6103 Building Exterior R&M	20,787.48
<b>Total Expenses</b>	<b>22,861.78</b>
OTHER INCOME	
6001 Contribution from operating	82,468.16
6002 Interest income for reserve	-451.32
<b>Total Other Income</b>	<b>82,016.84</b>
<b>PROFIT</b>	<b>\$59,155.06</b>

## OCSCC 383

1020 Reserve Account, Period Ending 28/02/2018

## RECONCILIATION REPORT

Reconciled on: 21/03/2018

Reconciled by: Olesea Axentii

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

## Summary

CAD

Statement beginning balance	654,320.07
Cheques and payments cleared (3)	-19,174.96
Deposits and other credits cleared (3)	36,167.88
Statement ending balance	671,312.99

Uncleared transactions as of 28/02/2018	-20,812.48
Register balance as of 28/02/2018	650,500.51
Cleared transactions after 28/02/2018	0.00
Uncleared transactions after 28/02/2018	-2,065.38
Register balance as of 21/03/2018	648,435.13

## Details

## Cheques and payments cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
15/01/2018	Bill Payment	74	OCSCC 340	-16,232.56
15/01/2018	Bill Payment	76	OCSCC 340	-2,936.84
01/02/2018	Expense			-5.56
Total				-19,174.96

## Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01/02/2018	Journal	31		35,815.00
16/02/2018	Deposit			2.20
28/02/2018	Deposit			350.68
Total				36,167.88

## Additional Information

## Uncleared cheques and payments as of 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
31/12/2017	Journal	18		-25.00
20/02/2018	Bill Payment	1001	BROOK RESTORATION LTD	-20,787.48
Total				-20,812.48

## Uncleared cheques and payments after 28/02/2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
07/03/2018	Bill Payment	1002	Paul Davis Systems of Ottawa	-1,450.82

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
08/03/2018	Bill Payment	1003	ATKINSON SCHROETER DESIGN GROUP-...	-614.56
Total				-2,065.38

2515 BANK STREET 31336  
OTTAWA ON K1V 8R9  
000-000-0000

CARLETON CONDO CORP 383  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Business Account	60756 00398 10	Jan 31 2018	Feb 28 2018

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**Account Summary for this Period:**

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<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
3	\$19,174.96	3	\$36,167.88

---

**Account Details:**

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Date	Description	Withdrawals/Debits (\$)	Deposits/Credits (\$)	Balance (\$)
01/31/2018	BALANCE FORWARD			654,320.07
02/01/2018	CHQ 76 2229379176	2,936.84		651,383.23
02/01/2018	CHQ 74 2229379177	16,232.56		635,150.67
02/01/2018	TRANSFER TO 61176 00149 15	5.56		635,145.11
02/15/2018	TRANSFER FROM 60756 00335 10		35,815.00	670,960.11
02/16/2018	CREDIT MEMO SERVICE FEE REVERSAL		2.20	670,962.31
02/28/2018	INTEREST CREDIT		350.68	671,312.99

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<b>No. of Debits</b>	<b>Total Amount - Debits</b>	<b>No. of Credits</b>	<b>Total Amount - Credits</b>
3	\$19,174.96	3	\$36,167.88

---

Uncollected fees and/or ODI owing: \$0.00

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000-000-0000

CARLETON CONDO CORP 383  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

**Statement Of:**  
Service Charge

**Account Number:**  
60756 00398 10

**From:**  
Jan 31 2018

**To:**  
Feb 28 2018

Item	Volume	Rate	Charge (\$)
Transaction Fees			
Cheques	2	1.25	2.50
Other Credits	1	1.25	1.25
Sub Total			3.75
Account Maintenance			9.95
Sub Total Service Charge			13.70
Less % Discount Allowed		99.999%	13.70

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000-000-0000

CARLETON CONDO CORP 383  
904 LADY ELLEN PL  
OTTAWA ON K1Z5L5

<b>Statement Of:</b>	<b>Account Number:</b>	<b>From:</b>	<b>To:</b>
Deposit Interest	60756 00398 10	Feb 01 2018	Feb 28 2018

## Account Information

Currency: CAD

Average Credit Balance This Period	\$653,054.00
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Scotiabank Prime This Period	3.450%
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Interest Rate Rule:		
Scotiabank Prime	- 2.750%	0.700%

## Interest Calculation

Average Credit Balance		\$653,054.00
Total Balance Deductions		\$0.00
Net Surplus Balance		\$653,054.00
Interest At	0.700%	\$350.68

<b>Total Interest</b>		<b>\$350.68</b>
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**Your account 60756 00398 10 has been credited.**

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**03287**


CARLETON CONDOMINIUM

CORPORATION #383

ATTN: CONDO OFFICE/BRIDGEPORT

REALTY

2759 CAROUSEL CRES

OTTAWA ON K1T 2N5

Account Number: **467-14044**

Account Type: Regular Account

For the Period: **February 1 to 28, 2018**

Last Statement: December 29, 2017

**Address Information**

21st Floor, Tower 2

Constitution Sq, 350 Albert St

Ottawa, ON

K1R 1A4

Phone: (613) 563-0991

Website: [www.scotiawealthmanagement.com](http://www.scotiawealthmanagement.com)

Branch Manager: Scott Miller


**Your Wealth Advisor**

Stephen Roster

(613) 782-6786



**Your Investment Team**

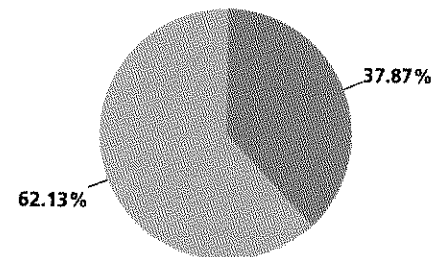
Kris Casey

(613) 782-6766

**CANADIAN Account Overview**

Currency: CANADIAN DOLLAR

Asset Class Summary	Feb. 28, 2018 Market Value	% of Total Assets
 <b>Cash</b>	411,486	37.87
 <b>Fixed Income</b>	675,000	62.13
<b>Total Value of Account</b>	<b>\$1,086,486</b>	<b>100.00</b>
Total Value on Last Statement, December 29, 2017	\$1,077,070	


**Regulated by**  
Investment Industry Regulatory  
Organization of Canada

## Details of Your Account Holdings

Type	Security Description	Quantity	Average Cost	Adjusted Book Value	Market Price	Market Value
<b>Cash</b>						
CASH						411,486
<b>Total Cash</b>						<b>\$411,486</b>
<b>Fixed Income</b>						
CASH	BANK OF NOVA SCOTIA CASHABLE ANNUAL INTEREST GIC DUE 05/10/2018 0.800%	100,000	100.000	100,000	100.000	100,000
CASH	B2B BANK ANNUAL INTEREST GIC DUE 02/11/2019 1.460%	100,000	100.000	100,000	100.000	100,000
CASH	CANADIAN WESTERN BANK ANNUAL INTEREST GIC DUE 05/05/2020 1.580%	100,000	100.000	100,000	100.000	100,000
CASH	GENERAL BANK OF CANADA ANNUAL INTEREST GIC DUE 05/05/2020 1.700%	100,000	100.000	100,000	100.000	100,000
CASH	HOME TRUST ANNUAL INTEREST GIC DUE 02/11/2019 1.660%	100,000	100.000	100,000	100.000	100,000
CASH	VERSABANK ANNUAL INTEREST GIC DUE 05/05/2020 1.500%	75,000	100.000	75,000	100.000	75,000
CASH	ZAG BANK ANNUAL INTEREST GIC DUE 02/11/2019 1.500%	100,000	100.000	100,000	100.000	100,000
<b>Total Fixed Income</b>						<b>\$675,000</b>
<b>Total Account Holdings</b>				<b>\$1,086,486</b>		<b>\$1,086,486</b>

The average cost and adjusted book value displayed on this statement incorporates re-invested dividends and/or mutual fund distributions and does not necessarily reflect your original purchase price. Please see Average Cost & Adjusted Book Value in the Statement Notes for more information.

## Monthly Activity

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
------	------	----------	-------------	----------	-------	-----------------

### Opening Cash Balance

**\$2,070.41**

Feb. 12, 2018	CASH	REDEEMED	CIBC ANNUAL INTEREST GIC DUE 02/12/2018 INT 1.300% 1.300 DUE 02/12/18 ISSUE REDEEMED FOR CASH	-150,000		150,000.00
Feb. 12, 2018	CASH	INTEREST	CIBC ANNUAL INTEREST GIC DUE 02/12/2018 INT 1.300% CPN INT ON 150000 BND REC 02/09/18 PAY 02/10/18			1,960.83
Feb. 12, 2018	CASH	REDEEMED	ROYAL BANK OF CANADA ANNUAL INTEREST GIC DUE 02/12/2018 INT 1.250% 1.250 DUE 02/12/18 ISSUE REDEEMED FOR CASH	-150,000		150,000.00
Feb. 12, 2018	CASH	INTEREST	ROYAL BANK OF CANADA ANNUAL INTEREST GIC DUE 02/12/2018 INT 1.250% CPN INT ON 150000 BND REC 02/09/18 PAY 02/10/18			1,885.28
Feb. 12, 2018	CASH	REDEEMED	CONCENTRA BANK CASHABLE ANNUAL INTEREST GIC DUE 02/10/2018 INT 0.950% 0.950 DUE 02/10/18 ISSUE REDEEMED FOR CASH	-100,000		100,000.00
Feb. 12, 2018	CASH	INTEREST	CONCENTRA BANK CASHABLE ANNUAL INTEREST GIC DUE 02/10/2018 INT 0.950% CPN INT ON 100000 BND REC 02/09/18 PAY 02/10/18			950.00
Feb. 12, 2018	CASH	INTEREST	HOME TRUST ANNUAL INTEREST GIC DUE 02/11/2019 INT 1.660% CPN INT ON 100000 BND REC 02/09/18 PAY 02/10/18			1,660.00
Feb. 12, 2018	CASH	INTEREST	ZAG BANK ANNUAL INTEREST GIC DUE 02/11/2019 INT 1.500% CPN INT ON 100000 BND REC 02/09/18 PAY 02/10/18			1,500.00
Feb. 12, 2018	CASH	INTEREST	B2B BANK			1,460.00

## Monthly Activity - continued

Date	Type	Activity	Description	Quantity	Price	Credit/Debit(-)
			ANNUAL INTEREST GIC DUE 02/11/2019 INT 1.460% CPN INT ON 100000 BND REC 02/09/18 PAY 02/10/18			

<b>Closing Cash Balance</b>	<b>\$411,486.52</b>
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## Summary

Income Summary		
	This Period	Year-to-Date
Interest	9,416	9,416
<b>Total Income</b>	<b>\$9,416</b>	<b>\$9,416</b>

## A Note From ScotiaMcLeod

### Tax document update

If you selected "paperless delivery," your 2017 tax documents will be available on Scotia OnLine (select "Communication Centre" and "Brokerage Tax Documents"). Paperless tax documents will not be mailed to you: you can save them as PDF and print if you require hard copies (note: we recommend using an updated browser for this).

Tax documents have different delivery deadlines and will be posted as they become available. Please check Scotia OnLine regularly for your tax documents (and any amendments) between now and the end of March to ensure you have all the required tax information before filing your return.

**Terms and Conditions**

Terms and Conditions are applicable to your account(s). For further details of these terms and conditions go on-line or speak to your Investment Advisor.  
<http://www.scotiabank.com/ca/common/pdf/scotiacleod/TandC.pdf>

**Average Cost & Adjusted Book Value**

Adjusted book value is average cost times the number of shares that you hold of a security. The average cost and adjusted book value displayed on this statement may represent: 1) your total cost, including commission and fees, of acquiring the security, 2) the value at the time the security was transferred into the account, 3) the effect of subsequently re-invested dividends and/or mutual fund distributions, 4) revisions as a result of security reorganizations and other corporate actions, 5) values which you have provided and requested that we reflect, or a combination of the foregoing. A statement message will advise you that an adjustment has been made in the month it occurs. This information has been calculated to the best of our ability unless provided by you. This information should not be used for the purposes of tax reporting.

**Statement Frequency**

Statements are issued whenever there has been activity in the account during the past month; otherwise statements are issued on a quarterly basis.

**Leverage / Margin Risk Disclosure Statement**

The use of leverage may not be suitable for all investors. Using borrowed money (whether through a margin account or any other method of borrowing) to finance the purchase of securities involves greater risk than using cash resources only. If you borrow money to purchase securities, your responsibility to repay the loan and pay interest as required by its terms remains the same even if the value of the securities purchased declines.

**Wealth Advisor Information**

Details of the individual representative who accepted your order(s) are available upon request. Please contact the Branch Manager.

**Cash Balances**

This section shows the balance in your account, including all transactions that have settled. A debit balance is indicated by "-" and represents an amount owed to Scotia Capital Inc. ("ScotiaMcLeod"). Free credit balances in Regular accounts represent funds payable on demand which, although properly recorded in our books, are not segregated and may be used in the conduct of our business. Cash balances in Registered accounts are held in trust by the trustee.

**Asset Class Summary**

Asset classes you hold will be displayed under the Asset Class Summary section in the statement. Only the asset classes of securities you hold in your account will be displayed on your statement. The classification "Other" includes Principal Protected Notes, Principal at Risk Notes, and some Exempt Market products. Please speak directly with your Wealth Advisor to ensure you understand the products held in your account. The term "Total Value of Account" refers to the total market value of priced securities within your account, by currency, including cash balances at the close of the date indicated.

**Income Summary (Regular Accounts Only)**

Dividend and/or interest income that has been credited to your account this month and year-to-date are summarized in this section. Accrued or deemed interest on debt or discount securities purchased or sold is not included.

**Payment Information (RIF and LIF Accounts Only)**

The information displayed reflects our records as of the statement date. Minimum Annual Payment refers to the minimum annual amount required from your RRIF account by Canada Revenue Agency. If, according to our records, you have elected to receive an annual amount greater than the minimum payment, then this amount will be displayed as the Elected Payment Amount. Withholding tax will be charged for amounts withdrawn in excess of the Minimum Annual Payment. The Year to Date Payment amount displayed is the total amount of the payments sent to you, after withholding tax has been deducted, if applicable.

**Monthly Activity**

This section shows all the activity in your account during the month. The Date column refers to the settlement date in the case of executed trades, or processing date in the case of other entries. Direct Funds Transfers made to your account on the last business day of the month may not appear on your month end statement until the following month.

**Short Account**

Proceeds from declared short sales have been segregated into a SHORT account and market increases and/or decreases from the original sale price are marked to the market. Such increases and/or decreases are transferred to your margin account weekly. Transfers are reflected with the description "Mark to Market."

**Details of Your Account Holdings**

The market valuation information has been obtained from sources believed to be reliable; however, we cannot guarantee their accuracy. Our best efforts have been made to price all securities; however, in some circumstances, we may be unable to obtain valuations. A current market quotation can be made available upon request.

**Segregated Quantity**

Securities regulations stipulate that all fully paid and excess margin securities must be promptly segregated and are not available for use in the general conduct of our business. All security positions displayed under the account holdings section are segregated unless otherwise indicated. Should there be a security in which the account holds a portion of the quantity segregated and a portion registered in your name, this will be indicated under the security description column.

**Remuneration for Order Flow**

In connection with certain trades in securities that are executed for you in the U.S. marketplace, ScotiaMcLeod will receive remuneration for directing orders to a particular broker-dealer or market center for execution. The source and amount of any such remuneration received by ScotiaMcLeod in connection with any transaction executed on your behalf shall be disclosed to you upon request.

**Member - Canadian Investor Protection Fund**

Customers' accounts are protected by the Canadian Investor Protection Fund within specified limits. A brochure describing the nature and limits of coverage is available upon request.

**Endnotes**

1. There has been an adjustment made to this book value during the statement period.
2. There is no active market for this investment, and therefore the market value has been estimated.
3. There is no active market for this investment, and the market value cannot be determined.
4. If this position is sold, a sales charge may be applied to the proceeds.
5. Some or all of the book value of this position has been determined using a market value calculation.
6. The book value of this position cannot be determined.

**Other Information**

Employees of The Bank of Nova Scotia ("Scotiabank") and/or ScotiaMcLeod are not authorized to provide tax or legal advice. Please consult your accountant or lawyer on such matters.

The financial statement of Scotiabank and Scotia Capital Inc. as at the close of the last financial year and a current list of directors and officers will be furnished upon request. Clients in British Columbia are entitled to certain additional information about ScotiaMcLeod, including information about commissions and fees that we charge, and about any administrative proceedings that may relate to the firm or its staff.

This statement reflects all obligations of the firm to you. Please examine this statement of account promptly. Any errors or omissions or unauthorized discretionary transactions must be reported in writing within 60 days as of the date of this statement to: Scotia Capital Inc. Director, Compliance, 20 Queen St. W - 4th Floor Toronto, Ontario M5H 3R3 or you will be precluded from asserting that errors or omissions have occurred.

T: 1-800-377-0065 F: 416-350-3088  
 em: [scotiacleodcomplaints@scotiabank.com](mailto:scotiacleodcomplaints@scotiabank.com)

**Code Information**

<b>Code:</b>	Nonvot	Resvot	Subvot
<b>Definition:</b>	Non-voting	Restricted Voting	Subordinate voting

