

# **MONTHLY FINANCIAL REPORT**

## **OCSCC 994**

### *January 2018*

# OCSCC 994 Monthly Financials

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**OCSCC No. 994  
Financial Summary January 2018**

**Revenue**

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

**Expenses**

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

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

For January, we are on budget for contracts. We are still missing an invoice for the elevators which we have asked for to bring them up to date.

Regarding general repairs and maintenance - There were HVAC repairs due to MUA malfunctions as well as the camera install which were not budgeted. Some repairs were required to the garage door also - this was from wear and tear and are pushing this category over budget to date.

AR is looking much better. 203 has made full payment which will be reflected in next months financials.

**Conclusion:**

We are currently slightly under budget overall. We still feel the corporation is in a good position to finish on budget.

# OCSCC 994

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

January 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	26,442	26,407	35	100.00 %
4010 Parking Income- Unsold parking		500	-500	
4035 Misc. Income	320		320	
<b>Total 4000 Income</b>	<b>26,762</b>	<b>26,907</b>	<b>-145</b>	<b>99.00 %</b>
Billable Expense Income-1	312		312	
<b>Total Income</b>	<b>\$27,074</b>	<b>\$26,907</b>	<b>\$167</b>	<b>101.00 %</b>
Cost of Goods Sold				
4030 Contribution to Reserve Fund	8,281	8,281	0	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$8,281</b>	<b>\$8,281</b>	<b>\$0</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$18,793</b>	<b>\$18,626</b>	<b>\$167</b>	<b>101.00 %</b>
Expenses				
5000 Utilities Expense				
5010 Gas	5,643	2,250	3,393	251.00 %
5020 Hydro	1,688	2,375	-687	71.00 %
5030 Water & Sewer	737	1,000	-263	74.00 %
5040 Enterphone & Elevator Phone lines	776	358	418	217.00 %
<b>Total 5000 Utilities Expense</b>	<b>8,843</b>	<b>5,983</b>	<b>2,860</b>	<b>148.00 %</b>
5400 Contracts				
5405 Annual Fire Inspection	107	242	-135	44.00 %
5418 Elevator	396	0	396	
5420 Fire Alarm Monitoring	305	52	253	586.00 %
5424 Garbage/ Recycling Bin Removal	390	383	7	102.00 %
5425 HVAC Preventative Maintenance		167	-167	
5430 Cleaning Contract	1,616	1,667	-51	97.00 %
5435 Landscaping		0	0	
5445 Pest Control		58	-58	
5450 Security Contract	1,017	667	350	152.00 %
5455 Snow Removal Contract	1,742	2,083	-341	84.00 %
5465 Garage Cleaning		0	0	
5470 Window Cleaning		0	0	
<b>Total 5400 Contracts</b>	<b>5,573</b>	<b>5,319</b>	<b>253</b>	<b>105.00 %</b>
5500 General Repairs and Maintenance				
5503 General Repairs and Maintenance	1,128	833	295	135.00 %
5504 Emergency Calls		100	-100	
5505 Locks and keys	27		27	
5518 Carpet Cleaning & Mat Service		0	0	
5540 HVAC	1,288	167	1,121	772.00 %
5550 Elevator		125	-125	
5555 Garage Door R&M		83	-83	
<b>Total 5500 General Repairs and Maintenance</b>	<b>2,443</b>	<b>1,308</b>	<b>1,135</b>	<b>187.00 %</b>
5800 Administrative Expenses				
5805 Audit-Financial	3,400	0	3,400	
5810 Insurance Expense/General & Liability	4,105	2,167	1,938	189.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Insurance				
5820 Legal	250	83	167	301.00 %
5830 Property Management Fees	3,342	2,750	592	122.00 %
5842 Postage, Meeting, Misc Expenses	271		271	
5845 Bank Charges	56	58	-2	97.00 %
5846 Office Expenses		500	-500	
<b>Total 5800 Administrative Expenses</b>	<b>11,424</b>	<b>5,558</b>	<b>5,866</b>	<b>206.00 %</b>
<b>Total Expenses</b>	<b>\$28,283</b>	<b>\$18,169</b>	<b>\$10,114</b>	<b>156.00 %</b>
NET OPERATING INCOME	<b>\$ -9,490</b>	<b>\$457</b>	<b>\$ -9,947</b>	<b>-2,077.00 %</b>
NET INCOME	<b>\$ -9,490</b>	<b>\$457</b>	<b>\$ -9,947</b>	<b>-2,077.00 %</b>

# OCSCC 994

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

June 2017 - January 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
4000 Income				
4005 Common Element Fees	206,268	206,105	163	100.00 %
4010 Parking Income- Unsold parking		4,000	-4,000	
4032 NSF Fees	45		45	
4035 Misc. Income	520		520	
<b>Total 4000 Income</b>	<b>206,833</b>	<b>210,105</b>	<b>-3,272</b>	<b>98.00 %</b>
Billable Expense Income-1	312		312	
<b>Total Income</b>	<b>\$207,145</b>	<b>\$210,105</b>	<b>\$ -2,960</b>	<b>99.00 %</b>
Cost of Goods Sold				
4030 Contribution to Reserve Fund	66,248	66,248	0	100.00 %
<b>Total Cost of Goods Sold</b>	<b>\$66,248</b>	<b>\$66,248</b>	<b>\$0</b>	<b>100.00 %</b>
<b>GROSS PROFIT</b>	<b>\$140,897</b>	<b>\$143,857</b>	<b>\$ -2,960</b>	<b>98.00 %</b>
Expenses				
5000 Utilities Expense				
5010 Gas	14,801	18,000	-3,199	82.00 %
5020 Hydro	11,183	19,000	-7,817	59.00 %
5030 Water & Sewer	13,636	8,000	5,636	170.00 %
5040 Enterphone & Elevator Phone lines	2,947	2,867	81	103.00 %
<b>Total 5000 Utilities Expense</b>	<b>42,566</b>	<b>47,867</b>	<b>-5,301</b>	<b>89.00 %</b>
5400 Contracts				
5405 Annual Fire Inspection	751	1,932	-1,181	39.00 %
5418 Elevator	2,701	3,525	-824	77.00 %
5420 Fire Alarm Monitoring	610	417	194	146.00 %
5424 Garbage/ Recycling Bin Removal	2,811	3,067	-256	92.00 %
5425 HVAC Preventative Maintenance	506	1,332	-826	38.00 %
5430 Cleaning Contract	14,543	13,336	1,207	109.00 %
5435 Landscaping	3,333	2,833	500	118.00 %
5445 Pest Control		464	-464	
5450 Security Contract	3,950	5,336	-1,386	74.00 %
5455 Snow Removal Contract	5,226	6,249	-1,023	84.00 %
5465 Garage Cleaning	1,209	2,000	-791	60.00 %
5470 Window Cleaning	876	900	-24	97.00 %
<b>Total 5400 Contracts</b>	<b>36,517</b>	<b>41,390</b>	<b>-4,873</b>	<b>88.00 %</b>
5500 General Repairs and Maintenance				
5502 Materials and supplies	735		735	
5503 General Repairs and Maintenance	7,014	6,664	350	105.00 %
5504 Emergency Calls		800	-800	
5505 Locks and keys	27		27	
5518 Carpet Cleaning & Mat Service	593	1,200	-607	49.00 %
5535 Snow Removal- De-icing	45		45	
5536 Security Cameras	4,518		4,518	
5540 HVAC	4,137	1,336	2,801	310.00 %
5550 Elevator	-299	1,000	-1,299	-30.00 %
5555 Garage Door R&M	1,639	664	975	247.00 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Total 5500 General Repairs and Maintenance</b>	<b>18,407</b>	<b>11,664</b>	<b>6,743</b>	<b>158.00 %</b>
5800 Administrative Expenses				
5805 Audit-Financial	3,400	4,000	-600	85.00 %
5810 Insurance Expense/General & Liability Insurance	15,571	17,332	-1,761	90.00 %
5820 Legal	1,534	664	870	231.00 %
5830 Property Management Fees	23,705	22,000	1,705	108.00 %
5835 Performance Audit	1,693		1,693	
5842 Postage, Meeting, Misc Expenses	248		248	
5845 Bank Charges	687	464	223	148.00 %
5846 Office Expenses	390	1,500	-1,110	26.00 %
<b>Total 5800 Administrative Expenses</b>	<b>47,226</b>	<b>45,960</b>	<b>1,266</b>	<b>103.00 %</b>
<b>Total Expenses</b>	<b>\$144,717</b>	<b>\$146,881</b>	<b>\$ -2,164</b>	<b>99.00 %</b>
NET OPERATING INCOME	<b>\$ -3,820</b>	<b>\$ -3,024</b>	<b>\$ -796</b>	<b>126.00 %</b>
NET INCOME	<b>\$ -3,820</b>	<b>\$ -3,024</b>	<b>\$ -796</b>	<b>126.00 %</b>

# OCSCC 994

## PROFIT AND LOSS

January 2018

	TOTAL
Income	
4000 Income	
4005 Common Element Fees	26,441.59
4035 Misc. Income	320.00
<b>Total 4000 Income</b>	<b>26,761.59</b>
Billable Expense Income-1	312.11
<b>Total Income</b>	<b>\$27,073.70</b>
Cost of Goods Sold	
4030 Contribution to Reserve Fund	8,281.00
<b>Total Cost of Goods Sold</b>	<b>\$8,281.00</b>
<b>GROSS PROFIT</b>	<b>\$18,792.70</b>
Expenses	
5000 Utilities Expense	
5010 Gas	5,642.58
5020 Hydro	1,687.75
5030 Water & Sewer	736.52
5040 Enterphone & Elevator Phone lines	776.09
<b>Total 5000 Utilities Expense</b>	<b>8,842.94</b>
5400 Contracts	
5405 Annual Fire Inspection	107.35
5418 Elevator	395.50
5420 Fire Alarm Monitoring	305.10
5424 Garbage/ Recycling Bin Removal	389.85
5430 Cleaning Contract	1,615.90
5450 Security Contract	1,016.97
5455 Snow Removal Contract	1,742.08
<b>Total 5400 Contracts</b>	<b>5,572.75</b>
5500 General Repairs and Maintenance	
5503 General Repairs and Maintenance	1,127.73
5505 Locks and keys	26.77
5540 HVAC	1,288.48
<b>Total 5500 General Repairs and Maintenance</b>	<b>2,442.98</b>
5800 Administrative Expenses	
5805 Audit-Financial	3,400.00
5810 Insurance Expense/General & Liability Insurance	4,105.09
5820 Legal	250.00
5830 Property Management Fees	3,342.09
5842 Postage, Meeting, Misc Expenses	271.20
5845 Bank Charges	56.11
<b>Total 5800 Administrative Expenses</b>	<b>11,424.49</b>
<b>Total Expenses</b>	<b>\$28,283.16</b>
<b>PROFIT</b>	<b>\$ -9,490.46</b>



# OCSCC 994

## BALANCE SHEET

As of January 31, 2018

	TOTAL
<b>Assets</b>	
Current Assets	
1101 Misc AR	938.60
1103 Other AR - Enercare	1,866.00
1117 Prepaid - Enbridge deposit	2,816.00
1500 Allowance for bad debts	-8.27
R1300 Due from Operating Fund	6,187.79
Cash and cash equivalents	
1010 Cash Operating Account	67,130.37
1020 Cash Reserve Fund	97,639.11
<b>Total Cash and cash equivalents</b>	<b>\$164,769.48</b>
Accounts receivable (A/R)	
1100 Accounts Receivable	5,051.47
<b>Total Accounts receivable (A/R)</b>	<b>\$5,051.47</b>
<b>Total Current Assets</b>	<b>\$181,621.07</b>
<b>Total Assets</b>	<b>\$181,621.07</b>
<b>Liabilities and Equity</b>	
Current Liabilities	
2010 Accrued Accounts Payable	10,996.37
2020 Due to/from Reserve	6,187.79
Accounts Payable	
2000 Accounts Payable	50,753.24
<b>Total Accounts Payable</b>	<b>\$50,753.24</b>
<b>Total Current Liabilities</b>	<b>\$67,937.40</b>
Equity	
Retained Earnings	52,418.95
Profit for the year	61,264.72
<b>Total Equity</b>	<b>\$113,683.67</b>
<b>Total Liabilities and Equity</b>	<b>\$181,621.07</b>

# OCSCC 994

## A/R AGING SUMMARY

As of January 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
(101) GWD - Sold Dec 2017		0.00				\$0.00
101 - Ahmed Hassan		35.07				\$35.07
202 - Nathan Dresser		281.64				\$281.64
203 - Yue Zhang				4,992.34		\$4,992.34
210 - Watkins, Kimberley				-50.40		\$ -50.40
216 - Mattai, Anjelina					-3.92	\$ -3.92
313 - King, Brian				-316.87	-298.48	\$ -615.35
414 - El-Khoury, Said					126.88	\$126.88
419 - Okwir, Joseph	312.11					\$312.11
Greatwise Developments				-966.82	951.84	\$ -14.98
Mynssen, Edsel (107)					-4.44	\$ -4.44
Wilson, Rebecca (218)					-7.48	\$ -7.48
<b>TOTAL</b>	<b>\$312.11</b>	<b>\$316.71</b>	<b>\$0.00</b>	<b>\$3,658.25</b>	<b>\$764.40</b>	<b>\$5,051.47</b>

# OCSCC 994

## A/P AGING SUMMARY

As of January 31, 2018

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
9020934 Canada Inc. (Visitors Parking)		338.99				\$338.99
9495100 Canada Ltd.	847.50	203.40				\$1,050.90
Activox Electronics Ltd.		305.10				\$305.10
Beacon Lite				531.10		\$531.10
Bell A/C # 613 828 9085 (010)	377.58	398.51				\$776.09
CI Property Management		641.84	641.84	389.62	641.84	\$2,315.14
Davidson Houle Allen LLP		250.00	250.00			\$500.00
Enbridge-2785 BASELINE RD	5,620.10	3,754.85				\$9,374.95
Evolution Building Services	73.44					\$73.44
Greatwise Developments Corporation					19,040.51	\$19,040.51
Hydro-2785 BASELINE RD P/R		4,565.06				\$4,565.06
Lock Solutions Inc.		26.77				\$26.77
Nutri-Lawn IR		274.59				\$274.59
Optimum Mechanical Solutions		1,600.59				\$1,600.59
Pivotech Doors Inc.	145.32		143.06			\$288.38
Redwood Residents					2,621.60	\$2,621.60
Solutions Infinies M7 Inc.		1,742.08				\$1,742.08
Spot Maintenance Ltd.	1,615.90	1,615.90			1,615.90	\$4,847.70
Technical Standards and Safety Authority					-299.45	\$ -299.45
Waste Connections of Canada Inc.	389.85	389.85				\$779.70
<b>TOTAL</b>	<b>\$9,069.69</b>	<b>\$16,107.53</b>	<b>\$1,034.90</b>	<b>\$920.72</b>	<b>\$23,620.40</b>	<b>\$50,753.24</b>

# OCSCC 994

## TRANSACTION LIST BY SUPPLIER

January 2018

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
9020934 Canada Inc. (Visitors Parking)						
01-01-2018	Bill	418	Yes		2000 Accounts Payable	338.99
9495100 Canada Ltd.						
01-01-2018	Bill	107	Yes		2000 Accounts Payable	67.80
01-01-2018	Bill	104	Yes		2000 Accounts Payable	135.60
01-01-2018	Bill	136	Yes		2000 Accounts Payable	135.60
01-01-2018	Bill	35	Yes		2000 Accounts Payable	135.60
01-01-2018	Bill	65	Yes		2000 Accounts Payable	67.80
01-01-2018	Bill	82	Yes		2000 Accounts Payable	67.80
01-01-2018	Bill	147	Yes		2000 Accounts Payable	67.80
01-01-2018	Bill	52	Yes		2000 Accounts Payable	67.80
01-01-2018	Bill	28	Yes		2000 Accounts Payable	67.80
11-01-2018	Bill	67	Yes		2000 Accounts Payable	135.60
26-01-2018	Bill	176	Yes		2000 Accounts Payable	101.70
Activox Electronics Ltd.						
03-01-2018	Bill	57292	Yes		2000 Accounts Payable	305.10
Bell A/C # 613 828 9085 (010)						
01-01-2018	Bill	6138289085(010)	Yes		2000 Accounts Payable	398.51
22-01-2018	Bill	JA22-FE21 2018	Yes		2000 Accounts Payable	377.58
CI Property Management						
01-01-2018	Bill	1618	Yes		2000 Accounts Payable	2,700.25
01-01-2018	Bill	1648	Yes		2000 Accounts Payable	641.84
02-01-2018	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-2,700.25
Davidson Houle Allen LLP						
01-01-2018	Bill	5598	Yes		2000 Accounts Payable	250.00
Enbridge-2785 BASELINE RD						
31-01-2018	Bill	104000206660	Yes		2000 Accounts Payable	5,620.10

DATE	TRANSACTION TYPE	#	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Evolution Building Services						
09-01-2018	Bill	3278	Yes		2000 Accounts Payable	73.44
Hydro-2785 BASELINE RD P/R						
02-01-2018	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-3,527.17
15-01-2018	Bill	NO30-DE31 2017	Yes		2000 Accounts Payable	4,565.06
Lock Solutions Inc.						
29-01-2018	Bill	22290	Yes		2000 Accounts Payable	26.77
Nutri-Lawn IR						
09-01-2018	Bill	72681	Yes		2000 Accounts Payable	251.99
09-01-2018	Bill	70965	Yes		2000 Accounts Payable	22.60
Optimum Mechanical Solutions						
01-01-2018	Bill	04663	Yes		2000 Accounts Payable	549.46
01-01-2018	Bill	KBE00003	Yes		2000 Accounts Payable	312.11
03-01-2018	Bill	04868	Yes		2000 Accounts Payable	508.50
04-01-2018	Bill	04698	Yes		2000 Accounts Payable	230.52
Ottawa Water & Sewer						
04-01-2018	Bill Payment (Cheque)	RBCX1914	Yes		1010 Cash Operating Account	-3,239.56
Pivotech Doors Inc.						
10-01-2018	Bill	36428	Yes		2000 Accounts Payable	145.32
Solutions Infinies M7 Inc.						
15-01-2018	Bill	Jan 2018	Yes		2000 Accounts Payable	1,742.08
Spot Maintenance Ltd.						
20-01-2018	Bill	M0118-48-CI-994	Yes		2000 Accounts Payable	1,615.90
The Condominium Authority of Ontario (CAO)						
12-01-2018	Bill Payment (Cheque)		Yes		1010 Cash Operating Account	-557.60
Waste Connections of Canada Inc.						
31-01-2018	Bill	7140-0000746820	Yes		2000 Accounts Payable	389.85

# OCSCC 994

## GENERAL LEDGER

January 2018

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5000 Utilities Expense							
5010 Gas							
Beginning Balance							9,157.93
01-01-2018	Journal Entry	27R		to set up monthly accruals	-Split-	\$ -1,206.92	7,951.01
31-01-2018	Bill	104000206660	Enbridge-2785 BASELINE RD	Dec 23 - Jan 24, 2018	2000 Accounts Payable	\$5,620.10	13,571.11
31-01-2018	Journal Entry	30		to set up January accruals	-Split-	\$1,229.40	14,800.51
<b>Total for 5010 Gas</b>						<b>\$5,642.58</b>	
5020 Hydro							
Beginning Balance							9,495.03
01-01-2018	Journal Entry	27R		to set up monthly accruals for common element portion of hydro	-Split-	\$ -3,413.39	6,081.64
15-01-2018	Bill	NO30-DE31 2017	Hydro-2785 BASELINE RD P/R	November 30-December 31, 2017	2000 Accounts Payable	\$4,565.06	10,646.70
30-01-2018	Journal Entry	29		to reallocate Enercare rebate to hydro expense account	-Split-	\$ -2,014.49	8,632.21
31-01-2018	Journal Entry	30		to set up January accruals	-Split-	\$2,550.57	11,182.78
<b>Total for 5020 Hydro</b>						<b>\$1,687.75</b>	
5030 Water & Sewer							
Beginning Balance							12,899.12
01-01-2018	Journal Entry	27R		to set up monthly accruals	-Split-	\$ -1,899.05	11,000.07
31-01-2018	Journal Entry	30		to set up January accruals	-Split-	\$2,635.57	13,635.64
<b>Total for 5030 Water &amp; Sewer</b>						<b>\$736.52</b>	
5040 Enterphone & Elevator Phone lines							
Beginning Balance							2,171.05
01-01-2018	Bill	6138289085(010)	Bell A/C # 613 828 9085 (010)	Dec 22 to Jan 21 2018	2000 Accounts Payable	\$398.51	2,569.56
22-01-2018	Bill	JA22-FE21 2018	Bell A/C # 613 828 9085 (010)	Jan 22 to Feb 21, 2018	2000 Accounts Payable	\$377.58	2,947.14
<b>Total for 5040 Enterphone &amp; Elevator Phone lines</b>						<b>\$776.09</b>	
<b>Total for 5000 Utilities Expense</b>						<b>\$8,842.94</b>	
5400 Contracts							
5405 Annual Fire Inspection							
Beginning Balance							644.10
31-01-2018	Journal Entry	30		to set up January accruals	-Split-	\$107.35	751.45
<b>Total for 5405 Annual Fire Inspection</b>						<b>\$107.35</b>	
5418 Elevator							
Beginning Balance							2,305.20
31-01-2018	Journal Entry	30		to set up January accruals	-Split-	\$395.50	2,700.70
<b>Total for 5418 Elevator</b>						<b>\$395.50</b>	
5420 Fire Alarm Monitoring							
Beginning Balance							305.10
03-01-2018	Bill	57292	Activox Electronics Ltd.	Monitoring fees for the period February 01, 2018 to July 31, 2018	2000 Accounts Payable	\$305.10	610.20
<b>Total for 5420 Fire Alarm Monitoring</b>						<b>\$305.10</b>	
5424 Garbage/ Recycling Bin Removal							
Beginning Balance							2,420.88
31-01-2018	Bill	7140-0000746820	Waste Connections of Canada Inc.	Monthly basic container charges Jan-2018	2000 Accounts Payable	\$389.85	2,810.73
<b>Total for 5424 Garbage/ Recycling Bin Removal</b>						<b>\$389.85</b>	
5425 HVAC Preventative Maintenance							
Beginning Balance							506.24
<b>Total for 5425 HVAC Preventative Maintenance</b>							
5430 Cleaning Contract							
Beginning Balance							12,927.20
20-01-2018	Bill	M0118-48-CI-994	Spot Maintenance Ltd.	Monthly Cleaning Jan-2018	2000 Accounts Payable	\$1,615.90	14,543.10
<b>Total for 5430 Cleaning Contract</b>						<b>\$1,615.90</b>	
5435 Landscaping							
Beginning Balance							3,333.48
<b>Total for 5435 Landscaping</b>							
5450 Security Contract							
Beginning Balance							2,933.51
01-01-2018	Bill	418	9020934 Canada Inc. (Visitors Parking)	Visitor Parking- Monthly Rate January 2018	2000 Accounts Payable	\$338.99	3,272.50
31-01-2018	Journal Entry	30		to set up January accruals	-Split-	\$677.98	3,950.48
<b>Total for 5450 Security Contract</b>						<b>\$1,016.97</b>	
5455 Snow Removal Contract							
Beginning Balance							3,484.16
15-01-2018	Bill	Jan 2018	Solutions Infinies M7 Inc.	snow removal contract Nov 15-April 15- \$10,452.50 (incl. tx) annually- \$1,742.08/ month- 6 month contract	2000 Accounts Payable	\$1,742.08	5,226.24
<b>Total for 5455 Snow Removal Contract</b>						<b>\$1,742.08</b>	
5465 Garage Cleaning							

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							1,209.10
<b>Total for 5465 Garage Cleaning</b>							
5470 Window Cleaning							
Beginning Balance							875.75
<b>Total for 5470 Window Cleaning</b>							
5475 Garage Door Maintenance Contract							
Beginning Balance							429.18
10-01-2018	Bill	36428	Pivotech Doors Inc.	preventative maintenance	2000 Accounts Payable	\$145.32	574.50
<b>Total for 5475 Garage Door Maintenance Contract</b>						<b>\$145.32</b>	
<b>Total for 5400 Contracts</b>						<b>\$5,718.07</b>	
5500 General Repairs and Maintenance							
5501 Reimbursable Expense							
01-01-2018	Bill	KBE00003	Optimum Mechanical Solutions	No heat unit 419	2000 Accounts Payable	\$312.11	312.11
<b>Total for 5501 Reimbursable Expense</b>						<b>\$312.11</b>	
5502 Materials and supplies							
Beginning Balance							734.50
<b>Total for 5502 Materials and supplies</b>							
5503 General Repairs and Maintenance							
Beginning Balance							5,886.14
01-01-2018	Bill	107	9495100 Canada Ltd.	Time and labour to complete monthly visual fire extinguisher check (invoiced Sept 30, 2017)	2000 Accounts Payable	\$67.80	5,953.94
01-01-2018	Bill	65	9495100 Canada Ltd.	2785 baseline B3 stairwell weather stripping ground floor entrance. (invoiced Nov 1, 2017)	2000 Accounts Payable	\$67.80	6,021.74
01-01-2018	Bill	35	9495100 Canada Ltd.	Time and labour to pick up new garbage room signs at 904 Lady Ellen and deliver and install them onsite and remove old paper signs and tape (invoiced May 31, 2017)	2000 Accounts Payable	\$135.60	6,157.34
01-01-2018	Bill	136	9495100 Canada Ltd.	Time and labour to travel to site to winterize all exterior water taps (invoiced Nov 20, 2017)	2000 Accounts Payable	\$135.60	6,292.94
01-01-2018	Bill	104	9495100 Canada Ltd.	3rd floor - large scratch down the corridor wall will need to be repaired. (invoiced Sept 30, 2017)	2000 Accounts Payable	\$135.60	6,428.54
09-01-2018	Bill	3278	Evolution Building Services	To pull-out large bulk items for pick-up	2000 Accounts Payable	\$73.44	6,501.98
09-01-2018	Bill	72681	Nutri-Lawn IR	Irrigation winterization service (invoiced Jun 22, 2017)	2000 Accounts Payable	\$251.99	6,753.97
09-01-2018	Bill	70965	Nutri-Lawn IR	Additional work (invoiced May 5, 2017)	2000 Accounts Payable	\$22.60	6,776.57
11-01-2018	Bill	67	9495100 Canada Ltd.	Time and labour to patch and paint required for outside of unit 404 in the hallway.	2000 Accounts Payable	\$135.60	6,912.17
26-01-2018	Bill	176	9495100 Canada Ltd.	Door stop needs to be installed at inner left front door to prevent door from hitting wall. Repair done on the 4th floor (by the elevator) needs to be re addressed	2000 Accounts Payable	\$101.70	7,013.87
<b>Total for 5503 General Repairs and Maintenance</b>						<b>\$1,127.73</b>	
5505 Locks and keys							
29-01-2018	Bill	22290	Lock Solutions Inc.	Key cut, Strike plate for deadbolt	2000 Accounts Payable	\$26.77	26.77
<b>Total for 5505 Locks and keys</b>						<b>\$26.77</b>	
5518 Carpet Cleaning & Mat Service							
Beginning Balance							593.25
<b>Total for 5518 Carpet Cleaning &amp; Mat Service</b>							
5535 Snow Removal- De-icing							
Beginning Balance							45.20
<b>Total for 5535 Snow Removal- De-icing</b>							
5536 Security Cameras							
Beginning Balance							4,517.74
<b>Total for 5536 Security Cameras</b>							
5540 HVAC							
Beginning Balance							2,848.05
01-01-2018	Bill	04663	Optimum Mechanical Solutions	MUA Not working. (invoiced Dec 20, 2017)	2000 Accounts Payable	\$549.46	3,397.51
03-01-2018	Bill	04868	Optimum Mechanical Solutions	Supply and install new sensors.	2000 Accounts Payable	\$508.50	3,906.01
04-01-2018	Bill	04698	Optimum Mechanical Solutions	Noisy fans.	2000 Accounts Payable	\$230.52	4,136.53
<b>Total for 5540 HVAC</b>						<b>\$1,288.48</b>	
5550 Elevator							
Beginning Balance							-299.10
<b>Total for 5550 Elevator</b>							
5555 Garage Door R&M							
Beginning Balance							1,638.73
<b>Total for 5555 Garage Door R&amp;M</b>							
<b>Total for 5500 General Repairs and Maintenance</b>						<b>\$2,755.09</b>	

DATE	TRANSACTION TYPE	#	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
5800 Administrative Expenses							
5805 Audit-Financial							
31-01-2018	Journal Entry	30		to set up January accruals	-Split-	\$3,400.00	3,400.00
Total for 5805 Audit-Financial						\$3,400.00	
5806 CAO Fees							
Beginning Balance							557.60
Total for 5806 CAO Fees							
5810 Insurance Expense/General & Liability Insurance							
Beginning Balance							11,465.70
01-01-2018	Journal Entry	27R		to set up monthly accruals	-Split-	\$ -1,910.93	9,554.77
05-01-2018	Expense			INSURANCE LOAN FIRST INSURANCE	1010 Cash Operating Account	\$2,060.20	11,614.97
05-01-2018	Expense			INSURANCE LOAN FIRST INSURANCE	1010 Cash Operating Account	\$1,977.91	13,592.88
08-01-2018	Expense			INSURANCE LOAN FIRST INSURANCE	1010 Cash Operating Account	\$1,977.91	15,570.79
Total for 5810 Insurance Expense/General & Liability Insurance						\$4,105.09	
5820 Legal							
Beginning Balance							1,283.72
01-01-2018	Bill	5598	Davidson Houle Allen LLP	OCSCC 994 General Matters 5043-1 (invoiced Dec 31, 2017)	2000 Accounts Payable	\$250.00	1,533.72
Total for 5820 Legal						\$250.00	
5830 Property Management Fees							
Beginning Balance							20,362.95
01-01-2018	Bill	1648	CI Property Management	management fees- INCREASE DUE TO NEW ACT	2000 Accounts Payable	\$641.84	21,004.79
01-01-2018	Bill	1618	CI Property Management	management fees	2000 Accounts Payable	\$2,700.25	23,705.04
Total for 5830 Property Management Fees						\$3,342.09	
5835 Performance Audit							
Beginning Balance							1,692.80
Total for 5835 Performance Audit							
5842 Postage, Meeting, Misc Expenses							
Beginning Balance							-23.65
01-01-2018	Bill	82	9495100 Canada Ltd.	elevator booking- unit 202 June 29th 12pm-3pm (invoiced June 30, 2017)	2000 Accounts Payable	\$67.80	44.15
01-01-2018	Bill	147	9495100 Canada Ltd.	Elevator Booking- Nov 28th move out of unit 201 (invoiced Nov 29, 2017)	2000 Accounts Payable	\$67.80	111.95
01-01-2018	Bill	28	9495100 Canada Ltd.	2785 Baseline requested the elevator on July 14th from 3:30-4pm. (invoiced July 31, 2017)	2000 Accounts Payable	\$67.80	179.75
01-01-2018	Bill	52	9495100 Canada Ltd.	Elevator Booking 412-2785 BASELINE - May 27, 2017 - Mark Ready 11AM - 1PM (invoiced May 31, 2017)	2000 Accounts Payable	\$67.80	247.55
Total for 5842 Postage, Meeting, Misc Expenses						\$271.20	
5845 Bank Charges							
Beginning Balance							630.41
05-01-2018	Expense			ACTIVITY FEE	1010 Cash Operating Account	\$55.51	685.92
05-01-2018	Expense			ACTIVITY FEE	1020 Cash Reserve Fund	\$0.60	686.52
Total for 5845 Bank Charges						\$56.11	
5846 Office Expenses							
Beginning Balance							389.62
Total for 5846 Office Expenses							
Total for 5800 Administrative Expenses						\$11,424.49	



## 1010 Cash Operating Account, Period Ending 31-01-2018

## RECONCILIATION REPORT

Reconciled on: 12-02-2018

Reconciled by: jwalker@capitalconciierge.ca

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

## Summary

CAD

Statement beginning balance	56,907.03
Cheques and payments cleared (9)	-24,377.11
Deposits and other credits cleared (104)	35,539.05
Statement ending balance	68,068.97

Uncleared transactions as of 31-01-2018	-938.60
Register balance as of 31-01-2018	67,130.37
Cleared transactions after 31-01-2018	0.00
Uncleared transactions after 31-01-2018	-7,527.31
Register balance as of 12-02-2018	59,603.06

## Details

## Cheques and payments cleared (9)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-01-2018	Bill Payment		Hydro-2785 BASELINE RD P/R	-3,527.17
02-01-2018	Bill Payment		CI Property Management	-2,700.25
04-01-2018	Bill Payment	RBCX1914	Ottawa Water & Sewer	-3,239.56
05-01-2018	Expense			-1,977.91
05-01-2018	Expense			-2,060.20
05-01-2018	Expense			-8,281.00
05-01-2018	Expense			-55.51
08-01-2018	Expense			-1,977.91
12-01-2018	Bill Payment		The Condominium Authority ...	-557.60

Total -24,377.11

## Deposits and other credits cleared (104)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-01-2018	Receive Payment		216 - Mattai, Anjelina	397.06
02-01-2018	Receive Payment		415 - Voyce, Geoff & Jackie	460.07
02-01-2018	Receive Payment		402 - Leung, David and Pauline	469.87
02-01-2018	Receive Payment		318 - Tran, Tahn-Tinh	171.50
02-01-2018	Receive Payment		416 - Peter & Davina Chow	206.15
02-01-2018	Receive Payment		218 - Andrew Leung	206.15
02-01-2018	Receive Payment		307 - Hoffman, Taylor	224.98
02-01-2018	Receive Payment		312 - Slocinski, Mieczyslaw &...	228.69
02-01-2018	Receive Payment		207 - Aria Adel & Dennis Gru...	250.19
02-01-2018	Receive Payment		107 - Xiyin Deng	254.08
02-01-2018	Receive Payment		407 - Mah, Adeline	259.64
02-01-2018	Receive Payment		410 - Lepage, Denis	263.35
02-01-2018	Receive Payment		212 - Pedlar, Shannon	263.35
02-01-2018	Receive Payment		412 - Laframboise, John & C...	263.35
02-01-2018	Receive Payment		320 - Barker, Connie	263.35
02-01-2018	Receive Payment		112 - Lapietra, Vincenzo	263.35
02-01-2018	Receive Payment		220 - Keay, David & Hudak, ...	263.35
02-01-2018	Receive Payment		418 - Brazeau, Eric	263.35
02-01-2018	Receive Payment		409 - Biswas, Devaleena	268.91
02-01-2018	Receive Payment		411 - Laframboise, John & C...	268.91
02-01-2018	Receive Payment		413 - Baskin, Meaghan	268.91
02-01-2018	Receive Payment		219 - Hewitt, Richard & Sharon	273.14
02-01-2018	Receive Payment		319 - Oliver Lamothe	273.14
02-01-2018	Receive Payment		417 - McIntyre, Amanda	273.14
02-01-2018	Receive Payment		213 - Caron, Jean-Luc	281.91
02-01-2018	Receive Payment		217 - Rawlings, Douglas	282.67
02-01-2018	Receive Payment		317 - Milne, Bradley	282.67
02-01-2018	Receive Payment		108 - Atkinson, Jena	296.71
02-01-2018	Receive Payment		105 - Huisman, Darcy	297.27

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-01-2018	Receive Payment		405 - Marquez, Luize	297.24
02-01-2018	Receive Payment		205 - Prak, Sorn & Tran, Hong	297.24
02-01-2018	Receive Payment		305 - Lafrance, Aline & Alber...	297.24
02-01-2018	Receive Payment		408 - Brown, Marshall	302.53
02-01-2018	Receive Payment		404 - Aubin, Marc	302.53
02-01-2018	Receive Payment		308 - Burda, Veronika	302.53
02-01-2018	Receive Payment		304 - Zaher, Andre & Liana	302.53
02-01-2018	Receive Payment		204 - Temeljovski, Bojana	302.53
02-01-2018	Receive Payment		109 - Jijun Zhao	316.57
02-01-2018	Receive Payment		211 - Ary, Natan	316.57
02-01-2018	Receive Payment		110 - Devine, Jake	316.57
02-01-2018	Receive Payment		309 - ZW Project Management	316.57
02-01-2018	Receive Payment		209 - Pap, Ilona	316.57
02-01-2018	Receive Payment		311 - Pretty, Caylea	316.57
02-01-2018	Receive Payment		114 - VanWyck, Zoe	316.57
02-01-2018	Receive Payment		111 - Harb, Mona	316.57
02-01-2018	Receive Payment		106 - Victoria Ashcroft	316.57
02-01-2018	Receive Payment		306 - Rafoul, Elias	322.13
02-01-2018	Receive Payment		310 - Kennedy, Carrie	322.13
02-01-2018	Receive Payment		206 - Wong, Sandra	322.13
02-01-2018	Receive Payment		314 - Armstrong, Carol & Tho...	322.13
02-01-2018	Receive Payment		210 - Watkins, Kimberley	322.13
02-01-2018	Receive Payment		214 - Hickman, Susan	322.13
02-01-2018	Receive Payment		104 - Hedger, Sheila & Butler,...	331.90
02-01-2018	Receive Payment		119 - Paula Ennis	371.90
02-01-2018	Receive Payment		419 - Okwir, Joseph	371.90
02-01-2018	Receive Payment		401 - Silgado, Anne	393.62
02-01-2018	Receive Payment		301 - Papadolias, Nicholas	393.62
02-01-2018	Receive Payment		201 - Rotter, Roland & Barbara	393.62
02-01-2018	Receive Payment		103 - Burke, Melville & Paulette	397.06
02-01-2018	Receive Payment		203 - Yue Zhang	402.09
02-01-2018	Receive Payment		215 - Daher, Mohammed	402.09
02-01-2018	Receive Payment		303 - Hay, Gary	402.09
02-01-2018	Receive Payment		403 - Janzen, Erika & Jack	402.09
02-01-2018	Receive Payment		202 - Nathan Dresser	422.93
02-01-2018	Receive Payment		414 - El-Khoury, Said	493.44
02-01-2018	Receive Payment		302 - Dham, Houssam	504.53
02-01-2018	Receive Payment		313 - King, Brian	316.57
08-01-2018	Receive Payment		Greatwise Developments:313...	284.94
08-01-2018	Receive Payment		Greatwise Developments:210...	289.95
08-01-2018	Receive Payment		Greatwise Developments:102	436.77
08-01-2018	Receive Payment		Greatwise Developments	414.11
08-01-2018	Receive Payment		Greatwise Developments:313...	284.94
08-01-2018	Receive Payment		Greatwise Developments:210...	289.95
08-01-2018	Receive Payment		Greatwise Developments:313...	284.94
08-01-2018	Receive Payment		Greatwise Developments:118	297.24
08-01-2018	Receive Payment		Greatwise Developments:208	302.53
08-01-2018	Receive Payment		Greatwise Developments:113	316.57
08-01-2018	Receive Payment		Greatwise Developments:406	322.13
08-01-2018	Receive Payment		Greatwise Developments:117	352.32
08-01-2018	Receive Payment		Greatwise Developments:321	371.90
08-01-2018	Receive Payment		Greatwise Developments:221	371.90
08-01-2018	Receive Payment		(101) GWD - Sold Dec 2017	381.52
08-01-2018	Receive Payment		Greatwise Developments:115	397.06
08-01-2018	Receive Payment		Greatwise Developments:116	397.06
08-01-2018	Receive Payment		Greatwise Developments:316	397.06
08-01-2018	Receive Payment		Greatwise Developments:315	402.09
08-01-2018	Receive Payment		Greatwise Developments	414.11
08-01-2018	Receive Payment		Greatwise Developments:102	436.77
08-01-2018	Receive Payment		Greatwise Developments	250.00
08-01-2018	Receive Payment		Greatwise Developments:118	297.24
08-01-2018	Receive Payment		Greatwise Developments:208	302.53
08-01-2018	Receive Payment		Greatwise Developments:113	316.57
08-01-2018	Receive Payment		Greatwise Developments:406	322.13
08-01-2018	Receive Payment		Greatwise Developments:117	352.32
08-01-2018	Receive Payment		Greatwise Developments:321	371.90
08-01-2018	Receive Payment		Greatwise Developments:221	371.90
08-01-2018	Receive Payment		(101) GWD - Sold Dec 2017	355.90
08-01-2018	Receive Payment		Greatwise Developments:316	397.06

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
08-01-2018	Receive Payment		Greatwise Developments:116	397.06
08-01-2018	Receive Payment		Greatwise Developments:115	397.06
08-01-2018	Receive Payment		Greatwise Developments:315	402.09
12-01-2018	Deposit			200.00
18-01-2018	Deposit			120.00
30-01-2018	Deposit			2,014.49
Total				35,539.05

#### Additional Information

Uncleared cheques and payments as of 31-01-2018

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

Uncleared cheques and payments after 31-01-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Bill Payment		CI Property Management	-2,700.25
05-02-2018	Bill Payment		Hydro-2785 BASELINE RD P/R	-4,565.06
05-02-2018	Expense			-8,281.00
05-02-2018	Bill Payment	RBCX4982	Bell A/C # 613 828 9085 (010)	-398.51
07-02-2018	Expense			-1,977.91
07-02-2018	Expense			-53.76
08-02-2018	Bill Payment	RBCX8578	Bell A/C # 613 828 9085 (010)	-377.58
09-02-2018	Bill Payment	FCN_8758-8	Optimum Mechanical Solutions	-1,600.59
09-02-2018	Bill Payment	FCN_8758-9	Pivotech Doors Inc.	-288.38
09-02-2018	Bill Payment	FCN_8758-10	Solutions Infinies M7 Inc.	-3,484.16
09-02-2018	Bill Payment	FCN_8758-11	Spot Maintenance Ltd.	-3,231.80
09-02-2018	Bill Payment	FCN_8758-12	Waste Connections of Canad...	-779.70
09-02-2018	Bill Payment	FCN_8759-1	9495100 Canada Ltd.	-1,050.90
09-02-2018	Bill Payment	FCN_8758-7	Nutri-Lawn IR	-274.59
09-02-2018	Bill Payment	FCN_8758-6	Lock Solutions Inc.	-26.77
09-02-2018	Bill Payment	FCN_8758-5	Evolution Building Services	-73.44
09-02-2018	Bill Payment	FCN_8759-2	CI Property Management	-2,956.98
09-02-2018	Bill Payment	FCN_8758-3	Beacon Lite	-531.10
09-02-2018	Bill Payment	FCN_8758-2	Activox Electronics Ltd.	-305.10
09-02-2018	Bill Payment	FCN_8758-1	9020934 Canada Inc. (Visitor...	-677.98
09-02-2018	Bill Payment	FCN_8758-4	Davidson Houle Allen LLP	-500.00
Total				-34,135.56

Uncleared deposits and other credits after 31-01-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		303 - Hay, Gary	402.09
01-02-2018	Receive Payment		403 - Janzen, Erika & Jack	402.09
01-02-2018	Receive Payment		202 - Nathan Dresser	422.93
01-02-2018	Receive Payment		414 - El-Khour, Said	493.44
01-02-2018	Receive Payment		302 - Dham, Houssam	504.53
01-02-2018	Receive Payment		203 - Yue Zhang	4,992.34
01-02-2018	Receive Payment		313 - King, Brian	316.57
01-02-2018	Receive Payment		216 - Mattai, Anjelina	397.06
01-02-2018	Receive Payment		415 - Voyce, Geoff & Jackie	460.07
01-02-2018	Receive Payment		402 - Leung, David and Pauline	469.87
01-02-2018	Receive Payment		318 - Tran, Tahn-Tinh	171.50
01-02-2018	Receive Payment		416 - Peter & Davina Chow	206.15
01-02-2018	Receive Payment		218 - Andrew Leung	206.15
01-02-2018	Receive Payment		307 - Hoffman, Taylor	224.98
01-02-2018	Receive Payment		312 - Slocinski, Mieczyslaw &...	228.69
01-02-2018	Receive Payment		207 - Aria Adel & Dennis Gru...	250.19
01-02-2018	Receive Payment		107 - Xiyin Deng	254.08
01-02-2018	Receive Payment		407 - Mah, Adeline	259.64
01-02-2018	Receive Payment		212 - Pedlar, Shannon	263.35
01-02-2018	Receive Payment		410 - Lepage, Denis	263.35

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
01-02-2018	Receive Payment		418 - Brazeau, Eric	263.35
01-02-2018	Receive Payment		320 - Barker, Connie	263.35
01-02-2018	Receive Payment		412 - Laframboise, John & C...	263.35
01-02-2018	Receive Payment		112 - Lapietra, Vincenzo	263.35
01-02-2018	Receive Payment		220 - Keay, David & Hudak, ...	263.35
01-02-2018	Receive Payment		409 - Biswas, Devaleena	268.91
01-02-2018	Receive Payment		411 - Laframboise, John & C...	268.91
01-02-2018	Receive Payment		413 - Baskin, Meaghan	268.91
01-02-2018	Receive Payment		219 - Hewitt, Richard & Sharon	273.14
01-02-2018	Receive Payment		417 - McIntyre, Amanda	273.14
01-02-2018	Receive Payment		319 - Oliver Lamothe	273.14
01-02-2018	Receive Payment		213 - Caron, Jean-Luc	281.91
01-02-2018	Receive Payment		217 - Rawlings, Douglas	282.67
01-02-2018	Receive Payment		317 - Milne, Bradley	282.67
01-02-2018	Receive Payment		108 - Atkinson, Jena	296.71
01-02-2018	Receive Payment		405 - Marquez, Luize	297.24
01-02-2018	Receive Payment		205 - Prak, Sorn & Tran, Hong	297.24
01-02-2018	Receive Payment		305 - Lafrance, Aline & Alber...	297.24
01-02-2018	Receive Payment		105 - Huisman, Darcy	297.27
01-02-2018	Receive Payment		404 - Aubin, Marc	302.53
01-02-2018	Receive Payment		308 - Burda, Veronika	302.53
01-02-2018	Receive Payment		304 - Zaher, Andre & Liana	302.53
01-02-2018	Receive Payment		204 - Temeljovski, Bojana	302.53
01-02-2018	Receive Payment		408 - Brown, Marshall	302.53
01-02-2018	Receive Payment		109 - Jijun Zhao	316.57
01-02-2018	Receive Payment		211 - Ary, Natan	316.57
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01-02-2018	Receive Payment		309 - ZW Project Management	316.57
01-02-2018	Receive Payment		311 - Pretty, Caylea	316.57
01-02-2018	Receive Payment		114 - VanWyck, Zoe	316.57
01-02-2018	Receive Payment		111 - Harb, Mona	316.57
01-02-2018	Receive Payment		106 - Victoria Ashcroft	316.57
01-02-2018	Receive Payment		110 - Devine, Jake	316.57
01-02-2018	Receive Payment		306 - Rafoul, Elias	322.13
01-02-2018	Receive Payment		310 - Kennedy, Carrie	322.13
01-02-2018	Receive Payment		206 - Wong, Sandra	322.13
01-02-2018	Receive Payment		314 - Armstrong, Carol & Tho...	322.13
01-02-2018	Receive Payment		210 - Watkins, Kimberley	322.13
01-02-2018	Receive Payment		214 - Hickman, Susan	322.13
01-02-2018	Receive Payment		104 - Hedger, Sheila & Butler,...	331.90
01-02-2018	Receive Payment		119 - Paula Ennis	371.90
01-02-2018	Receive Payment		419 - Okwir, Joseph	371.90
01-02-2018	Receive Payment		101 - Ahmed Hassan	390.97
01-02-2018	Receive Payment		401 - Silgado, Anne	393.62
01-02-2018	Receive Payment		301 - Papadolias, Nicholas	393.62
01-02-2018	Receive Payment		201 - Rotter, Roland & Barbara	393.62
01-02-2018	Receive Payment		103 - Burke, Melville & Paulette	397.06
01-02-2018	Receive Payment		203 - Yue Zhang	402.09
01-02-2018	Receive Payment		215 - Daher, Mohammed	402.09
Total				26,608.25



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

# Business Account Statement

RBDDA30000\_6965580 E D 00006 00837

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION  
OPERATING  
C/O CAPITAL CONCIERGE  
904 LADY ELLEN PL  
OTTAWA ON K1Z 5L5

December 29, 2017 to January 31, 2018

**Account number:** 00006 108-281-7

**How to reach us:**

Please contact your RBC Banking representative or call  
1-800-Royal®2-0  
(1-800-769-2520)  
[www.rbcroyalbank.com/business](http://www.rbcroyalbank.com/business)

## Account Summary for this Period

### Business Current Account

**Royal Bank of Canada**

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on December 29, 2017	\$56,907.03
Total deposits & credits (6)	+ 35,539.05
Total cheques & debits (9)	- 24,377.11
<b>Closing balance on January 31, 2018</b>	<b>= \$68,068.97</b>

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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 (\$)
	<b>Opening balance</b>			<b>56,907.03</b>
02 Jan	Direct Payment (PAD's) service total GRADS2850610000		19,581.37	76,488.40
	eCheque deposit 13770		1,643.57	
	Misc Payment CAPITAL INTEGRA	2,700.25		
	Hydro Bill Pmt Hydro Ottawa	3,527.17		71,904.55
04 Jan	Bill payment - 1914 OTT WTR & SEWER	3,239.56		68,664.99
05 Jan	Account transfer ACTR4800500034	8,281.00		
	Activity fee	55.51		
	Insurance Loan FIRST INSURANCE	1,977.91		
	Insurance Loan FIRST INSURANCE	2,060.20		56,290.37
08 Jan	eCheque deposit 13770		11,979.62	
	Insurance Loan FIRST INSURANCE	1,977.91		66,292.08
12 Jan	Reversed service fee		200.00	66,492.08



# Business Account Statement

December 29, 2017 to January 31, 2018  
Account number: 00006 108-281-7

## Account Activity Details - continued

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
12 Jan	Direct Deposits (PDS) service total GRADS0918610000	557.60		65,934.48
18 Jan	Account transfer E-transfers		120.00	66,054.48
30 Jan	eCheque deposit 13770		2,014.49	68,068.97
	<b>Closing balance</b>			<b>68,068.97</b>

## 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.

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

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Royal Bank of Canada GST Registration Number: R105248165.

# **MONTHLY RESERVE FINANCIAL REPORT**

*OCSCC 994*

*January 2018*

**OCSCC No. 994  
Reserve Financial Summary January 2018**

**Revenue:**

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

**Expenses:**

The reserve fund balance as of January 31st was \$97,639.11. The investment account should be set up shortly and we are awaiting confirmation from RBC. All relevant paperwork has been submitted. There are no expenses to the reserve fund in January.

**Conclusion:**

We are currently slightly under budget overall. We still feel the corporation is in a good position to finish on budget.



# OCSCC 994

## PROFIT AND LOSS

January 2018

TOTAL	
Income	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
Other Income	
6000 Contribution from operating	8,281.00
R4012 Reserve Fund Interest Income	250.96
<b>Total Other Income</b>	<b>\$8,531.96</b>
Expenses	
<b>Total Expenses</b>	
PROFIT	<b>\$8,531.96</b>

# OCSCC 994

## PROFIT AND LOSS

June 2017 - January 2018

	TOTAL
Income	
<b>Total Income</b>	
GROSS PROFIT	<b>\$0.00</b>
Other Income	
6000 Contribution from operating	66,248.00
R4012 Reserve Fund Interest Income	280.88
<b>Total Other Income</b>	<b>\$66,528.88</b>
Expenses	
<b>Total Expenses</b>	
PROFIT	<b>\$66,528.88</b>

## 1020 Cash Reserve Fund, Period Ending 31-01-2018

## RECONCILIATION REPORT

Reconciled on: 12-02-2018

Reconciled by: jwalker@capitalconciierge.ca

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

## Summary

CAD

Statement beginning balance.....	89,107.75
Cheques and payments cleared (1).....	-0.60
Deposits and other credits cleared (2).....	8,531.96
Statement ending balance.....	<u>97,639.11</u>
Register balance as of 31-01-2018.....	97,639.11
Cleared transactions after 31-01-2018.....	0.00
Uncleared transactions after 31-01-2018.....	8,391.89
Register balance as of 12-02-2018.....	<u>106,031.00</u>

## Details

## Cheques and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
05-01-2018	Expense			-0.60
Total				-0.60

## Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
05-01-2018	Deposit			8,281.00
25-01-2018	Deposit			250.96
Total				8,531.96

## Additional Information

## Uncleared cheques and payments after 31-01-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
07-02-2018	Expense			-0.60
Total				-0.60

## Uncleared deposits and other credits after 31-01-2018

DATE	TYPE	REF NO.	PAYEE	AMOUNT (CAD)
02-02-2018	Deposit			111.49
05-02-2018	Deposit			8,281.00
Total				8,392.49



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

## Business Account Statement

RBDDA30000\_6965580 E D 00006 00840

OTTAWA-CARLETON STANDARD CONDOMINIUM CORPORATION

RESERVE

C/O CAPITAL CONCIERGE

904 LADY ELLEN PL

OTTAWA ON K1Z 5L5

December 29, 2017 to January 31, 2018

**Account number:** 00006 108-284-1

### How to reach us:

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(1-800-769-2520)

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## Account Summary for this Period

### Business Current Account

#### Royal Bank of Canada

90 SPARKS ST, OTTAWA, ON K1P 5T6

Opening balance on December 29, 2017	\$89,107.75
Total deposits & credits (2)	+ 8,531.96
Total cheques & debits (1)	- 0.60
<b>Closing balance on January 31, 2018</b>	<b>= \$97,639.11</b>

### *Have your business needs changed? We can help.*

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## Account Activity Details

Date	Description	Cheques & Debits (\$)	Deposits & Credits (\$)	Balance (\$)
	<b>Opening balance</b>			<b>89,107.75</b>
05 Jan	Account transfer OCSCC NO 994		8,281.00	97,388.75
	Activity fee	0.60		97,388.15
25 Jan	Deposit interest		250.96	97,639.11
	<b>Closing balance</b>			<b>97,639.11</b>

**Deposit Interest Earned: \$250.96**

**Account Fees: \$0.60**



# Business Account Statement

December 29, 2017 to January 31, 2018  
**Account number: 00006 108-284-1**

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## Important Account Information

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P.O. BOX 6011 STATION A  
MONTREAL QC H3C 3B8

# Business Account Statement

December 29, 2017 to January 31, 2018  
Account number: 00006 108-284-1

Amount: \$250.96

FORM 1706 (11/2014)

TRANSIT	ACCOUNT NUMBER	TRANSIT
108	00006 108-284-1	108
PARTICULARS		
MANUAL INT. CAL		
CREDIT		
OTTAWA-CARLETON SEC #994		

0000060031 108-284-1 87

2018 01 25  
Oct 75.87  
Nov 81.62  
Dec 93.47  
250.96

Virtual Endorsement  
DSPACC:  
DSPTR:  
CSID: 2180254718382506554  
TXND: 1  
SCANSES: 59,596,531  
ITMSEQ: 3  
CHANID: 003  
APPCID: S900  
TRANSIT: 06554  
DSPCUR:  
TEFDT: 25/01/18  
OPID: 781878954

BACKLOGGED	SUNDRY CREDITS
10 - DEPOSIT	10 - DEPOSIT
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