



Sample Monthly Receivables report

Date of Report:

December 1, 2020

Period Ending: December 31, 2020

Table with 9 columns: 1.SL#, 2.Date, 3.Strata Fee, 4.Interest, 5.Levy, 6.Fines, 7.Insurance/damages, 8.Legal-Admin, 9.REF#. Rows include data for units 7, 14*, 25**, 178, 22 and a Totals row.

Monthly arrears reports are for the purpose of council decision making, to ensure the Limitation Period is not passed, and to consider collection actions in the CRT, Provincial Court, BC Supreme Court or to file a lien. They are not part of the published monthly minutes to protect personal information, however, the decisions relating to enforcement and penalties are recorded in the minutes to confirm enforcement has been applied procedurally by the strata council.

- 1. all units are identified by strata lot number or unit number to confirm collections are being applied to the correct unit.
2. the date of each occurrence is detailed, when the actual fee/levy was due, or violation or claim resulted in a penalty
3. If this is strata fees, the amount of the Strata Fee owing is listed
4. Interest at 10% per annum calculated monthly is detailed if permitted in the bylaws or the special levy resolution
5. Levy amounts are detailed
6. Fines imposed are detailed
7. Insurance Claims or damages are detailed
8. Legal/collection and administrative costs are detailed
9. REF# is the date of the minutes that record the decision of council to impose fines, penalties, collections, interest or to proceed with the collection of an insurance deductible or damages.

For the purpose of collections, especially applications for order for sale proceedings or Form F information costs are segregated .

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