



Sample Monthly Receivables report

Date of Report: _____ Period Ending: _____

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, and are not part of the monthly minutes, until a decision to commence and action has been approved by the strata council.

- 1. all units are identified by strata lot number, and all receivables are reported every period
2. the date of each occurrence is detailed, when the actual fee/levy was due, or violation or claim occurred
3. Amount of the Strata Fee Due is detailed
4. The amount of 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 easily defined and defended when they are segregated. If the strata cannot explain a cost, how will they collect?

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