

# Owners Corporation for Plan No. XXXXX

1 SAMPLE AVENUE, SAMPLEVILLE NSW 2000  
ABN/ACN XXXXXXXXXXXXX

## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT

For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
<b>Auditor</b>								
27/10/21	XXXXXXXXXX	100259	Auditor	Audit fees y/e 31/8/21		Admin	500.00	550.00
<b>Total for period 1 SEP 2021 to 31 AUG 2022 \$</b>							<b>500.00</b>	<b>550.00</b>
<b>Building Management</b>								
16/09/21	XXXXXXXXXX	005108	Building Management	Building Management Sep 2021		Admin	2,200.00	2,200.00
19/10/21	XXXXXXXXXX	005109	Building Management	Building mangement Oct 2021		Admin	2,569.50	2,569.50
17/11/21	XXXXXXXXXX	005111	Building Management	Building Management GST Component		Admin	456.95	456.95
17/11/21	XXXXXXXXXX	005110	Building Management	Building management Nov 2021		Admin	2,420.00	2,420.00
16/12/21	XXXXXXXXXX	005112	Building Management	Building Management Dec 2021		Admin	2,530.00	2,530.00
18/01/22	XXXXXXXXXX	005113	Building Management	Building Management Jan 2022		Admin	2,585.00	2,585.00
<b>Total for period 1 SEP 2021 to 31 AUG 2022 \$</b>							<b>12,761.45</b>	<b>12,761.45</b>
<b>Cleaning Service</b>								
06/09/21	XXXXXXXXXX	00064781	Cleaning Service	Cleaning Sep 2021		Admin	4,372.05	4,809.26
09/09/21	XXXXXXXXXX	00065085	Cleaning Service	Toiletry supplies Jun-Aug 2021		Admin	1,494.00	1,643.40
06/10/21	XXXXXXXXXX	00065587	Cleaning Service	Cleaning Oct 2021		Admin	4,372.05	4,809.26
12/10/21	XXXXXXXXXX	00065875	Cleaning Service	Cleaning Supplies		Admin	498.00	547.80
29/11/21	XXXXXXXXXX	00067050	Cleaning Service	Cleaning Supplies Oct 21		Admin	498.00	547.80
05/12/21	XXXXXXX	981	Cleaning Service	Cleaning 01/11/21 to 04/12/21		Admin	4,040.00	4,444.00

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## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued) For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
09/12/21	XXXXXXXXXX	000627201	Cleaning Service	Cleaning underpayment 1/4		Admin	4,545.45	5,000.00
10/12/21	XXXXXXXXXX	REJECTED 00062720	Cleaning Service	Cleaning Services-Nov 2017 - Jun 2021		Admin	20,764.96	22,841.46
17/12/21	XXXXXXXXXXe	00062720	Cleaning Service	REJECTED 00062720		Admin	20,764.96	22,841.46
09/01/22	XXXX	1032	Cleaning Service	Cleaning Dec 2021		Admin	4,615.00	5,076.50
02/02/22	XXXX	1074	Cleaning Service	Cleaning Jan 2022		Admin	3,507.00	3,857.70
Total for period 1 SEP 2021 to 31 AUG 2022 \$							69,471.47	76,418.64
Door & Window Maintenance								
13/01/22	XXXXXXXXXX	INV05728	Door & Window Maintenance	Replace seal on hinged door		Admin	225.00	247.50
Total for period 1 SEP 2021 to 31 AUG 2022 \$							225.00	247.50
Electrical Repairs								
22/10/21	XXXXXXXXXX	INV3652	Electrical Repairs	Exhaust fan repairs		Admin	1,130.00	1,243.00
17/01/22	XXXXXXXXXX	INV3876	Electrical Repairs	Replace fluoro lights		Admin	590.00	649.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							1,720.00	1,892.00
Electricity								
24/11/21	XXXXXXXXXX	None	Electricity	120008793854 POWERDIRECT PTY		Admin	1,855.39	2,040.93
Total for period 1 SEP 2021 to 31 AUG 2022 \$							1,855.39	2,040.93
Fire Protection Services								
07/09/21	XXXXXXXXXX	INV4358	Fire Protection Services	Isolate and de-isolate fire panel		Admin	255.00	280.50
28/10/21	XXXXXXXXXX	256819	Fire Protection Services	Fire Panel Repairs		Admin	638.00	701.80

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## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued) For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
03/11/21	XXXXXXXXXX	INV4507	Fire Protection Services	2nd Fire Safety Inspection		Admin	220.00	242.00
30/11/21	XXXXXXXXXX	INV4590	Fire Protection Services	Suite 3 Fire Safety Repairs		Admin	712.59	783.85
30/11/21	XXXXXXXXXX	INV4589	Fire Protection Services	AFSI Repairs 2021		Admin	2,675.48	2,943.03
07/12/21	XXXXXXXXXX	YES0756	Fire Protection Services	Fire safety essential services		Admin	168.18	185.00
22/12/21	XXXXXXXXXX	00210553	Fire Protection Services	Fire alarm monitoring 080122-070123		Admin	1,999.93	2,199.92
10/01/22	XXXXXXXXXX	0166762F	Fire Protection Services	Reimb. false alarm fine		Admin	1,534.55	1,688.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							8,203.73	9,024.10
Garage Door Maintenance								
28/09/21	XXXXXXXXXX	A39398	Garage Door Maintenance	Gate service Sept 2021		Admin	110.00	121.00
21/12/21	XXXXXXXXXX	A42855	Garage Door Maintenance	Roller door repair		Admin	136.00	149.60
Total for period 1 SEP 2021 to 31 AUG 2022 \$							246.00	270.60
Healthcare Services								
15/09/21	XXXXXXXXXX	97162269	Healthcare - sanitary disposals	SANITARY DISPOSAL 13/10/2021-12/01/2021		Admin	180.57	198.63
Total for period 1 SEP 2021 to 31 AUG 2022 \$							180.57	198.63
Intercom & Security System								
14/12/21	XXXXXXXXXX	3896	Intercom & Security System	CCTV system repair		Admin	160.00	176.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							160.00	176.00
Lift Maintenance								
12/09/21	XXXXXXXXXX	1796066	Lift Maintenance	Lift maintenance 1/10 - 31/12/21		Admin	1,230.34	1,353.37
23/11/21	XXXXXXXXXX	MF@727039	Lift Maintenance	Disbursements & Services		Admin	124.27	136.70

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## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued) For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
17/12/21	XXXXXXXXXX	1813062	Lift Maintenance	Lift maintenance 010122-310322		Admin	1,267.41	1,394.15
05/11/21	XXXXXXXXXX	1682609670	Lift Maintain - telephone charges	ACC# 2000 08615 8068 20/9-19/10		Admin	50.00	55.00
06/12/21	XXXXXXXXXX	1690549336	Lift Maintain - telephone charges	ACC 2000 06615 8068 201021-191121		Admin	50.00	55.00
16/01/22	XXXXXXXXXX	1698652036	Lift Maintain - telephone charges	ACC 2000 08615 8068 201121-191221		Admin	50.00	55.00
<b>Total for period 1 SEP 2021 to 31 AUG 2022 \$</b>							<b>2,772.02</b>	<b>3,049.22</b>

### Owners Corporation Manager

27/09/21	XXXXXXXXXX	MF@663063	Manager - accounting fees	Disbursements & Services		Admin	49.10	54.01
23/11/21	XXXXXXXXXX	MF@727039	Manager - accounting fees	Disbursements & Services		Admin	358.86	394.75
20/09/21	XXXXXXXXXX	63133-28481	Manager - additional services	Informal Strata Committee Meeting 17/08/2021		Admin	17.89	19.68
20/09/21	XXXXXXXXXX	63133-28481	Manager - additional services	Informal Strata Committee Meeting 17/08/2021		Admin	107.35	118.08
20/09/21	XXXXXXXXXX	63133-28481	Manager - additional services	Informal Strata Committee Meeting 17/08/2021		Admin	53.67	59.04
04/10/21	XXXXXXXXXX	63133-32537	Manager - additional services	EGM 05/10/2021		Admin	214.68	236.15
04/10/21	XXXXXXXXXX	63133-32537	Manager - additional services	EGM 05/10/2021		Admin	50.00	55.00
15/11/21	XXXXXXXXXX	63133-40045	Manager - additional services	AGM & SCM 2021		Admin	218.26	240.09
20/12/21	XXXXXXXXXX	63133-42387	Manager - additional services	EGM 21/12/21 Suite 8 renovations		Admin	107.35	118.08
20/12/21	XXXXXXXXXX	63133-42387	Manager - additional services	EGM 21/12/21 Suite 8 renovations		Admin	214.68	236.15
20/12/21	XXXXXXXXXX	63133-42387	Manager - additional services	EGM 21/12/21 Suite 8 renovations		Admin	35.78	39.36
26/10/21	XXXXXXXXXX	MF@699854	Manager - debt recovery	Disbursements & Services		Admin	59.95	65.94

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## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued)

For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
24/01/22	Mason & Brophy Strata Management Pty Limited	MF@780378	Manager - debt recovery	Disbursements & Services		Admin	21.05	23.15
27/09/21	Mason & Brophy Strata Management Pty Limited	MF@663067	Manager - disbursements	Fixed Disbursements		Admin	122.76	135.04
26/10/21	Mason & Brophy Strata Management Pty Limited	MF@699857	Manager - disbursements	Fixed Disbursements		Admin	122.76	135.04
23/11/21	Mason & Brophy Strata Management Pty Limited	MF@727043	Manager - disbursements	Fixed Disbursements		Admin	122.76	135.04
15/12/21	Mason & Brophy Strata Management Pty Limited	MF@747013	Manager - disbursements	Disbursements & Services		Admin	49.10	54.01
24/01/22	Mason & Brophy Strata Management Pty Limited	MF@780376	Manager - disbursements	Fixed Disbursements		Admin	122.76	135.04
24/01/22	Mason & Brophy Strata Management Pty Limited	MF@780383	Manager - disbursements	Fixed Disbursements		Admin	122.76	135.04
27/09/21	Mason & Brophy Strata Management Pty Limited	MF@663069	Manager - management fees	Management Fees	02-10-2021 to 01-01-2022	Admin	2,505.25	2,755.78
15/12/21	Mason & Brophy Strata Management Pty Limited	MF@747014	Manager - management fees	Management Fees	02-01-2022 to 01-04-2022	Admin	2,630.52	2,893.57
27/09/21	Mason & Brophy Strata Management Pty Limited	MF@663063	Manager - schedule B fees	Disbursements & Services		Admin	29.44	32.38
26/10/21	Mason & Brophy Strata Management Pty Limited	MF@699854	Manager - schedule B fees	Disbursements & Services		Admin	29.44	32.38
23/11/21	Mason & Brophy Strata Management Pty Limited	MF@727039	Manager - schedule B fees	Disbursements & Services		Admin	29.44	32.38
15/12/21	Mason & Brophy Strata Management Pty Limited	MF@747013	Manager - schedule B fees	Disbursements & Services		Admin	29.44	32.38
24/01/22	Mason & Brophy Strata Management Pty Limited	MF@780378	Manager - schedule B fees	Disbursements & Services		Admin	29.44	32.38
27/09/21	Mason & Brophy Strata Management Pty Limited	MF@663063	Manager - work order/quotes	Disbursements & Services		Admin	126.13	138.74
26/10/21	Mason & Brophy Strata Management Pty Limited	MF@699854	Manager - work order/quotes	Disbursements & Services		Admin	72.07	79.28
23/11/21	Mason & Brophy Strata Management Pty Limited	MF@727039	Manager - work order/quotes	Disbursements & Services		Admin	90.09	99.10
15/12/21	Mason & Brophy Strata Management Pty Limited	MF@747013	Manager - work order/quotes	Disbursements & Services		Admin	90.09	99.10

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## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued) For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
24/01/22	XXXXXXXXXX	MF@780378	Manager - work order/quotes	Disbursements & Services		Admin	36.04	39.64
Total for period 1 SEP 2021 to 31 AUG 2022 \$							7,868.91	8,655.80
Plumbing								
11/11/21	XXXXXXXXXX	10700	Plumbing	Blocked toilet		Admin	287.50	316.25
19/11/21	XXXXXXXXXX	10763	Plumbing	Unblock urinal		Admin	317.50	349.25
Total for period 1 SEP 2021 to 31 AUG 2022 \$							605.00	665.50
Pumps & Motor Maintenance								
19/09/21	XXXXXXXXXX	87009	Pumps & Motor Maintenance	Stormwater pit/pump service Sept 2021		Admin	250.00	275.00
15/12/21	XXXXXXXXXX	87812	Pumps & Motor Maintenance	Service pumps & pits Dec 2021		Admin	250.00	275.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							500.00	550.00
Roadways, Driveways & Parking								
20/01/22	XXXXXXXXXX	815	Roadways, Driveways & Parking	Damaged Bollard Repairs		Admin	130.00	143.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							130.00	143.00
Special Levy Expenses								
30/11/21	XXXXXXXXXX	INV4588	Special Levy Expenses	Fire Safety Upgrade		Admin	22,875.56	25,163.12
Total for period 1 SEP 2021 to 31 AUG 2022 \$							22,875.56	25,163.12

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## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued) For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
<b>Sundry Expenditure</b>								
28/10/21	XXXXXXXXXX	631330921	Sundry Expenditure	Lift Registration		Admin	74.00	74.00
<b>Total for period 1 SEP 2021 to 31 AUG 2022 \$</b>							<b>74.00</b>	<b>74.00</b>
<b>Taxes, Fees &amp; Charges</b>								
30/01/22	XXXXXXXXXX	8365660632 44460	Taxes - GST paid to ATO	ATO Transaction		Admin		3,489.00
30/01/22	XXXXXXXXXX	8365660632 44460	Taxes - GST rounding	ATO Transaction		Admin	0.75	0.75
30/01/22	XXXXXXXXXX	8365660632 44460	Taxes - GST rounding	ATO Transaction		Admin		0.75
<b>Total for period 1 SEP 2021 to 31 AUG 2022 \$</b>							<b>0.75</b>	<b>3,490.50</b>
<b>Walls &amp; Ceilings</b>								
15/09/21	XXXXXXXXXX	691	Walls & Ceilings	Awning repairs		Admin	1,948.00	2,142.80
<b>Total for period 1 SEP 2021 to 31 AUG 2022 \$</b>							<b>1,948.00</b>	<b>2,142.80</b>
<b>Waste Management Services</b>								
03/09/21	XXXXXXXXXX	1304951	Waste Management Services	Waste collection Aug 2021		Admin	1,047.65	1,152.41
06/09/21	XXXXXXXXXX	500239	Waste Management Services	Waste services Aug 2021		Admin	40.00	44.00
06/10/21	XXXXXXXXXX	1323417	Waste Management Services	Lift services Sep 2021		Admin	931.76	1,024.94
11/10/21	XXXXXXXXXX	500652	Waste Management Services	Waste services Sep 2021		Admin	40.00	44.00
04/11/21	XXXXXXXXXX	1341923	Waste Management Services	Waste Services Oct 2021		Admin	1,047.65	1,152.41
04/11/21	XXXXXXXXXX	501078	Waste Management Services	Waste services Oct 2021		Admin	40.00	44.00
06/12/21	XXXXXXXXXX	97226357	Waste Management Services	Empty hygiene bins		Admin	210.00	231.00
06/12/21	XXXXXXXXXX	1360684	Waste Management Services	Lift Service Nov 2021		Admin	1,163.53	1,279.88

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## ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued) For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
07/12/21	XXXXXXXXXX	501498	Waste Management Services	Bin service Nov 2021		Admin	40.00	44.00
15/12/21	XXXXXXXXXX	97241919	Waste Management Services	Sanitary services 13/01-12/04/2022		Admin	180.57	198.63
16/01/22	XXXXXXXXXX	501931	Waste Management Services	Bin service Dec 2021		Admin	40.00	44.00
17/01/22	XXXXXXXXXX	1379644	Waste Management Services	Service Lift Dec 2021		Admin	1,453.23	1,598.55
Total for period 1 SEP 2021 to 31 AUG 2022 \$							6,234.39	6,857.82
Water								
13/09/21	XXXXXXXXXX	None	Water	115400058194 SYDNEY WATER		Admin	1,282.56	1,282.56
03/12/21	XXXXXXXXXX	None	Water	116900044155 SYDNEY WATER		Admin	1,011.98	1,011.98
Total for period 1 SEP 2021 to 31 AUG 2022 \$							2,294.54	2,294.54
Insurance Claim								
01/09/21	XXXXXXXXXX	675	Insurance Claim	Suite 10 ceiling repairs		Capital	1,195.00	1,314.50
07/09/21	XXXXXXXXXX	681	Insurance Claim	Ceiling repairs suite 10		Capital	2,050.00	2,255.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							3,245.00	3,569.50
Lifts								
04/02/22	XXXXXXXXXX	506337	Lifts	Install Cellular Gateway System		Capital	3,035.00	3,338.50
Total for period 1 SEP 2021 to 31 AUG 2022 \$							3,035.00	3,338.50
Minor Building Maintenance								
30/09/21	XXXXXXXXXX	02045	Minor Building Maintenance	Install of steel framed perspex barrier		Capital	3,960.00	4,356.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							3,960.00	4,356.00



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### ACCOUNTS PAYABLE TRANSACTION LIST BY ACCOUNT (continued) For the period 1 SEP 2021 to 31 AUG 2022

Date	Name	Invoice Number	Category	Reference	Accrual Dates	Fund	Amount (Net of GST)	Amount (Gross of GST)
Roof								
27/09/21	XXXXXXXXXX	22130	Roof	Replace rain head		Capital	1,260.00	1,386.00
Total for period 1 SEP 2021 to 31 AUG 2022 \$							1,260.00	1,386.00