

Memorandum to all Resident Managers

We have been reminded once again by the Auditors that specific guidelines must be implemented to ensure that all respective Bodies Corporate comply fully with the GST/ABN legislation.

In this regard we have introduced the following guidelines to correctly prepare and present invoices requiring payment by the body corporate:

Manager's Remuneration Invoices

- Invoices are to be addressed to the Body Corporate **not** to BCP Strata. Resident Managers are contracted to the Body Corporate not to BCP Strata.
- An invoice must be submitted for each month. It is fine for invoices to be sent in to cover several months but there **must** be a separate invoice for **each** month.
- Invoices should be from **your** company not trading as the building name.
- All invoices and other correspondence should be sent to our postal address not the building address. Our postal address is **PO Box 153, Mooloolaba Q 4557**.
- A sample invoice is attached for your information. (Appendix A)

Reimbursements

- Original of invoice with receipt or copy of receipt stapled to the invoice to be sent for payment
- Details listed on the invoice must be for what was purchased not which shop it was purchased from. As much detail as possible for what and why items have been purchased are required.
- Invoices must be addressed to the Body Corporate **not** to BCP Strata.
- Invoice should be from **your** company not trading as the building name. Your company is being refunded for purchases that have been made on behalf of the Body Corporate.
- A sample invoice is attached for your information. (Appendix B)

Contractor/tradesperson Invoices

- Original invoices need to be forwarded for payment. Payments **will not** be made on copies or faxed copies of invoices.
- If the work is being done for the Body Corporate then the contractor/tradesperson needs to be advised to address the invoice to the Body Corporate **not** your company or BCP Strata.
- If invoices are 'ok' and are being forwarded to our office for payment, you need to sign, date and write 'approved for payment' on the invoice to authorise it's payment.

Invoices received that do not comply with the above guidelines can not be processed and will be returned for amendment.

If you have any queries or questions in relation to these guidelines please ring our Accounts Manager, Vicki Shaw on 5438 4000.

Your assistance in this regard is greatly appreciated.

SAMPLE INVOICE

Appendix A

RESIDENT MANAGER'S COMPANY
 PO Box 111
 SUNSHINE TOWN QLD 40000

Invoice No. **1002**

INVOICE

Customer

Name Body Corporate for Phantom Town Houses CTS 11111
 Address C/- BCP Strata Pty Ltd
PO Box 153
 City MOOLOOLABA State QLD P/code 4557
 Phone _____

Misc

Date 01/11/2009
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	GST	TOTAL
	Resident Manager's Remuneration 01/10/09 to 31/10/09	\$ 100.00	\$ 1,100.00

SubTotal	\$ 1,100.00
Shipping	
Tax Rate(s)	
TOTAL	\$ 1,100.00

Payment

Bank account details for Resident
 Comments Manager's Company
 Acc. Name Resident Manager's Company
BSB 545- 454
 Acc. No. 1234 5678

Office Use Only

SAMPLE INVOICE

Appendix B

RESIDENT MANAGER'S COMPANY
 PO Box 111
 SUNSHINE TOWN QLD 40000

Invoice No. **1003**

INVOICE

Customer

Name Body Corporate for Phantom Town Houses CTS 11111
 Address C/- BCP Strata Pty Ltd
PO Box 153
 City MOOLOOLABA State QLD P/code 4557
 Phone _____

Misc

Date 01/11/2009
 Order No. _____
 Rep _____
 FOB _____

Qty	Description	GST	TOTAL
	Bunnings		
	- Fertiliser	\$	30.00
	- Light Globes	\$	12.50
	- Hose Fittings	\$	35.00
	Northcost Pool Shop		
	- Chlorine	\$	20.00
	- Acid	\$	6.00
	- Stabiliser	\$	8.00
	Postage for Month of July 2006	\$	10.00
	Telephone Calls for Month of July 2006	\$	15.00
	North Coast Plumbing		
	- Clear blocked driveway drain	\$	50.00

SubTotal	\$	186.50
Shipping		
Tax Rate(s)		
TOTAL	\$	186.50

Payment

Bank account details for Resident
 Comments Manager's Company
 Acc. Name Resident Manager's Company
BSB 545- 454
 Acc. No. 1234 5678

Office Use Only