

Sample Receipt Summary (Management Fee)

Financial Year : 2XX1		Official Receipts												Total in Annual Account
Flat	Amount of Management Fee	Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Receipts / Management Fee Receivable ¹
1A	\$500	OR1	OR7	OR12	OR17	OR22	OR27	OR32	OR37	OR42	OR47	OR52	OR57	\$6,000
1B	\$400	OR2	OR8	OR13	OR18	OR23	OR28	OR33	OR38	OR43	OR48	OR53	OR58	\$4,800
2A	\$500	OR3	OR9	OR14	OR19	OR24	OR29	OR34	OR39	OR44	OR49	OR54	OR59	\$6,000
2B	\$400	OR4	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400	\$400 fee received \$4,400 Management Fee Receivable ¹
3A	\$500	OR5	OR10	OR15	OR20	OR25	OR30	OR35	OR40	OR45	OR50	OR55	OR60	\$6,000
3B	\$400	OR6	OR11	OR16	OR21	OR26	OR31	OR36	OR41	OR46	OR51	OR56	OR61	\$4,800
Total		\$2,700	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$2,300	\$28,000 receipts \$4,400 receivable

Actions taken to recover outstanding management fees :

- issued monthly reminders and legal letters in May 2XX1 and October 2XX1; and
- filed claims to the Small Claims Tribunal in June and November 2XX1 and obtained judgement; and registered a memorandum of charge against the property at the Land Registry.

Prepared by :

Checked by :

Reviewed by :

(name and signature)
Date :

(Treasurer)
Date :

(Chairman)
Date :

¹ Items in orange colour are overdue management fees.