

Auditors Report

Last Modified on 23/06/2026 10:35 am AEST

There are specific state requirements for auditing of trust or bank accounts, and below are steps to produce particular reports which may assist. Some states may require this report legislatively, whilst others may have the option to select whether to include or not. Please check with a registered accountant if unsure about state-specific requirements.

It is recommended that you review audit requirements before the start of the financial year to understand your requirements.

For internal financial year-end preparation, this is a similar process and can be prepared for using these [instructions](#).

Report Set

The report below is an example of what could be included in an audit report. Each report can be configured using the cogwheel to set the financial year and other settings.

The screenshot displays the 'Report Distribution' application window. The main window title is 'Auditor Report' and it includes a 'Simple' button and a help icon. Below the title, there are fields for 'Building' and 'Accounts'. The 'Report Set' is set to 'Auditor Report'. A list of reports is shown with columns for expand/collapse, settings (cogwheel), and delete (X) icons. The 'Financial Statements' report has its settings cogwheel highlighted with a red box. To the right, the 'Distribution Method' section includes options for 'Post Microsoft Print to PDF', 'Email Correspondence', 'SMS', 'Save Report', and 'Use Preferences'. A 'Correspondence' dropdown menu is also visible. At the bottom of the main window are '+ Report' and 'Attachment' buttons.

A 'Configuration' dialog box is open in the foreground, showing settings for 'Financial Statements'. It includes a 'Report Date' dropdown set to 'Old Year', an 'Override Report Date' field, and a checked 'Split Bank Balances' option. The 'Display' section has unchecked options for 'Sub Headings Report' and 'Sub Headings Report As Header'. The dialog has 'Close', 'Log', 'Proceed' (highlighted with a red box), and 'Close' buttons at the bottom.

Building Information

There may be a requirement to provide some basics around the number of buildings as of a specific date. Using something like **Search Buildings** will offer this information, and can be restricted with the taken on date to include buildings that can include the auditor's name and date last audited fields.

When creating a similar search, save it for future use. Saving and loading this search is done using the *Load/Edit/Delete Search* button.

The screenshot shows the 'Search Buildings' application window. At the top, there are buttons for 'Refresh', 'Export', and 'Advanced'. Below these is a 'Restrict To' section with a table of search criteria:

Field	Condition	Value
Building Name	starts with	
Audit Required	is equal to	<input type="radio"/> Yes <input type="radio"/> No
Taken On Date	is on or before	<input checked="" type="checkbox"/> Specific Dates 30/06/2025
Building Name	does not contain	zz

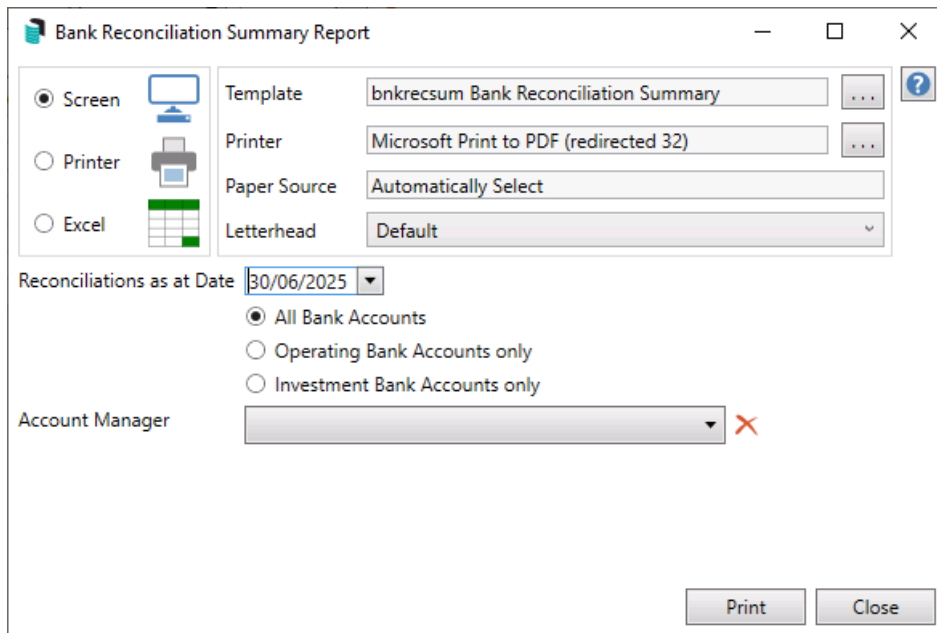
Below the search criteria, it says '5 records displayed'. A table shows the results:

Building Number	Building Name	State	Building Type	Number of Lots (All)	Taken On Date	Audit Required	Auditor Name
		NSW	S.P.		24/03/2025	<input type="checkbox"/>	
		NSW	S.P.		18/05/2025	<input type="checkbox"/>	
		NSW	S.P.		04/04/2025	<input type="checkbox"/>	
		NSW	S.P.		12/02/2025	<input type="checkbox"/>	
		NSW	S.P.		20/06/2025	<input type="checkbox"/>	

At the bottom of the window, there are buttons for 'Print', 'Load/Edit/Delete Search', 'Save Search', 'Save Search As', and 'Close'.

Bank Rec Summary Report

Using the **Bank Rec Summary Report** will assist in reporting the bank balances, including investment accounts. The *Reconciliation as at date* can also be set to report for a specific period, with Excel or PDF options.

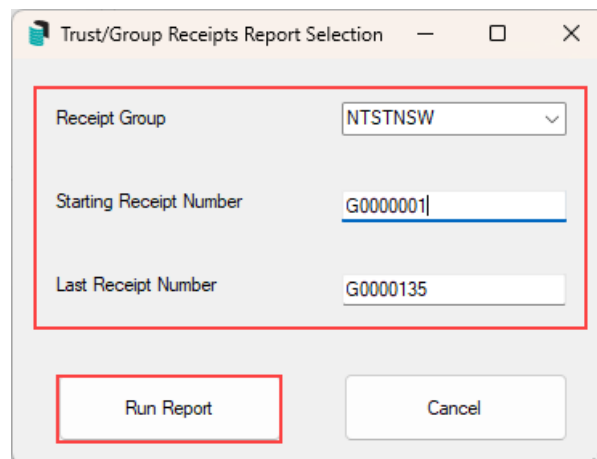


Trust Accounts Receipts (if Applicable)

Trust Account Receipts are required for receipted money in NSW trust accounts. The function for preparing these is set in the **Receipt Entry** / Options / Trust Group Receipt Menu. It will either be set to *Prepare*, which generates a receipt at the time of entry, or to *Prepare - No Print*, which allows them to store and print when needed.

Print all receipts

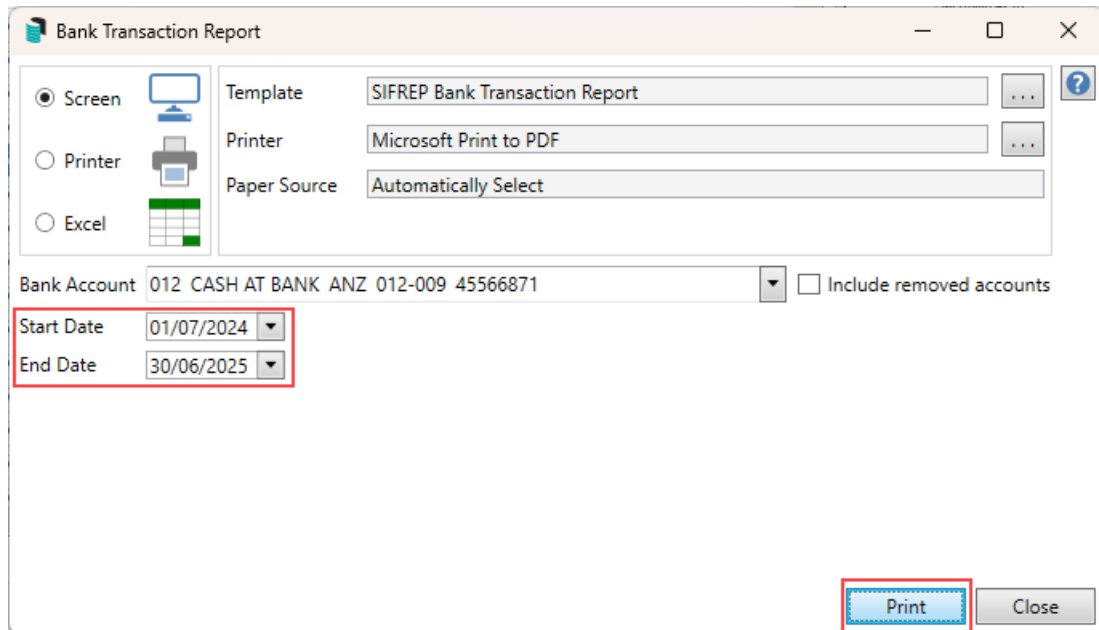
1. Search or select **Receipts Report (Group/Trust)**.
2. Enter the receipt range required and click *Run Report*.



3. From the Report Setup window, select *Excel* if a worksheet is required, or *Screen* for a PDF report. Click *OK*.
4. Save as required.

Bank Transaction Report

Using the *Bank Transaction Report* will allow statement data to be produced for a specific date range.



Invoices and Remittance Advice

Providing copies of invoices and remittance advice can be retrieved from *Payments Management*.

- Use the *Date Range* filter to report specific dates.
- Use the *DocMax* icon to open the invoice.
- Use the *Print* button to retrieve a copy of the remittance advice.

Payments Management

Building: 543
 Creditor: [Redacted]
 Date Range: All Available
 Filter: [Redacted]
 Amount: [Redacted] to [Redacted]
 Cheques
 EFTs
 Any
 Not Printed
 Not Presented
 Export
 Auto Show Document

Building	Name	Date	Creditor	Name	Amount	Reference	Status	Paym
6543		16/06/2025	08286610		4.00	C0000031		
6543		16/06/2025	08286602		12.00	C0000030		
6543		16/06/2025	08286597		500.00	C0000029		
6543		16/06/2025	08285270		12.00	C0000028		
6543		16/06/2025	08202460		480.00	F0000057		
6543		16/06/2025	08200002		20.00	F0000056		
6543		16/06/2025	08200002		2.00	F0000055		
6543		16/06/2025	08200002		69,913.26	F0000054		
6543		16/06/2025	08200036		2.00	F0000053		
6543		16/06/2025	08200028		1,690.00	C0000027		
6543		16/06/2025	08200024		510.00	C0000026		
6543		16/06/2025	08200022		17.09	C0000025		
6543		16/06/2025	08200021		6,448.00	C0000024		
6543		16/06/2025	08200020		50.00	C0000023		
6543		16/06/2025	08200019		323.00	F0000052		
6543		16/06/2025	08200018		50.00	C0000022		

Count: 72

\$20.00
 08200002 - BODY CORP MANAGER
 F0000056
 16/06/2025
 Notes
 Remittance

Invoice Number	Date	Amount	Paid Amount	Description	Expense Account
	16/10/2024	20.00	20.00	Fire Evacuation Plan 13620 FIRE EVACUATIO	
			20.00		

Print Reverse

INVOICE SUMMARY ABN: 5297607451

Date of Issue: 23 March 2022
 Account No: 02100027
 Page Number: 1

Date	Type	Details	Reference	Net Amount	GST	Amount
31/03/22	Invoice	Fixed Contributions	M0000040	50.50	9.45	60.00
31/03/22	Invoice	Management Fees	M0000041	1,363.04	136.30	1,500.00
31/03/22	Invoice	Manue Book	M0000042	18.18	1.82	20.00
31/03/22	Invoice	Fixed Contributions	M0000043	50.50	9.45	60.00
31/03/22	Invoice	Management Fees	M0000044	1,363.04	136.30	1,500.00
31/03/22	Invoice	Manue Book	M0000045	18.18	1.82	20.00
31/03/22	Invoice	Fixed Contributions	M0000046	50.50	9.45	60.00
31/03/22	Invoice	Management Fees	M0000047	1,363.04	136.30	1,500.00
31/03/22	Invoice	Manue Book	M0000048	18.18	1.82	20.00
31/03/22	Invoice	Fixed Contributions	M0000049	50.50	9.45	60.00
31/03/22	Invoice	Management Fees	M0000050	1,363.04	136.30	1,500.00
Total				5,727.50	572.70	6,300.00

AMOUNT DUE AND PAYABLE: \$12,400.00

Please make your cheque payable to JESS LARGER MANAGEMENT COMPANY

PLEASE RETURN THIS SECTION WITH YOUR PAYMENT

For file use
 Amount Due: \$12,400.00
 Management Fees: 1,500.00
 Manue Book: 20.00

Signature of Proprietor/D
AMOUNT DUE \$12,400.00

INVOICE SUMMARY ABN: 5297607451

Documents and Reports

If there are requests for specific documents and reports, these should be available in **DocMax** or in a folder location, which may assist with contract and agreement validation. When these documents are added, ensure that the category assigned is specific to allow for results to be retrieved.

Example:

Name: General Document Search

Description: [Redacted]

Available To: Everyone

Restrict To	Field	Condition	Value
Columns	Title	contains	[Redacted]
Sort Order	Building Name	is equal to	[Redacted]
	Building Number	is equal to	[Redacted]
	Categories	is any of	Contracts & Agreements

Financial Statements that are saved at the end of the month process can also be retrieved from DocMax if required.

Example:

Name **StrataMax Generated Documents**

Description

Available To **Users**

Restrict To	+	Field	Condition	Value
Columns	-	Building Name	is equal to	
Sort Order	-	Building Number	is equal to	
	-	Title	contains	Financial Statements
	-	Description	contains	
	-	Added From	is equal to	BCMax System