Auditors Report

Last Modified on 19/08/2025 10:31 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.

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.

Search Build	ings -											-		×
🛞 Refresh	E	xport Advanced	Saved Searc	ch: Aud	it Report									?
Restrict To	÷	Field			Conditio	n	Val	ue						
Columns	-	Building Name		•	starts wi	th 🔻			×					
Sort Order		Audit Required		•	is equal to	D	0	Yes O No						
Advanced		Taken On Date		•	is on or l	before 🔻		Specific Dates 30/0	5/2025 🔻					
Advanced	-	Building Name		•	does not	t contain 🔹	zz		X					
5 records dis	playe	d										Find First	Find	d Next
Building Numb	er	Building Name	State	Build	ing Type	Number of Lots	(All)	Taken On Date	Audit Require	d Auditor Name				
_			NSW	S.P.				24/03/2025						
			NSW	S.P.				18/05/2025						
			NSW	S.P.				04/04/2025						
			NSW	S.P.				12/02/2025						
			NSW	S.P.				20/06/2025						
										•				
									Print	Load/Edit/Delete Search	Save Search	Save Search As	Clo	ose

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.

🗿 Bank Reco	onciliatio	n Summary Repo	rt	_		×
Screen		Template	bnkrecsum Bank Reconciliation Summ	lary		0
O Printer	_	Printer	Microsoft Print to PDF (redirected 32)			
U Philder		Paper Source	Automatically Select			
O Excel		Letterhead	Default		Ŷ	
Reconciliation	s as at Da	ate 30/06/2025	•			
		All Bank A	ccounts			
		Operating	Bank Accounts only			
		O Investment	nt Bank Accounts only			
Account Mana	ager			• ×		
			[Print	Clos	e

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 will generate a receipt at the time of entry, or *Prepare - No Print,* which allows them to store and print when needed.

-			
Trust/Group Receipt NTS1	FNSW 13 August 2025		×
Help			
		Receipt Preparation	
Print Receipt	Fix Damaged Receipt	O Prepare	
Edit Receipt	Set Next Receipt Number	Prepare - No Print	
Advance Receipt Number	Printer Setup	Set as Default	
		Close	

Print all receipts

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

Trust/Group Receipts Report	Selection — 🗆 🗙
Receipt Group	NTSTNSW ~
Starting Receipt Number	G0000001
Last Receipt Number	G0000135
Run Report	Cancel

- 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.

🔋 Bank Trans	action R	leport		_		×
Screen		Template	SIFREP Bank Transaction Report			?
O Printer		Printer	Microsoft Print to PDF			
		Paper Source	Automatically Select			
O Excel						
Bank Account	012 CA	SH AT BANK AN	Z 012-009 45566871	Include removed	accounts	
Start Date	01/07/2	2024 💌				
End Date	30/06/2	2025 💌				
				Print	Clos	e

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.

Building: Creditor:		543	8 ×	000	Cheques EFTs Any		ot Printed ot Presented	Export	60	13050A	Cooperate M2	anagaar 1249 1754
ate Range	All Available		~	Filter:			×			Description Division	kald (k.Ek	Many Middle M
	•	to	-	Amount:		to	×	Auto Show	Document			
uilding N	Jame		Date	Creditor	Name		Amount	Reference Status	Pavm A		INVOICE SUM	MARY ABN: 52097607451
543	vorrie		16/06/2025	08286610	Nome		4.00	C0000031	E S			Date of issue 31 March 2022
543			16/06/2025	08286602			12.00	C0000030	=			Account No. 02100007
5543			16/06/2025	08286597			500.00	C0000029	ES			Page Number 1
5543			16/06/2025	08285270			12.00	C0000028	ES	Cete Type 3503/22 Invite	Details Reference Fined Disbursements M0000240	Net Amount OBT Amount 54.55 5.45 40.00
6543			16/06/2025	08202460			480.00	F0000057	(5	3503/22 Invoice 3004/22 Invoice	Minute Book M0000242 Fixed Disbursements M0000243	18.18 1.82 20.00 54.55 5.45 60.00
6543			16/06/2025	08200002	1000		20.00	F0000056	(5	30/04/22 Invoice 31/05/22 Invoice	Minute Book M0000245 Fixed Daturaements M0000246	18.18 1.82 20.00 54.55 5.45 60.00
6543			16/06/2025	08200002			2.00	F0000055	65	3105022 Invoice 3005022 Invoice 3005022 Invoice	Minute Book M0000249 Fixed Disburgements M0000249	18.18 1.82 20.00 54.55 5.45 60.00
6543			16/06/2025	08200002			69,913.26	F0000054	65	Total	Garagement ress 60000250	5,727.30 572.70 12,400.00
6543			16/06/2025	08200036			2.00	F0000053	65	AM	OUNT DUE AND PAY	ABLE: \$12,400.00
6543			16/06/2025	08200028			1,690.00	C0000027	5	Please mail	e your cheque payable to JESS LARC	ER MANAGEMENT COMPANY
6543			16/06/2025	08200024			510.00	C0000026	5			
6543			16/06/2025	08200022			17.09	C0000025	ES			
6543			16/06/2025	08200021			6,448.00	C0000024	≣5		PLEASE RETURN THIS SECTION W	TH YOUR PAYMENT
6543			16/06/2025	08200020			50.00	C0000023	E5	Addition National Additional Addi	eb/22 recent Joseph	
6543			16/06/2025	08200019			323.00	F0000052	65	Management Fees Minute Book	12,001,00 198,00	
6543			16/06/2025	08200018			50.00	C0000022	≡∱ ~			Signature of Proprietor(s)
									Count: 72	JESSLA	ROER MANAGEMENT COMPANY	AMOUNT DUE
\$20.00 08200002 - F0000056	BODY CORP MA	NAGER						16/06/ Not Remittan	/2025 tes /			\$12,400.00
Invoice Nur	mber	Date		Amount	Paid Am	ount	Description	Expense Account		1 Basely	Corporato M3	smoogson Phys Houd
		16/10/2024	D0000376	20.00	20.00		/ Fire Evacuation Pl	ar 13620 FIRE EVACU		Withold Coast Reduces	171 00 00 00 F (00 00 10	Telephone (07) 1079 (740
					20.00					Karlan Parakan Quantani 601	Santa Council No. 1 (no. 10) Result (No. 173)	Ban (M) (100 KU) March (M) (100 KU)
											INVOICE SUM	MARY ABN: 52097607451
								Print	Reverse	Linee v		
								FINA	Neverse	I≪ 1 of	2 🕨 🕅 50% 💻	🗄 🖻 😢

• Use the *Print* button to retrieve a copy of the remittance advice.

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					
Available To	Everyo	ne	•		
Restrict To	+	Field		Condition	Value
Columns	-	Title	•	contains 🔹	×
Sort Order	-	Building Name	•	is equal to 🔹	• ×
		Building Number	•	is equal to 🔹	🗙
	-	Categories	•	is any of 🔹	 Contracts & Agreements X

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

Example:

Name	StrataM	ax Generated Documents				
Description						
Available To	Users	•				
Restrict To	+	Field		Condition	Value	
Columns	_	Building Name	•	is equal to 🔹	• ×	
Sort Order	-	Building Number	•	is equal to 🔹		🗙
Solt Order	_	Title	•	contains 🔹	Financial Statements	X
	_	Description	•	contains 🔹] 🗙
	_	Added From	•	is equal to 🔹	BCMax System 💌 🗙	