

# Auditors Report

Last Modified on 15/08/2025 10:14 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 Buildings -

Refresh

Export

Advanced

Saved Search: Audit Report

Restrict To

Columns

Sort Order

Advanced

Field

Building Name

Audit Required

Taken On Date

Building Name

Condition

starts with

is equal to

is on or before

does not contain

Value

Yes

No

Specific Dates

30/06/2025

zz

5 records displayed

Find First

Find Next

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"/>	

Print

Load/Edit/Delete Search

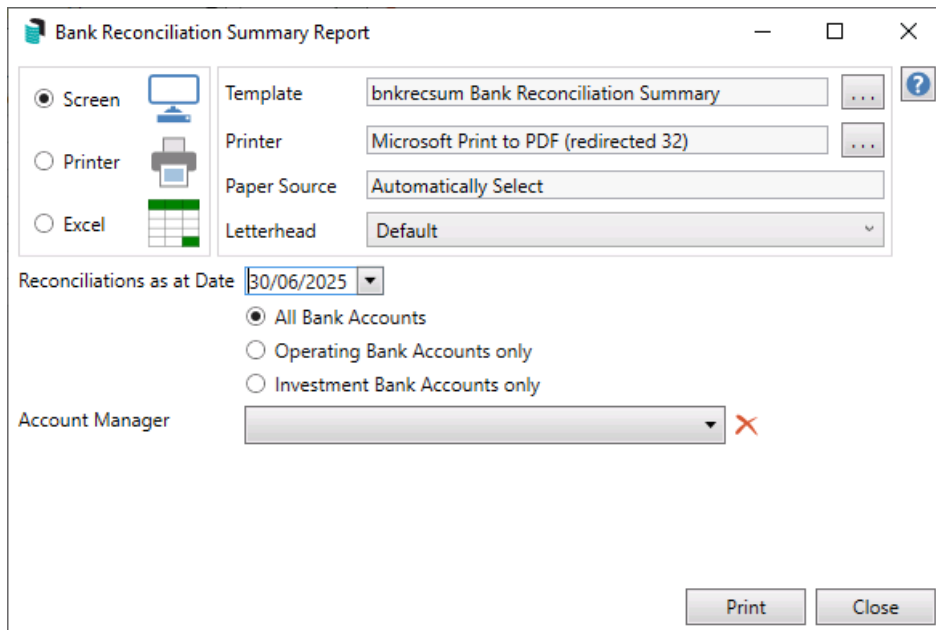
Save Search

Save Search As




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.



**Bank Reconciliation Summary Report**

☒ Screen 
☐ Printer 
☐ Excel 

Template:  ... ?  
 Printer:  ...  
 Paper Source:   
 Letterhead:

Reconciliations as at Date:  ▼

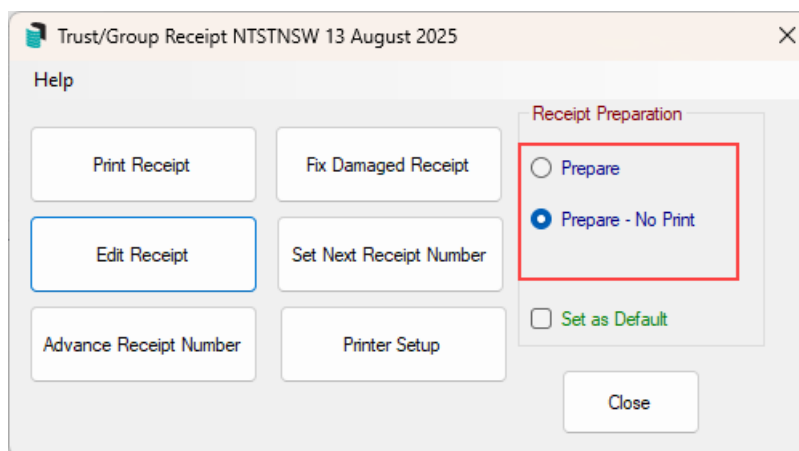
☒ All Bank Accounts  
☐ Operating Bank Accounts only  
☐ Investment Bank Accounts only

Account Manager:  ✖

Print Close

## 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 NTSTNSW 13 August 2025**

Help

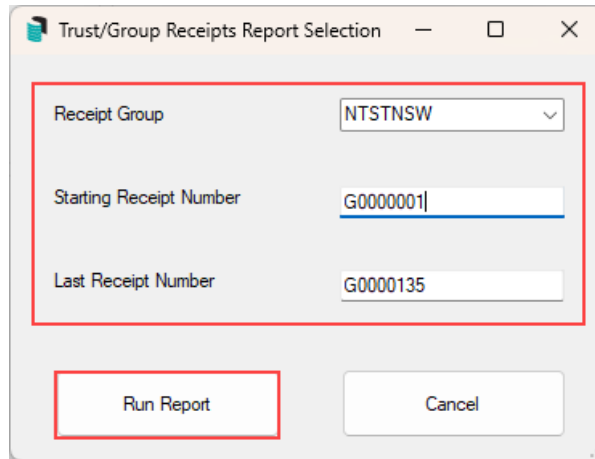
**Receipt Preparation**

☐ Prepare  
☒ Prepare - No Print  
☐ 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

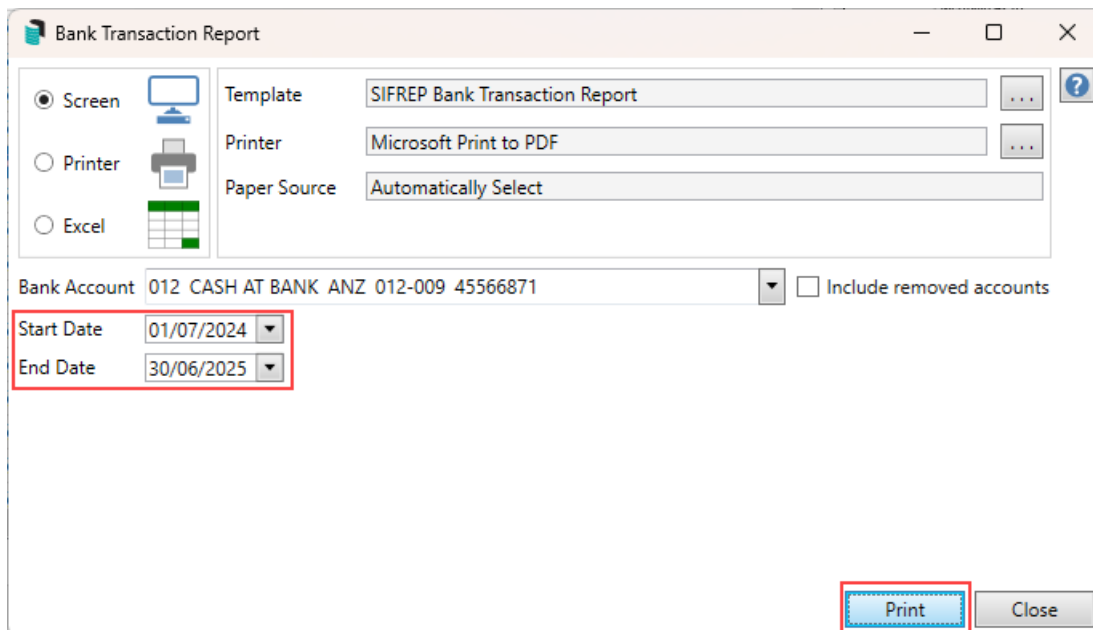
Run Report

Cancel

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

## Bank Transaction Report

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



Bank Transaction Report

Screen (selected)

Printer

Excel

Template: SIFREP Bank Transaction Report

Printer: Microsoft Print to PDF

Paper Source: Automatically Select

Bank Account: 012 CASH AT BANK ANZ 012-009 45566871

Include removed accounts: ☐

Start Date: 01/07/2024

End Date: 30/06/2025

Print

Close

## 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:   
 Date Range: All Available  
 Filter:   
 Amount: to   
 Cheques ☐ Not Printed ☐  
 EF6 ☐ Not Presented ☐  
 Any ☒   
 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

Invoice Number Date Amount Paid Amount Description Expense Account  
 16/10/2024 D0000376 20.00 20.00 Fire Evacuation Plan 13620 FIRE EVACUATIO

Notes  
 Remittance

Print Reverse

Body Corporate Manager Pty Ltd  
 INVOICE SUMMARY  
 Amount Due and Payable: \$12,400.00

## 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: Everyone

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

**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	<div></div> ×
Sort Order	−	Building Number	is equal to	<div></div> ...
	−	Title	contains	Financial Statements
	−	Description	contains	
	−	Added From	is equal to	BCMax System