Funds Management (NSW Only)

Last Modified on 30/09/2026 3:49 pm AEST



The instructions in this article relate to ***Funds Management.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The *Funds Management Report* is available for NSW buildings only and is produced under Part 5 Records, Sec. 41 of the Property and Stock Agents Regulation 2022. The report compares expenses and amounts owing by owners against the budget, including amounts disbursed and still payable.

The report is inclusive of GST, so figures may differ depending on whether the budget was entered as gross or net. A quarterly reporting period must fall within the current or previous financial year, so producing the report monthly is recommended.

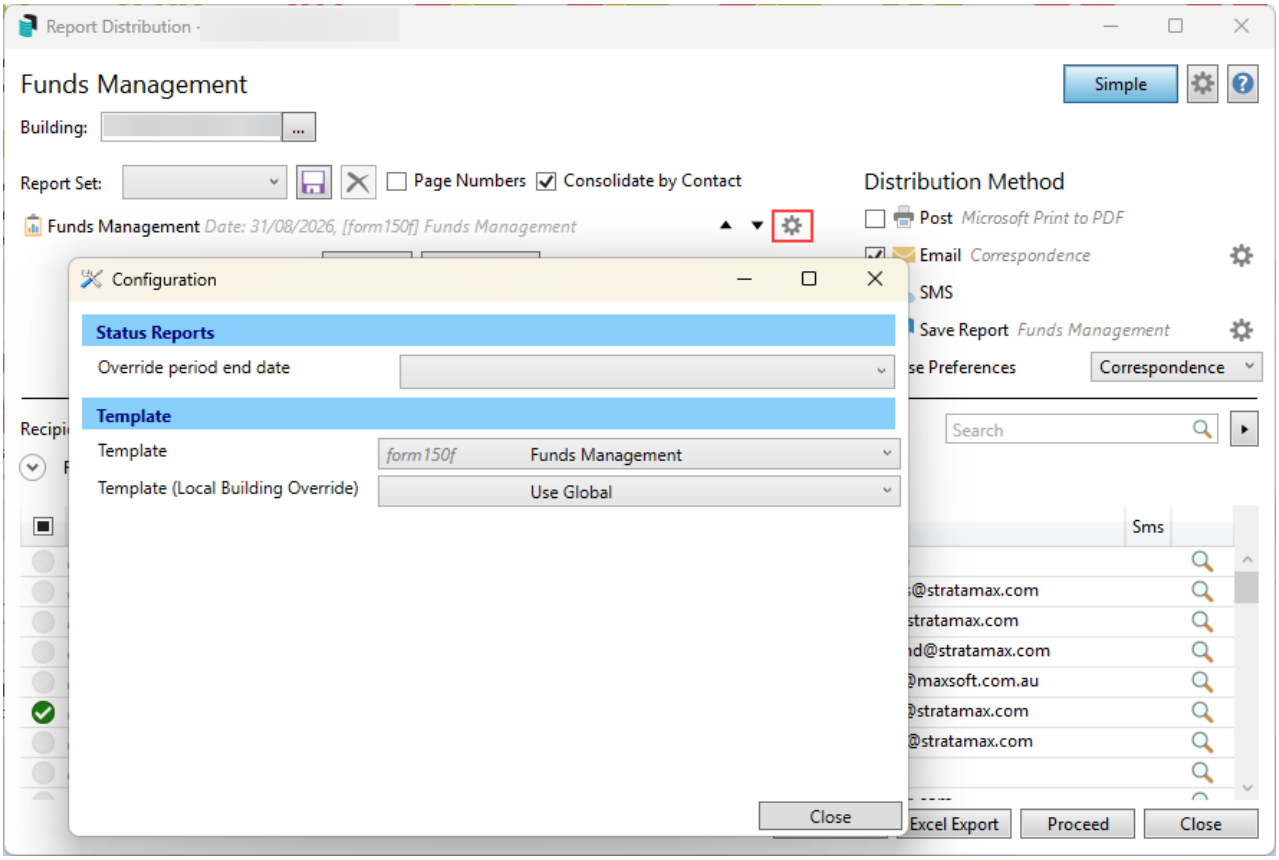
Security Setup

Access to *Form 150 Report* can be configured in ***Security Setup***.

The other areas to consider for access include: ***Report Set*** or any Report Distribution window.

Configure

This report contains basic configuration which can be accessed using the  and includes the functionality to set an override period end date and displays the template.



Produce the Funds Management Report

This report is only available for NSW building types. The instructions are written for using the Funds Management icon itself, but this report can be applied using the same steps below with any report distribution window from step 2 onwards. The default view will be *Simple*; click *Advanced* to display more configurable options.

1. Search or select ***Funds Management***.
2. Click Report to add any additional reports. The Funds Management Cover (letter) is an option. Repeat for any further reports.
3. Click Attachment to add any attachments that may be available in DocMax, or use *Add New Folder Location* to add from a network folder. Once the files have been selected, click *Select Document*.
4. Review the *Distribution Method*. Settings for *Post*, *Email*, *Save Report* (recommended) can be reviewed with the cogwheel on each.
5. The *Receipient* type will default to internal users. Adjust this if required. For example, Office Bearer. If this report should be sent to the same list as the Status Report receipients, expand the filters and tick *Status Report Receipient*.
6. Use the Building Selector Tool and tag buildings as required.
7. Click *Proceed.*

Create a Funds Management Report for a Specific Period

Use this process to produce the ***Funds Management Report*** for a specific period by changing the ***To*** date. The reporting period must fall within the current or previous financial year, so monthly reporting is recommended.

For example, if the current financial year is 01/11/2026 to 31/10/2027, the period 01/07/2026 to 30/09/2026 is valid. The period 01/10/2026 to 31/12/2026 is invalid because it extends beyond the end of the financial year.

1. Search or select ***Funds Management***.
2. From the cogwheel,  set an *Override period end date* from the list of available dates. Click *Close*.
3. Review the *Distribution Method*. Settings for *Post*, *Email*, *Save Report* (recommended) can be reviewed with the cogwheel on each.
4. The *Recipient* type will default to internal users. Adjust this if required. For example, Office Bearer. If this report should be sent to the same list as the Status Report recipients, expand the filters and tick *Status Report Recipient*.
5. Use the Building Selector Tool and tag buildings as required.
6. Click *Proceed.*

Funds Management Report - Signature

Please note that the signature is currently unavailable and is under review.

The Funds Management Report can have a signature automatically printed at the end of the report. The signature may be either the Account Manager (if they have been delegated for this purpose) or the licencee.

The user will need to create an Account Manager or a Licencee as an account manager with a signature. To create an Account Manager and signature go to ***Account Manager Edit***.

Select either Account Manager's or Licencee's signature. The location for printing the signature can be changed in the *Options* menu > *Funds Management Report Signature Locator*. If the signature is located at the bottom right corner of the page in the signature file, try setting the location at horizontal 1500, and vertical –1100