

Post or Process a Once Off Levy for a Plan in Strata Master

The Strata Plan gains its income primarily from Levies charged to the Lot Owners. This income provides the funds to pay for insurance, maintenance, common area utilities and more.

In Strata Master, a Levy can be posted (processed) and then sent to the Lot Owners at a later date.

Levies can also be posted for periods other than quarterly, such as 'Once off' and can be posted as Standard or Special levies. Levies can also be posted to just one Lot through a different functionality.

This article will provide the steps to processing a Once Off Special Admin Levy to all Lot Owners of a Plan.

Prior to Posting

Gather your information from meeting minutes, and from the Strata Manager, for example -

- Confirm this definitely a Once Off and not a levy to be processed in quarterly or six monthly instalments
- the total you need to raise from the levy
- whether this is to be attributed to Admin Fund and Capital Works Fund. If using a Standard Levy rather than Special levy you can split the funds to raise between both funds.
- what due date is the levy to have, as this will be the date of the levy.
- date of the meeting where the levies were approved, to enter as a determination date
- Is a group involved, does this need to be posted to a group for this plan?

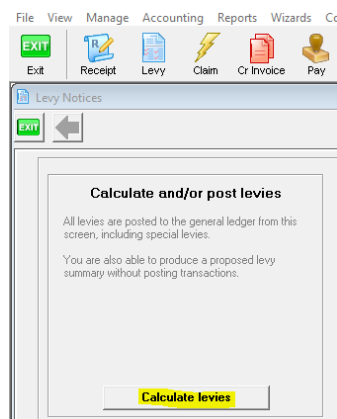
Also check a Lot Owners ledger to ensure the levy has not already been posted. If it shows on the ledger, it has already been processed.

Navigate to Levy Posting



1. Double click on the Levy icon in your toolbar

2. Click on 'Calculate Levies'



3. Your screen will open as below -

The screenshot shows the 'Levy Notices' application window. It is divided into three main sections:

- Owners Corporation Selector:** Includes a search field for 'Enter Plan No. or Street Name or Body Corporate Name.', a search icon, and radio buttons to select the type of levy: Standard Levy (Admin and Capital Works Funds), Admin Fund Special Levy (selected), and Capital Works Fund Special Levy. There is also a 'Group' dropdown menu.
- Enter details of standard levies:** Contains fields for 'First instalment due date' (DD/MM/YYYY), 'Instalment frequency', 'Number of instalments', 'Levy discount rate (%)', 'Amount to raise - Admin', 'Amount to raise - Capital Works' (with a '* Including GST' label), 'Description (optional)', 'Levy entitlement set', 'Date of determination' (DD/MM/YYYY), and 'Levy year' (DD/MM/YYYY) with a 'To' field.
- Print Summary:** A summary section with a 'Print Summary' button and a 'Post Levies' button.

Entering the Levy Details

3. Enter the plan

4. Select type of levy. In this example we are entering a Special Levy with an Admin component.

This close-up shows the 'Select type of levy to be posted' section with three radio button options:

- Standard Levy (Admin and Capital Works Funds)
- Admin Fund Special Levy
- Capital Works Fund Special Levy

5. Enter a group if relevant, there would be a selection on the drop down if this Plan uses groups. We will not select a group for this example.

This close-up shows the 'Group' dropdown menu with the following options:

- Building Cladding Replacement
- Commercial Garage

6. Next you will enter information as gathered regarding due date, how many instalments and the amount to raise. In this example the amount to raise for 4 quarters is to be \$55,000 for Admin Fund and \$20,000 for Capital Works for the year. However, we are only going to enter 2 quarters at this time, with the first due date being 1/4/2022.

So, our entries will look like this -

This close-up shows the 'Admin Fund Special Levy' form with the following values:

- First instalment due date: 01/04/2022
- Instalment frequency: Once-off
- Number of instalments: 1
- Levy discount rate (%): NIL
- Amount to raise - Admin*: \$3,500.00 * Including GST
- Description (optional): Special Levy - Gate Repair
- Levy entitlement set: Levy Entitlement
- Date of determination: 01/03/2022

7. Notice that we enter the inclusive of gst figure.

8. Notice the date of determination entered relates to the meeting date, however this can be any reasonable date you wish to use. It could relate to a decision made other than in a meeting.

9. Notice that the levy year is not involved in a Once off levy.

Checking the Figures and Finalising

10. Then you will be required to print a summary and check your entries to the individual Lots. A preview screen will show.

rockend **Proposed Levy Posting for**
The Owners Corporation of SP 3333
ABN

First instalment due date: 01/04/2022 Discount: Nil
 Instalment frequency: Once-off Group: None
 Number of instalments: 1 Entitlement set: Levy Entitlement
 Description: Special Levy - Gate Repair Levy determination date: 01/03/2022

| Lot No. | Unit No. | Unit Entitlement | Administrative Fund | Capital Works Fund | Total |
|--|----------|------------------|---------------------|--------------------|------------|
| 1 | 1 | 10.00 | 875.00 | 0.00 | 875.00 |
| 2 | 2 | 10.00 | 875.00 | 0.00 | 875.00 |
| 3 | 3 | 10.00 | 875.00 | 0.00 | 875.00 |
| 4 | 4 | 10.00 | 875.00 | 0.00 | 875.00 |
| Totals | | 40.00 | \$3,500.00 | \$0.00 | \$3,500.00 |
| GST included in amounts to be raised | | | \$318.20 | \$0.00 | \$318.20 |
| Amount to be raised per unit of entitlement | | | \$87.50 | \$0.00 | \$87.50 |

The summary shows the amount to be paid by each lot. Strata Master will post a levy on each Lot for 1/4/2022 for \$875.00 in the above example

11. If the Plan is not gst registered, then the references to gst will not appear.

12. You then save the preview or you are able to exit, return to the Calculate levy screen and make edits as required. In some businesses, the Preview needs to be approved by another user at this stage.

13. When you are satisfied that the figures are correct, you change the radio button to 'Approved' and print that summary.

14. The final step is to click the button to post the levies

15. You have a final opportunity to exit if you are not sure that your details are correct. If satisfied the figures are correct, click ok.

16. The levies now show on the Lot Owners levies tabs

Lot Owner - Donald Duck / Lot 4 Unit 4, Strata Plan 3333 - Read Only Mode

General Agent/Tenant/Leases **Levies** Notices Mortgages Debt Recovery Linked Lots

Use owner's address Use agent's address Use tenant's address Different contact for levies

Lot reference number 1064
Lot plan number
Cheque drawer
Branch
Bank
BSB number
Printed receipt message
Screen receipting message
Reject levy receipts
Billers Code 96503
CRN 33334567810643

Contact for levies
Private/Residential Contact
Mr Donald Duck
Mickey's Mansion
1 Calista Street
Duckburg NSW 2099
Mobile: 0428 698968

Levies delivery
 Levy issue print
 Levy issue email

Additional emails
 Owner
 Agent
 Tenant

| Date | Description | Admin Due | Paid | Capital W. | Paid | Other Due | Paid | Outstanding |
|------------|--------------------|-----------|--------|------------|--------|-----------|--------|-------------|
| 01/04/2022 | Special Levy - Ga. | \$875.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$875.00 |

Other Notes

- If you are processing as a Standard levy instead of Special, you select once off and it will be 1 instalment only as in the example above.

Enter details of standard levies

First instalment due date 01/04/2022 Advanced

Instalment frequency Once-off

Number of instalments 1

Levy discount rate (%) NIL

Amount to raise - Admin* \$3,500.00

Amount to raise - Capital Works* \$0.00 * Including GST

Description (optional) Gate Repair

Levy entitlement set Levy Entitlement

Date of determination 01/03/2022

Levy year 01/04/2022 To 31/03/2023

- **Special levies** can be entered as instalments refer <https://kb.rockend.com/help/post-or-process-a-quarterly-levy-for-a-plan-in-strata-master>

Useful Links

<https://kb.rockend.com/help/post-or-process-a-quarterly-levy-for-a-plan-in-strata-master>

<https://kb.rockend.com/help/strata-master-top-tip-71---levy-periods-on-levy-notice>

<https://kb.rockend.com/help/post-a-levy-for-one-owner>

<https://kb.rockend.com/help/strata-master-top-tip-47---add-levy-messages>

<https://kb.rockend.com/help/adding-additional-information-to-levy-a-notice>

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