



## Levies Due Does Not Balance With Levy Positions Report in Strata Master

There are a few reports that have figures that should balance or agree with each other.

Two of those are the General Ledger for Levies Due and the Levy Positions report. These reports should balance at Financial Year End for the relevant Plan. The figures will possibly not balance at other times.

This is because Levies Due is a revenue account and does not appear on the Balance Sheet, but instead on the Income & Expenditure report, which is a 'period driven' report. The Balance Sheet, on the other hand is a 'Status-driven' report.

### Why They Should Agree

The Levies Due general ledger is generated from journals made to the Owners Corporation as a result of Levies Posted.

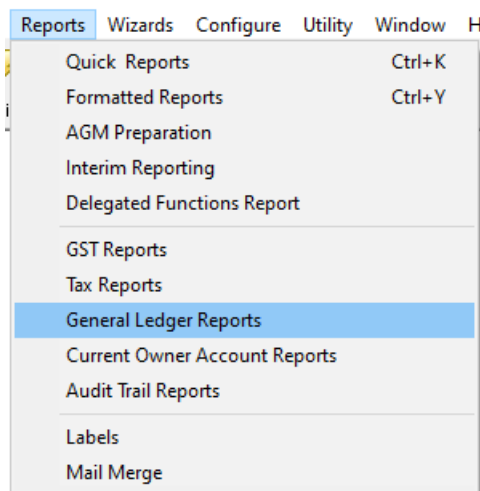
The Levy Positions report pulls its figures from the Lot Owner Ledgers.

This ensures that the Levies posted matches the Lot Ledgers.

### How to Check The Levies Due General Ledger/s

1. There will be a Levies Due general ledger account for Admin and Special Levy and accounts for Sinking/Maintenance/Capital Works Fund and Special levy.

Navigate to Reports in your top toolbar, then select General Ledger Reports.



2. When the screen opens, enter your Plan, date range and select accounts 143000, 143100, 243000 and 243100 as in screenshot below.

General Ledger Reports

EXIT

GST registered owners corporation selected

Enter Plan No. or Street Name or Body Corporate Name.

Owners Corporation 6666  
The Champions  
45 Sportsman Road  
COBURG VIC 3058

Start period Month Year  
1 2022

End period 12 2022

Account:

Expense  Revenue  All accounts

Account number	Name
227000	Receivable-Other-Capital Works
227500	Receivable-Owners-Capital Works
22990d	Prepaid Levy Discounts Allowed
232000	Creditor-GST-Capital Works
232500	Creditors-Other-Capital Works
234500	Loan from Admin Fund
236000	Prepaid Levies-Capital Works

Add >

< Remove

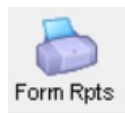
Account number	Name
143000	Levies Due-Admin
143100	Levies Due (Special)-Admin
243000	Levies Due-Capital Works
243100	Levies Due (Special)-Capital Works

3. Click the Preview button



4. The general ledgers that open should be all automated transactions and transaction type 'Levy'. Scan through for a transaction that is a journal or other transaction type, as there should be no transaction types other than 'Levy' on this report.

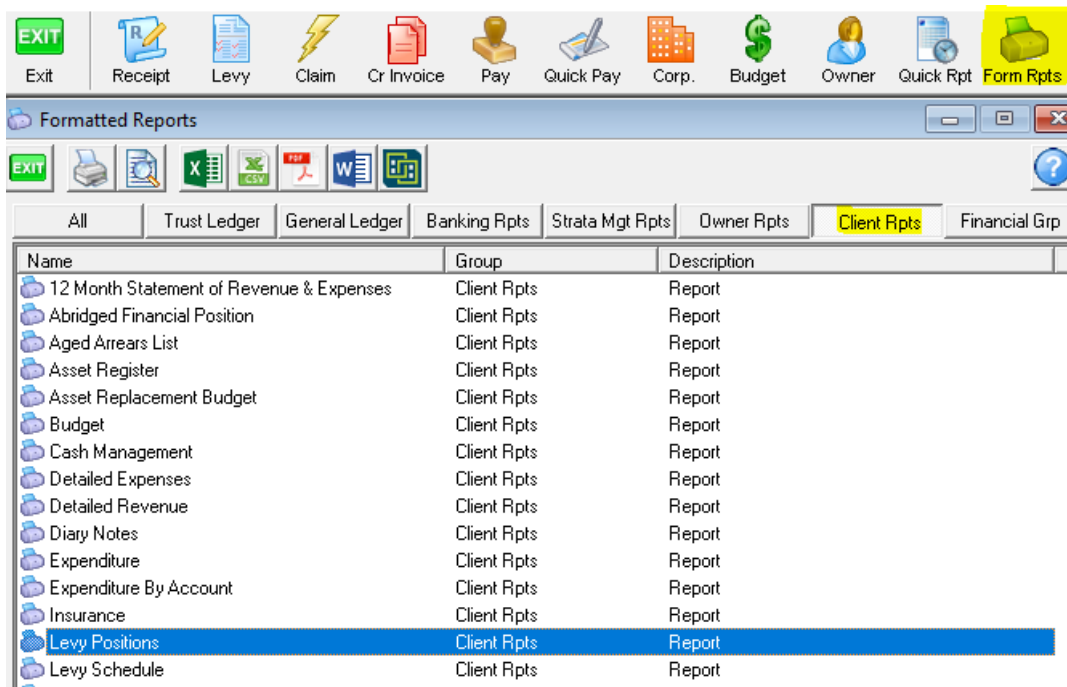
5. The balances of the Levies Due accounts will then show on the I&E report which is also known as The Statement of Financial Performance. This report is found in the Formatted Reports List under either of the names mentioned in this step.



## How to Check the Levy Positions Report

1. Ensure you check the Levy Positions report for the same date.


2. Navigate to Formatted reports and select the Levy Positions Report from the 'All' tab or the 'Client Rpts' tab.



## An Example

The example below is a plan that has a Financial Year end of end of February 2023.

1. Note that the General Ledger for Levies Due - Admin is \$5909.08. This account will have a minus balance in its natural position, as it is a revenue account.



**General Ledger Account**  
 Start Date: 01/02/2023  
 End Date: 20/02/2023  
 The Owners Corporation of SP 2222

Date	Reference	Tran. type	Description	Tran. amount	GST	Debit	Credit	Balance
<b>143000 Levies Due-Admin</b>								
01/02/2023			Opening balance					0.00
01/02/2023		Levy	Lot 3: Quarterly Levies (Standard)	1,625.00	147.73	0.00	1,477.27	-1,477.27
01/02/2023		Levy	Lot 1: Quarterly Levies (Standard)	1,625.00	147.73	0.00	1,477.27	-2,954.54
01/02/2023		Levy	Lot 2: Quarterly Levies (Standard)	1,625.00	147.73	0.00	1,477.27	-4,431.81
01/02/2023		Levy	Lot 4: Quarterly Levies (Standard)	1,625.00	147.73	0.00	1,477.27	-5,909.08

2. Checking the Statement of Financial Performance, we see that the balance on the General Ledger is reflected on this report beside Levies Due - Admin.



**Statement of Financial Performance  
for the financial year  
to 20/02/2023**

The Owners Corporation of SP 2222

Abbey Road Studios, 22 Penny Lane, LIVERPOOL  
NSW 2170

**Administrative Fund**

Current period

01/03/2022-20/02/2023

**Revenue**

Levies Due--Admin 5,909.08

*Total revenue* 5,909.08

**Less expenses**

Maint Bldg--Fire Protection (454.55)

*Total expenses* (454.55)

**Surplus/Deficit**

6,363.63

Opening balance 2,121.37

**Closing balance**

**\$8,485.00**

3. Then to make sure it balances, we check the Levy Positions report and find that figure reflected in the Due Excluding gst figure. Therefore this balances.



**Levy Positions - Complete  
for the financial year to  
20/02/2023**

The Owners Corporation of SP 2222

Abbey Road Studios, 22 Penny Lane, LIVERPOOL NSW 2170

**Administrative Fund**

Lot	Unit	Paid to	Standard levies				Special levies				Interest		
			Due	Paid	Arrears	Advance	Due	Paid	Arrears	Advance	Due	Paid	GST due
1	1	31/05/2021	1,625.00	(750.00)	2,375.00	0.00	0.00	0.00	0.00	0.00	129.25	0.00	147.73
2	2	28/02/2021	1,625.00	(1,500.00)	3,125.00	0.00	0.00	0.00	0.00	0.00	277.40	0.00	147.73
3	3	31/01/2023	1,625.00	433.33	1,191.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.73
4	4	31/01/2023	1,625.00	0.00	1,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.73
			6,500.00	(1,816.67)	8,316.67	0.00	0.00	0.00	0.00	0.00	406.65	0.00	590.92
<b>Due Excl. GST</b>			<b>5,909.08</b>				0.00						

**If the Reports at End of Financial Year Do Not Balance**

Causes of these report not balancing include -

1. Journals processed to Levies Due accounts.
2. Plans that are now archived but in play at the end of the Financial Year.

If you have checked your data for these 2 causes above, and not found an issue, log a case with Strata Master Support, for assistance.

21/02/2023 7:15 pm AEDT