

# Add an Additional Levy to Show in Current Budget in Strata Master

## Summary

Learn how to add an additional levy to account for shortfalls while also having this shortfall levy show in the Levies Due for current budget.

## Overview

It may be necessary, after the levies for the year are struck/posted, that further funds need to be levied due to a shortfall. Considerations for a due date for a shortfall levy -

- Be aware that interest will accrue on overdue levies from that due date, not the date that the levy is posted.
- Interest accrual means the additional levy will likely need to be posted for a date substantially after the original levy due date.
- When the affected Plan is registered for gst, this also impacts the date used for the additional levy as backdating a levy is not recommended for this reason also.
- How much notice Lot Owners are being provided before the due date.
- The consideration of a levy due date will impact whether the additional levy reflects in the required budget.

The scenario in this example is an annual levy posted with due date 1/3/22. An additional levy has been voted to be struck/posted for a future date of 1/10/22. However this is to show in the budget dated from 1/3/22.

The Existing Levy and Budget

Adding the Additional Levy

A Future Dated Levy in the Budget

Other Options

## The Existing Levy and Budget

### The Annual Levy

The original levy was dated as due 1/3/2022, with raised figures for Admin and Capital Works as gst inclusive.

Levy Notices

EXIT

GST registered owners corporation selected Active Groups

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

Strata Plan 2222  
Abbey Road Studios  
22 Penny Lane  
LIVERPOOL WA 6170

Select type of levy to be posted

Standard Levy (Admin and Capital Works Funds)

Admin Fund Special Levy

Capital Works Fund Special Levy

Group

Enter details of standard levies

First instalment due date: 01/03/2022 Advanced

Instalment frequency: Annual

Number of instalments: 1

Levy discount rate (%): NIL

Amount to raise - Admin\*: \$6,000.00

Amount to raise - Capital Works\*: \$1,000.00 \* Including GST

Description (optional): Annual Levy 2022 to 2023

Levy entitlement set: Levy Entitlement

Date of determination: 01/03/2022

Levy year: 01/04/2022 To 30/03/2023

Print Summary

You must check the summary of the levies before posting.

Title prefix:

Proposed

Approved

Print Summary

Post Levies

You may now post the levies that you have calculated.

Post Levies

## The Budget

The budget set from 1/3/22 shows the gst excl figure of the \$6000 Admin figure to raise and the \$1000 Capital works figure to raise, being \$5454.56 and \$909.08 respectively.

Budget Maintenance

EXIT

GST registered owners corporation selected Active Groups

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

Strata Plan 2222  
Abbey Road Studios  
22 Penny Lane  
LIVERPOOL WA 6170

Registered for GST

Date budget applies from: 01/03/2022

**Administrative Fund** | Capital Works Fund | Asset Replacement | Lot Contributions

Expense

Account Name	Last Year		This Year		Next Year
	Budgeted	Actual	Budgeted	Actual	Budgeted
150800 Admin-Auditors-Audit Services		0.00	300.00	0.00	
154000 Admin-Management Fees-Standard		0.00	1,200.00	200.00	
159100 Insurance-Premiums		0.00	3,000.00	0.00	
159200 Insurance-Valuation		0.00	300.00	0.00	

Revenue

Account Name	Last Year		This Year		Next Year
	Budgeted	Actual	Budgeted	Actual	Budgeted
142600 Interest on Investments-Admin		0.00	600.00	0.00	
143000 Levies Due-Admin		0.00	5,454.00	5,454.56	

Show actual for non-budget accounts
 

Surplus/deficit	n/a	n/a	\$1,254.00	\$5,254.56	n/a
Opening balance	n/a		\$2,121.37		n/a
Closing balance	n/a		\$3,375.37		n/a

Revenue

Account Name	Last Year		This Year		Next Year
	Budgeted	Actual	Budgeted	Actual	Budgeted
243000 Levies Due-Capital Works		0.00	909.00	909.08	

## Adding the Additional Levy

## The Additional Levy

The additional levy can be entered as a once off levy at a later date, with the same levy year as in the original Annual levy.

## The Change in the Budget

In the same budget as in previous screenshots, the actuals now increase to include the gst excl figure added.

Note that this actuals figure of \$909.08 increases by the gst excl figure of \$2727.27 to \$3636.36 as it is a 'Levies Due' account and posting a levy for a current or past date makes the levy 'due'. You will then need to manually adjust your budgeted figure.

		Last Year		This Year		Next Year
Account Name		Budgeted	Actual	Budgeted	Actual	Budgeted
267400 Maint Bldg-General Replacement			0.00	500.00	0.00	
270202 Maint Bldg-Lit-Refurbishment/Upgrading			0.00	400.00	0.00	

  

		Last Year		This Year		Next Year
Account Name		Budgeted	Actual	Budgeted	Actual	Budgeted
243000 Levies Due-Capital Works			0.00	909.00	3,636.36	

  

<input type="checkbox"/> Show actual for non-budget accounts	Surplus/deficit	n/a	n/a	\$9.00	\$3,636.36	n/a
	Opening balance	n/a		\$909.08		n/a
	Closing balance	n/a		\$918.08		n/a

# A Future Dated Levy in the Budget

If the additional levy date is in the future, it will not show in the budget actuals until the levy is due.

## Other Options

In Strata Master there are often multiple ways to process a transaction, and options for variations in this scenario are below.

1. When processing an additional levy to an Annual levy, if you prefer not to process a 'once off levy' the additional levy can be processed by changing the frequency from Annual to six monthly and adding the amounts to raise together. Note that -

- Using the original levy due date but instalment frequency changes to six-monthly to add an instalment.
- The amount to raise is increased to include the original amount to raise and the additional funds required.
- The Advanced button is ticked to reveal further details.
- In the advanced section the 2 instalments show, where the original instalment is ticked as 'previously posted'. These details cannot be edited.
- The additional instalment is added, where the due date and description can be edited to suit.
- In the example below, Strata Master adds the additional levy as due 1/9/22 however this can be edited to 1/10/22 or other date as preferred.

Levy Notices

EXIT

GST registered owners: corporation selected - Active Groups

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

Strata Plan 2222  
Abbey Road Studios  
22 Perry Lane  
LIVERPOOL WA 6170

Select type of levy to be posted

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

Group

Enter details of standard levies

Advanced

First instalment due date: 01/03/2022  
Instalment frequency: Six-monthly  
Number of instalments: 2  
Levy discount rate (%): NIL

Amount to raise - Admin\*: \$6,000.00  
Amount to raise - Capital: \$4,000.00 \* Including GST

Description (optional): Works  
Levy entitlement set: Levy Entitlement  
Date of determination: 25/09/2022  
Levy year: 01/04/2022 To 30/03/2023

Print Summary

You must check the summary of the levies before posting.

Title prefix:  
 Proposed  
 Approved

Print Summary

Post Levies

You may now post the levies that you have calculated.

Post Levies

Check & adjust advanced instalment posting

Instalment	Due date	Admin	Capital/Works	Total	Phantom	Previously posted	Description
1	01/03/2022	\$6,000.00	\$1,000.00	\$7,000.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Annual Levy 2022 to 2023
2	01/09/2022	\$0.00	\$3,000.00	\$3,000.00	<input type="checkbox"/>	<input type="checkbox"/>	Six-monthly Admin/Capital Works Levy 01/09/2022 - 28/02/2023

6,000.00 4,000.00 10,000.00

Include Date Range  Include current instalments

Notes

1 Instalments marked as phantom will not be posted to the general ledgers.  
2 Previously posted instalments will be reassigned to the new levy posting.

**Note:** Both the original posting and the new posting as above will show in Search/Cancel Levy Posting screen with different posting date, with the overridden posting as having no Levy Due Date. The levy will only show once as required on the Lot ledger, as an Annual levy along with the additional levy as a six monthly levy with your entered description referring to an additional levy due to shortfall.

Search/Cancel Levy Posting

EXIT

GST registered owners corporation selected Active Groups

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

Strata Plan 2222  
Abbey Road Studios  
22 Penny Lane  
LIVERPOOL WA 6170

Date posted from: 01/01/2025  
To: 27/03/2025  
 Show cancelled levy posting

Posting Date	Levy Due	Plan No.	Levy Type	Description	Total Amount	Status	No. of installment	Admin raised	Capital Wor
2025-01-20 04:11 PM		2222	Standard	Annual Levy 2022 to 2023	\$7,000.00	Normal	1	\$6,000.00	\$1,000.00
2025-03-27 04:12 PM	2022-03-01	2222	Standard	Annual Levy 2022 to 2023	\$7,000.00	Normal	1	\$6,000.00	\$1,000.00
2025-03-27 04:12 PM	2022-09-01	2222	Standard	Six-monthly Admin/Capital Works Le...	\$3,000.00	Normal	1	\$0.00	\$3,000.00



### Owner Ledger

Start Date: 01/03/2021  
End Date: 01/09/2022  
Owners: Current Owners in The Owners Corporation of SP 2222

The Owners Corporation of SP 2222      Abbey Road Studios, 22 Penny Lane, LIVERPOOL WA 6170

Lot 1    Unit 1    **Mr & Mrs John Lennon & Yoko Ono**      UE / AE: 250.00 / 1,000.00

**Levies**

Levy no.	Due date	Frequency	Details	Admin Fund		Capital Works Fund		Interest paid	Discount	Levy type	Status	Group
				Due	Paid	Due	Paid					
			<b>Balance brought forward</b>	0.00		0.00						
1	01/03/2021	Quarterly	Quarterly Admin/Capital Works Levy	750.00	750.00	250.00	250.00	0.00	0.00%	Standard	Normal	None
2	01/06/2021	Quarterly	Quarterly Admin/Capital Works Levy	750.00	0.00	250.00	0.00	0.00	0.00%	Standard	Normal	None
3	01/03/2022	Annual	Annual Levy 2022 to 2023	1,500.00	0.00	250.00	0.00	0.00	0.00%	Standard	Normal	None
4	01/09/2022	Six-monthly	Six-monthly Admin/Capital Works Levy 01/09/2022 - 28/02/2023	0.00	0.00	750.00	0.00	0.00	0.00%	Standard	Normal	None

2. It may be possible to repost quarterly levies, increasing the amount to be raised and then using the "Advanced" screen to edit the already posted levies back to their original figures so that the extra funds are added to the future levies.

If you would like to explore this option, log a case with Strata Master Support for assistance.

Levies that are previously posted or already due cannot be changed. However the Advanced Section of the levy posting screen enables you to change the individual amounts to be raised in the quarterly levies that are future dated.

Change the amounts to suit while maintaining the correct 'raised' total

Check & adjust advanced instalment posting									
Instalment	Due date	Admin	Capital Works	Total	Minimum	Maximum	Amount posted	Description	
1	01/10/2021	\$4,000.00	\$600.00	\$4,600.00			<input checked="" type="checkbox"/>	Quarterly Admin/Sinking Levy	
2	02/01/2022	\$3,066.67	\$633.33	\$3,700.00			<input type="checkbox"/>	Quarterly Levy 1/1/2022 to 31/03/2022	
3	01/04/2022	\$3,066.67	\$433.33	\$3,500.00			<input type="checkbox"/>	Quarterly Levy 1/4/2022 to 30/6/2022	
4	01/07/2022	\$3,066.66	\$533.34	\$3,600.00			<input type="checkbox"/>	Quarterly Levy 1/7/2022 to 30/9/2022	

27/03/2025 7:39 pm AEDT