



AT LAST a solution to Body Corporate needs for Central Queensland

No more contracting southern operators

Body Corporate Management Group

We are a locally owned and operated company with many years' experience servicing local businesses. Our partners are all well respected local accountants who saw the need for a Body Corporate Management company located in the Central Queensland region.

Rhonda Jones of SSP Body Corporate Management Group brings an extensive knowledge and background in small business management and working for Not for Profit boards and is very competent in Property Management.

SSP Body Corporate Management Group offers the following services:-

- **Advisory** –general assistance and advice to the Body Corporate and its Committee members in respect to the administration of the common property
- **Financial administration**
 - Maintain bank accounts in the name of the body corporate for both the administrative and sinking funds
 - Maintain computerised accounts and bank reconciliations
 - Prepare periodic financial accounts and lodge BAS returns
 - Prepare financial statements for Auditors and owners at AGM
 - Prepare draft annual administrative and sinking fund budgets for committee approval
 - Issue Levy and other contribution notices, receipt payments and attend to overdue levies as required.
 - Process and Pay accounts of the Body Corporate
- **Secretarial work**
 - Prepare meeting agenda and supporting papers for the AGM and up to two committee meetings where required
 - Convene and attend AGM and up to two committee meetings per annum and act as secretary if required
 - Record and distribute minutes of meetings
 - Generally deal with inward and outward correspondence of the Body Corporate
- **Insurance** – Ensure adequate insurances are effected for the body corporate, obtain quotations, pay premiums, lodge and follow up on claims
- **Administrative**
 - Process and care for the records of the Body Corporate
 - Maintain the Body Corporate roll and registers and supply information where required
 - Keep custody, use and supervise the use of the Body Corporate seal

A Local Company servicing Rockhampton, Yeppoon, Emu Park, Gladstone and surrounds

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