



24th January 2024

The Body Corporation Management Committee
Molesworth House BC 86640

Dear Committee

**RE: MOLESWORTH HOUSE BC 86640
BODY CORPORATE MANAGEMENT COMMITTEE MEETING**

Please find enclosed the following:

- Notice of Meeting & Agenda
- Minutes from the previous BCMC
- Building Manager's Report
- Financial Statements & Commentary

We look forward to seeing you at the meeting.

Regards,

A handwritten signature in black ink, appearing to read 'Jan Viljoen', is located below the 'Regards,' text. The signature is stylized with a large, sweeping 'J' and 'V'.

Jan Viljoen
Your Property Matters Limited
Body Corporate Manager for BC 86640

Encl:

**NOTICE OF MEETING OF
MOLESWORTH HOUSE BC 86640
BODY CORPORATE MANAGEMENT COMMITTEE
To be held via Zoom Conference
Thursday 1st February 2024 at 4:00 pm**

AGENDA

- 1. Register of attendance and apologies**
 - a. Conflict of Interest Register
- 2. Minutes of previous meeting**
 - a. Approval motion and signing by Chair
 - b. Matters not arising elsewhere
- 3. Quarterly Financial Report**
 - a. Statements of financial performance and position
 - b. Debtors and creditors
 - c. Variance analysis against budget
- 4. Administrative issues**
 - a. Meeting scheduling
- 5. General Business**



**MINUTES OF MOLESWORTH HOUSE
MANAGEMENT COMMITTEE MEETING**

Conducted via Zoom on

Thursday 2 November 2023 at 4:00 pm.

Website: www.ypm.co.nz, select "member login" user name bc86640 password vwygbui

1.0 Meeting Formalities

1.1 Present

Bronwen Stewart (Chair)
Kerry Maher
Tony Crutchley
Ash Bhasin
Barry Carruth
David Beach

Jan Viljoen – YPM

1.2. Apologies

None

1.3 Quorum (5)

A quorum of 5 was present and the meeting proceeded.

1.4 Conflict of Interest Register

None declared.

2.0 Previous Minutes

Moved: By ordinary resolution that the Minutes of the meeting held on 20 July 2023 be accepted as a true and correct version of proceedings.

Chair/Tony/carried

Matters arising:

None.

3.0 Facilities Management Report

The Chair spoke to the Facilities Management report as circulated. She only discussed the following:

- Someone tried to force the lift room door open. The damage has been repaired but the culprit was not identified. Following discussion around possible security measures, it was decided to maintain the status quo for now.
- The copper connection for the lifts has been replaced by a 4G modem and gateway. A similar solution will be implemented to cover other services such as alarms etc.

Health & Safety

There were no reportable incidents, accidents or near misses during the period under review.

4.0 Quarterly Financial Report

Statements of Financial Performance and Position

Jan spoke to the Financial Accounts till 30 September 2023.

Moved: By ordinary resolution that the Financial Accounts to 30 September 2023 be approved.

Ash/Barry/carried

The meeting next discussed the outstanding debt of JB Real Estate. The Chair emailed the owner earlier in the day regarding the matter who responded by promising to pay 50% before Christmas with the balance to follow by February'24. During further discussion it was confirmed that this debt now attracts finance charges since 1 October'23. It was agreed that the Chair will reply to the email, accepting the undertaking on condition that all account balances be paid in full by the end of February'24. The owner also needs to commit to not withholding levy payments in future.

Action: Chair

5.0 Administrative Issues

The dates of upcoming meetings are as follows:

1-Feb-24	Q1 24	Thu	4.00pm
11-Jul-24	Q3 24	Thu	4.00pm
8-Aug-24	AGM 24	Thu	4.00pm

6.0 General Business

False Fire Alarm Activation

The Chair mentioned Chubb's charges to reset alarms following false activation. Such charges should be on-charged to the relevant owners. The committee decided that the Chair should distribute a notice to all owners reinforcing this position and asking them to share it with tenants.

Action: Chair

Fire Wardens and Evacuation Tags

The Chair advised that she currently is the only fire warden in the building. It is necessary to appoint a depute for cover. New evacuation tags will arrive shortly and will be distributed to occupants with instructions for use during fire evacuations. She will make enquiries regarding volunteers for the role of deputy fire warden.

Action: Chair

Smoke Alarms

Chubb will be conducting a smoke alarm survey replacing old ones. Occupants are reminded to regularly clean the alarms to prevent malfunctions.

Seismic Strengthening

The Chair recently received cost estimates of \$222k and \$391k for stages 1 and 2 respectively. Stage 1 is for preparation up to WCC Consent and Stage 2 is for work on the Level 8 Beams.

Following further discussion Barry and Ash suggested focusing on the building's exterior remediation instead of seismic strengthening. The latest DSA of 40% means that the building is not earthquake prone.

Work on the exterior should concentrate on the west and north faces as priorities with the work done in phases. The Chair suggested approaching Freyssinet NZ as an alternative to Typawa as contractor. The Body Corporate will also need a few other quotes. This work will be noisy, possibly requiring payment of compensation to some building occupants. The use of scaffolding versus abseiling was briefly discussed but each option has pros and cons and no clear decision reached.

The Chair raised the issue of reallocating funds from LTMP funds to cover the seismic expenses paid to date from general funds however the meeting agreed to hold off on this till the quotes have been obtained for the exterior repair works. A more informed decision could then be made.

There being no further business, the meeting closed at 5:10pm.

(Chairman)

(Date)

MOLESWORTH HOUSE - BUILDING MANAGEMENT REPORT FEBRUARY 2024

Bronwen Stewart 23/01/24

Compliance

An update is required for planned fire compliance as per plans on Level 2. The next assessment for building WOF is in May.

Water Ingress Remedy

This was completed on level 7 in December, the only remaining area being a small remedy on Level 3.

Exterior Concrete Remediation

Following the meeting last November, I approached two companies for a costing on exterior concrete repair. They were Ti Mahi and Freyssinet.

Ti Mahi came to scope it earlier in January and Freyssinet after initially saying they would do only the more urgent spalling areas, have decided they would welcome the opportunity to price the whole building as needed. They came on Thursday 18th January to scope.

I would hope to have costings from both within the next couple of weeks. Some points for discussion at this BC meeting were raised.

General

The usual issues with the lifts ongoing - doors not opening / closing etc. The meeting needs to discuss the idea of replacing one of these lifts and/or operating system and approaching Otis for a costing on this.

The main building glass doors have had the drive belt replaced as it was worn.

Health & Safety

- *. No incidents or near misses have been reported
- *. No new trial evacuation date has been advised



MOLESWORTH HOUSE BODY CORPORATE No. 86640

FINANCIAL STATEMENTS AND COMMENTARY

FOR THE PERIOD 1 APRIL 2023 TO 31 DECEMBER 2023

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Commentary
Statement of Financial Performance
Statement of Financial Position
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Variance Analysis
Transaction Detail by Account
Long Term Maintenance Plan

MOLESWORTH HOUSE BODY CORPORATE No. 86640
FINANCIAL REPORT: 1 APRIL 2023 to 31 DECEMBER 2023

1. Financial Accounts

The Body Corporate's Statement of Financial Performance for the period 1 April 2023 to 31 December 2023 and Statement of Financial Position as at 31 December 2023 are attached. Also attached is the variance analysis against budget for the period.

These show a deficit from routine operations of \$40,117 compared to a breakeven budget. Net deficit for the period was made up as follows:

	Net Ordinary Income	Net Other Income	Net Income
(Deficit)	(\$40,117)	-	(\$40,117)

As at 31 December 2023 total Long Term Maintenance Fund was \$180,879 and Total Equity was \$21,825 as a Contingency Fund.

The Long Term Maintenance Fund was made up as follows:

	31 December 2023	31 March 2023
Opening balance	\$174,721	\$245,514
Less Expenditure for the period	\$7,169	\$80,867
Add Transfers for the period	\$13,327	\$10,075
Rounding	-	(\$1)
Closing balance	\$180,879	\$174,721

The Contingency Fund (Equity) was made up as follows:

	31 December 2023	31 March 2023
Opening balance	\$61,942	\$122,934
Net Income (Deficit)	(\$40,117)	(\$60,992)
Closing balance	\$21,825	\$61,942

2. Accounts Receivable and Payable

Listings of receivable and payable balances as at 31 December 2023 are attached.

Regarding receivables: As at 31 December net receivable balance was \$26,868 in debit. This was made up of total credit balances of \$1,422 being levies paid in advance and total debit balances of \$28,290 being levies and on charges in arrears.

Regarding payables: As at 31 December payable balance was \$2,730. These were manageable within normal commercial payment terms.

3. Cash Position

As at 31 December 2023 total cash on hand was \$122,298. Of this \$80,949 was in interest earning accounts.

4. Variance Analysis

Attached, is a variance analysis against budget for the period 1 April 2023 to 31 December 2023. The budget approved at the 2023 AGM is effective from 1 October 2023. Routine expenditure was 18% or \$42,617 greater than budget. Variances of note were:

- Insurance (+\$23,437). Premium on renewal 1 April 2023 greater than planned. Allowed for in the budget from 1 October 2023.
- R & M – Doors (+\$4,940). New Glass door installed.
- R & M – Lifts (+\$7,591). Duplex lifts dual sim gateway installed.
- R & M - Other (+\$8,188).

A transaction detail by account report is attached. This shows details of all expenditure incurred by the Body Corporate over the reporting period. A copy of this report has been sent to the Facilities Manager for review.

5. Long Term Maintenance Plan

The Long Term Maintenance Plan is attached. The current and proposed annual contributions to the LTM fund do not meet the requirements of the LTM plan. A new LTM is required.

6. Conclusion

The Body Corporate's result was a net deficit for the period. The cash position was healthy and the equity position was fair.

A handwritten signature in cursive script, reading 'C Holgate'.

Callan Holgate
Body Corporate Accountant
Your Property Matters Ltd

23 January 2024

Molesworth House Body Corporate No. 86640
Statement of Financial Performance
April through December 2023

	<u>Apr - Dec 23</u>
Ordinary Income/Expense	
Income	
Body Corporate Levies	232,514
Total Income	232,514
Expense	
Bank Fees	94
BC - Ex-Contract	35
BC - Management	11,592
Building Compliance/WOF	4,287
Building Manager	9,972
Building Wash & Window Clean	2,013
Common Area Cleaning	7,762
Common Area Electricity	3,357
Fire Systems	
Contracts	3,546
Evacuation Scheme	351
Repairs & Maintenance	2,565
Total Fire Systems	6,461
Gardening	60
Health & Safety	115
Honorarium	3,750
Insurance	175,803
Miscellaneous	201
R&M - Doors	6,440
R&M - Lifts	16,704
R&M - Other	15,688
Rubbish Collection	131
Security Costs	850
Telephone - Lift/Entry	1,203
Water Rates	6,114
Total Expense	272,631
Net Ordinary Income	-40,117
Other Income/Expense	
Other Income	
Long Term Maintenance	
LTM Levy	11,250
Bank Interest	1,351
Late Payment Penalties	1,077
Total Long Term Maintenance	13,678
Transfer from/(to) LTM Fund	-6,158
Total Other Income	7,520
Other Expense	
LTM Projects	7,169
Income Tax Expense	351
Total Other Expense	7,520
Net Other Income	0
Net Income	<u><u>-40,117</u></u>

Molesworth House Body Corporate No. 86640
Statement of Financial Position
As of December 31, 2023

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Chequing/Savings	
Westpac Current Account (00)	41,349
Westpac Saving Account (17)	80,578
Westpac Online Bonus Saver (26)	371
Total Chequing/Savings	<u>122,298</u>
Accounts Receivable	
Accounts Receivable	26,868
Total Accounts Receivable	<u>26,868</u>
Other Current Assets	
Prepaid Expenses	3,885
Prepaid Insurance	58,601
Tax Refund Receivable	239
Total Other Current Assets	<u>62,725</u>
Total Current Assets	<u>211,891</u>
TOTAL ASSETS	<u>211,891</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,730
Total Accounts Payable	<u>2,730</u>
Other Current Liabilities	
Accounts Payable Other	6,457
Total Other Current Liabilities	<u>6,457</u>
Total Current Liabilities	9,187
Long Term Liabilities	
Long Term Maintenance Fund	180,879
Total Long Term Liabilities	<u>180,879</u>
TOTAL LIABILITIES	<u>190,066</u>
NET ASSETS	<u>21,825</u>
EQUITY	
Opening Balance	61,942
Net Income	-40,117
TOTAL EQUITY	<u>21,825</u>

10:48 AM

23/01/24

Molesworth House Body Corporate No. 86640

Accounts Receivable Balance Summary

Please note a (-) sign denotes levies paid in advance

	Dec 31, 23
802 JB Real Estate Limited	
802 JB Real Estate Limited - Other	14,666.81
C16 JB Real Estate Limited	909.16
Total 802 JB Real Estate Limited	15,575.97
201 JB Real Estate Limited	7,555.78
202 JB Real Estate Limited	4,173.82
601 Apartment 101 Limited	565.87
602 Apartment 101 Limited	322.86
P23 Stroke Foundation of New Zealand Inc.	31.89
C5 Apartment 101 Limited	31.89
C6 Apartment 101 Limited	31.89
402 Beach Family Trust	-30.54
C19 - L1 Molesworth Limited	-32.75
C20 - L1 Molesworth Limited	-32.75
501 WP & KB Maher	-57.07
301 Bonbon Holdings Ltd	-75.00
C14 - JB Real Estate Estate	-85.63
C15 - JB Real Estate Limited	-85.63
102 - L1 Molesworth Limited	-299.12
101 - L1 Molesworth Limited	-328.48
103 - L1 Molesworth Limited	-394.55
TOTAL	26,868.45

10:49 AM

23/01/24

Molesworth House Body Corporate No. 86640
Accounts Payable Balance Summary
As of December 31, 2023

	<u>Dec 31, 23</u>
Wellington City Council	1,761.99
Elite Services	968.33
TOTAL	<u>2,730.32</u>

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23/01/24

Accrual Basis

Molesworth House Body Corporate No. 86640

Variance Analysis

April through December 2023

	Apr - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Body Corporate Levies	232,514	232,514	0	100%
Total Income	232,514	232,514	0	100%
Expense				
Bank Fees	94	135	-41	69%
BC - Ex-Contract	35	675	-641	5%
BC - Management	11,592	10,943	650	106%
Building Compliance/WOF	4,287	4,000	287	107%
Building Manager	9,972	8,900	1,072	112%
Building Wash & Window Clean	2,013	3,000	-988	67%
Common Area Cleaning	7,762	8,275	-513	94%
Common Area Electricity	3,357	3,400	-43	99%
Fire Systems				
Contracts	3,546	3,450	96	103%
Evacuation Scheme	351	525	-174	67%
Repairs & Maintenance	2,565	4,050	-1,485	63%
Total Fire Systems	6,461	8,025	-1,564	81%
Gardening	60	163	-102	37%
Health & Safety	115	500	-385	23%
Honorary	3,750	3,750	0	100%
Insurance	175,803	152,366	23,437	115%
Insurance Valuation	0	500	-500	0%
Miscellaneous	201	100	101	201%
Professional Fees	0	750	-750	0%
R&M - Doors	6,440	1,500	4,940	429%
R&M - Lifts	16,704	9,113	7,591	183%
R&M - Other	15,688	7,500	8,188	209%
Rubbish Collection	131	1,625	-1,494	8%
Security Costs	850	525	325	162%
Telephone - Lift/Entry	1,203	2,520	-1,317	48%
Water Rates	6,114	4,250	1,864	144%
Total Expense	272,631	232,514	40,117	117%
Net Ordinary Income	-40,117	0	-40,117	100%
Other Income/Expense				
Other Income				
Long Term Maintenance				
LTM Levy	11,250	11,250	0	100%
Bank Interest	1,351	1,351	0	100%
Late Payment Penalties	1,077	1,077	0	100%
Total Long Term Maintenance	13,678	13,678	0	100%
Transfer from/(to) LTM Fund	-6,158	-6,158	0	100%
Total Other Income	7,520	7,520	0	100%
Other Expense				
LTM Projects	7,169	7,169	0	100%
Income Tax Expense	351	351	0	100%
Total Other Expense	7,520	7,520	0	100%
Net Other Income	0	0	0	0%
Net Income	-40,117	0	-40,117	100%

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23/01/24
Accrual Basis

Molesworth House Body Corporate No. 86640
Transaction Detail by Account
April through December 2023

Type	Date	Num	Name	Amount	Balance	Description
Bank Fees						
Bill	28/04/2023		Westpac Banking	9.95	9.95	Bank Fees
Bill	31/05/2023		Westpac Banking	10.90	20.85	Bank Fees
Bill	30/06/2023		Westpac Banking	9.95	30.80	Bank Fees
Bill	29/07/2023		Westpac Banking	9.95	40.75	Bank Fees
Bill	31/08/2023		Westpac Banking	10.52	51.27	Bank Fees
Bill	30/09/2023		Westpac Banking	9.95	61.22	Bank Fees
Bill	31/10/2023		Westpac Banking	9.95	71.17	Bank Fees
Bill	30/11/2023		Westpac Banking	10.33	81.50	Bank Fees
Bill	29/12/2023		Westpac Banking	12.23	93.73	Bank Fees
Total Bank Fees				93.73	93.73	
BC - Ex-Contract						
Bill	30/06/2023	36001	Your Property Matters	34.50	34.50	Jun 23 Building general
Total BC - Ex-Contract				34.50	34.50	
BC - Management						
Bill	1/04/2023	35387	Your Property Matters	3,626.93	3,626.93	01/04/23 - 30/06/23 BC Quarterly Contract Fee
Bill	1/04/2023	35387	Your Property Matters	166.38	3,793.31	01/04/23 - 30/06/23 BC Quarterly Disbursements
Bill	1/07/2023	35900	Your Property Matters	3,626.93	7,420.24	01/07/23 - 30/09/23 BC Quarterly Contract Fee
Bill	1/07/2023	35900	Your Property Matters	166.37	7,586.61	01/07/23 - 30/09/23 BC Quarterly Disbursements
Bill	1/10/2023	36446	Your Property Matters	3,793.30	11,379.91	01/10/23 - 31/12/23 BC Quarterly Contracted payments
Bill	17/10/2023	36721	Your Property Matters	212.43	11,592.34	01/10/23 - 31/12/23 BC Quarterly Contracted payments CPI catch up
Total BC - Management				11,592.34	11,592.34	
Building Compliance/WOF						
Bill	3/04/2023	INV-16746	Cove Kinloch Compliance ...	772.69	772.69	01/05/23 - 31/07/23 BwoF issues
Bill	21/04/2023	INV-17162	Cove Kinloch Compliance ...	9.19	781.88	Fire Sign Compliance Disbursements Fire Door Keep Closed
Bill	6/07/2023	INV-19052	Cove Kinloch Compliance ...	830.62	1,612.50	01/08/23 - 31/10/23 BwoF issues
Bill	1/10/2023	INV-21860	Cove Kinloch Compliance ...	830.62	2,443.12	01/11/23 - 31/01/24 Manage the compliance schedule, records, reports ...
Bill	31/10/2023	INV-00003205	EnergySave Ltd	782.00	3,225.12	Annual Compliance schedule inspections of stairwell pressurisation syst...
Bill	15/12/2023	2614	Goleman Group	1,338.31	4,563.43	Carried out inspection of the current height safety systems, as requested
General Journal	31/12/2023	391		-276.87	4,286.56	Dec 23 Prepaid 01/01/24-31/01/24
Total Building Compliance/WOF				4,286.56	4,286.56	

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23/01/24
Accrual Basis

Molesworth House Body Corporate No. 86640
Transaction Detail by Account
April through December 2023

Type	Date	Numb	Name	Amount	Balance	Description
Building Manager						
General Journal	1/04/2023	377R		1,171.92	1,171.92	Reverse of GJE 377 -- Mar 23 Alive Building invoice paid in error by DD. ...
Bill	20/04/2023	20042023	B Stewart	800.00	1,971.92	Apr 23 Building Management Services
Bill	30/04/2023	MH/055	Alive Building Solutions Ltd	1,171.92	3,143.84	Apr 23 Professional Building Management services
Bill	20/05/2023	20052023	B Stewart	800.00	3,943.84	May 23 Building Management Services
Bill	31/05/2023	MH/056	Alive Building Solutions Ltd	1,171.92	5,115.76	May 23 Professional Building Management services
Bill	20/06/2023	20062023	B Stewart	800.00	5,915.76	Jun 23 Building Management services
Bill	30/06/2023	MH/057	Alive Building Solutions Ltd	1,171.92	7,087.68	Jun 23 Professional Building Management services
Bill	20/07/2023	20072023	B Stewart	800.00	7,887.68	Jul 23 Building Management Services
Bill	31/07/2023	MH/058	Alive Building Solutions Ltd	1,171.92	9,059.60	Jul 23 Professional Building Management services
Tax Invoice	1/08/2023	11360	Alive Building Solutions Ma...	-1,171.92	7,887.68	Credit re Mar 23 Professional Building Management services
Tax Invoice	1/08/2023	11361	Alive Building Solutions Ma...	-1,171.92	6,715.76	Credit Jul 23 Professional Building Management services
Tax Invoice	1/08/2023	11362	Alive Building Solutions Ma...	-1,171.92	5,543.84	Credit Jun 23 Professional Building Management services
Tax Invoice	1/08/2023	11363	Alive Building Solutions Ma...	-1,171.92	4,371.92	Credit May 23 Professional Building Management services
Tax Invoice	1/08/2023	11364	Alive Building Solutions Ma...	-1,171.92	3,200.00	Credit Apr 23 Professional Building Management services
Bill	20/08/2023	200823	B Stewart	800.00	4,000.00	Aug 23 Building Management services
Bill	31/08/2023	MH/059	Alive Building Solutions Ltd	1,171.92	5,171.92	Aug 23 Professional Building Management services
Bill	20/09/2023	200923	B Stewart	800.00	5,971.92	Sep 23 Building Management Services
General Journal	30/09/2023	378		-1,171.92	4,800.00	Sep 23 Aug 23 Alive Building invoice paid in error by DD. Alive no longer...
General Journal	1/10/2023	378R		1,171.92	5,971.92	Reverse of GJE 378 -- Sep 23 Aug 23 Alive Building invoice paid in error...
Bill	18/10/2023	18102023	B Stewart	800.00	6,771.92	Oct 23 Building Management Services
Bill	18/11/2023	18112023	B Stewart	800.00	7,571.92	Nov 23 Building Management Services
Bill	11/12/2023	08122023	B Stewart	800.00	8,371.92	Dec 23 Building Management Services
General Journal	31/12/2023	390		1,600.00	9,971.92	Nov & Dec 23 Acc
Total Building Manager				9,971.92	9,971.92	
Building Wash & Window Clean						
Bill	13/09/2023	INV-1299	Capital Height Services	2,012.50	2,012.50	September 2023 Abseil Window Clean
Total Building Wash & Window Clean				2,012.50	2,012.50	
Common Area Cleaning						
General Journal	1/04/2023	369R		-103.62	-103.62	Reverse of GJE 369 -- Mar 23 Accrue
Bill	26/04/2023	INV 003	Hannah Hollamby	800.00	696.38	29/03/23 - 25/04/23 Common area cleaning
Bill	16/05/2023	INV 004	Hannah Hollamby	600.00	1,296.38	26/04/23 - 16/05/23 Common area cleaning
Bill	19/06/2023	INV 005	Hannah Hollamby	800.00	2,096.38	17/05/23 - 13/06/23 Common area cleaning
Tax Invoice	29/06/2023	11277	Supercare Wellington	-67.23	2,029.15	Refund from Supercare re 17017251
Bill	18/07/2023	INV 006	Hannah Hollamby	1,000.00	3,029.15	14/06/23 - 18/07/23 Common area cleaning
Bill	15/08/2023	INV 007	Hannah Hollamby	800.00	3,829.15	19/07/23 - 15/08/23 Common area cleaning
Bill	19/09/2023	INV 008	Hannah Hollamby	1,000.00	4,829.15	16/08/23 - 19/09/23 Common area cleaning
Bill	18/10/2023	INV 009	Hannah Hollamby	800.00	5,629.15	20/09/23 - 17/10/23 Common area cleaning
Bill	20/11/2023	INV 010	Hannah Hollamby	800.00	6,429.15	18/10/23 - 14/11/23 Common area cleaning
Bill	12/12/2023	INV 011	Hannah Hollamby	800.00	7,229.15	15/11/23 - 12/12/23 Common area cleaning
General Journal	31/12/2023	392		533.33	7,762.48	Dec 23 Acc
Total Common Area Cleaning				7,762.48	7,762.48	

2:03 PM
23/01/24
Accrual Basis

Molesworth House Body Corporate No. 86640
Transaction Detail by Account
April through December 2023

Type	Date	Num	Name	Amount	Balance	Description
Common Area Electricity						
General Journal	1/04/2023	370R		-190.00	-190.00	Reverse of GJE 370 -- Mar 23 Accrue 14/03/23-31/03/23
Bill	13/04/2023	332564782	Genesis Energy	361.41	171.41	14/03/23 - 12/04/23 Estimated reading
Bill	12/05/2023	333109486	Genesis Energy	337.27	508.68	13/04/23 - 10/05/23 Estimated reading
Bill	12/06/2023	333710715	Genesis Energy	422.62	931.30	11/05/23 - 13/06/23 Estimated reading
Bill	12/07/2023	334253055	Genesis Energy	298.03	1,229.33	14/06/23 - 11/07/23 Actual reading
Bill	24/08/2023	XXXX	Genesis Energy	368.75	1,598.08	11/07/23 - 10/08/23 Actual reading
Bill	11/09/2023	335422872	Genesis Energy	356.54	1,954.62	11/08/23 - 08/09/23 Actual reading
General Journal	30/09/2023	380		290.00	2,244.62	Sep 23 Accrue 09/09/23-30/09/23
General Journal	1/10/2023	380R		-290.00	1,954.62	Reverse of GJE 380 -- Sep 23 Accrue 09/09/23-30/09/23
Bill	1/10/2023	336026194	Genesis Energy	382.91	2,337.53	09/09/23 - 10/10/23 Actual reading
Bill	13/11/2023	336635084	Genesis Energy	385.11	2,722.64	11/10/23 - 10/11/23 Actual reading
Bill	12/12/2023	337217364	Genesis Energy	388.24	3,110.88	11/11/23 - 11/12/23 Estimated reading
General Journal	31/12/2023	393		245.89	3,356.77	Dec 23 Accrue 12/12/23-31/12/23
Total Common Area Electricity				3,356.77	3,356.77	
Fire Systems						
Contracts						
Bill	1/04/2023	50843618	ADT Fire Monitoring	323.85	323.85	01/04/23 - 30/06/23 Fire system monitoring
General Journal	1/04/2023	371R		286.00	609.85	Reverse of GJE 371 -- Mar 23 Prepaid Chubb 01/04/23-30/04/23
Bill	24/04/2023	6877682	Chubb New Zealand	858.00	1,467.85	01/05/23 - 31/07/23 Emergency warning & lighting systems, riser mains, ...
Bill	1/07/2023	50851897	Johnson Controls Australia...	323.85	1,791.70	01/07/23 - 30/09/23 Primary Fire System Monitoring
Bill	27/07/2023	6924734	Chubb New Zealand	858.00	2,649.70	01/08/23 - 31/10/23 Emergency warning & lighting systems, riser mains, ...
General Journal	30/09/2023	381		-286.00	2,363.70	Sep 23 Prepaid Chubb 01/10/23-31/10/23
Bill	1/10/2023	50859964	Johnson Controls Australia...	323.85	2,687.55	01/10/23 - 31/12/23 Primary Fire System Monitoring
General Journal	1/10/2023	381R		286.00	2,973.55	Reverse of GJE 381 -- Sep 23 Prepaid Chubb 01/10/23-31/10/23
Bill	27/10/2023	6972539	Chubb New Zealand	858.00	3,831.55	01/11/23 - 31/01/24 Emergency warning & lighting systems, riser mains, ...
General Journal	31/12/2023	394		-286.00	3,545.55	Dec 23 Prepaid Chubb 01/01/24-31/01/24
Total Contracts				3,545.55	3,545.55	
Evacuation Scheme						
Bill	30/09/2023	53269	Safety First NZ Ltd	350.75	350.75	19/09/23 Trial evacuation & debrief meeting
Total Evacuation Scheme				350.75	350.75	
Repairs & Maintenance						
Bill	6/04/2023	6868309	Chubb New Zealand	579.60	579.60	01/04/23 Fire alarm activation. Due to dust caused by bldg works on Lev 6.
Bill	28/04/2023	6879046	Chubb New Zealand	579.60	1,159.20	22/04/23 Apt 8B which had randomly activated. No signs of smoke/vapo...
Bill	17/05/2023	6884550	Chubb New Zealand	402.50	1,561.70	12/05/23 Fire call at Lev 2. Burnt their dinner. Cleared & reset. all ok
Bill	14/06/2023	6899774	Chubb New Zealand	190.90	1,752.60	12/06/23 Auxiliary testing of the fire alarm for the stairwell extraction
Bill	22/08/2023	6938831	Chubb New Zealand	230.75	1,983.35	18/08/23 Apt 6A Supply 1x new 2.5kg fire extinguisher
Bill	30/10/2023	6973397	Chubb New Zealand	373.75	2,357.10	28/10/23 Fire alarm on Lev 9 Penthouse activated in corridor. Unable to r...
Bill	30/11/2023	54141	Safety First NZ Ltd	207.59	2,564.69	Supply 19x magnetic tags & 1x Chief Warden vest
Total Repairs & Maintenance				2,564.69	2,564.69	
Total Fire Systems				6,460.99	6,460.99	

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23/01/24
Accrual Basis

Molesworth House Body Corporate No. 86640
Transaction Detail by Account
April through December 2023

Type	Date	Num	Name	Amount	Balance	Description
Gardening						
Bill	4/08/2023	Reimburseme...	B Stewart	20.00	20.00	Reimbursement Southern Landfill
Bill	29/08/2023	WCC Reimbur...	B Stewart	40.30	60.30	WCC Landfill
Total Gardening				60.30	60.30	
Health & Safety						
Bill	3/11/2023	36814	Your Property Matters	115.00	115.00	Renewal of Annual ControlPoint fee 2023 - 2024
Total Health & Safety				115.00	115.00	
Honorarium						
General Journal	1/04/2023	374R		-2,500.00	-2,500.00	Reverse of GJE 374 -- Mar 23 Accrual
Bill	18/09/2023	Honorarium	B Stewart	3,350.00	850.00	01/10/22 - 30/09/23 Chairs Honorarium
Bill	18/09/2023	22/23 Hono	Inland Revenue Department	1,650.00	2,500.00	01/10/22 - 30/09/23 Chairs Honorarium WT
General Journal	31/12/2023	395		1,250.00	3,750.00	Dec 23 Accrual
Total Honorarium				3,750.00	3,750.00	
Insurance						
Bill	1/04/2023	I03821428	Crombie Lockwood	234,404.10	234,404.10	01/04/23 - 01/04/24 Material damage, business interruption and liability i...
General Journal	30/09/2023	382		-117,202.05	117,202.05	Sep 23 Prepaid 01/10/23 - 01/04/24
General Journal	1/10/2023	382R		117,202.05	234,404.10	Reverse of GJE 382 -- Sep 23 Prepaid 01/10/23 - 01/04/24
General Journal	31/12/2023	396		-58,601.03	175,803.07	Dec 23 Prepaid 01/01/24 - 01/04/24
Total Insurance				175,803.07	175,803.07	
Miscellaneous						
Bill	19/04/2023	162419	AlertUs Ltd	49.00	49.00	Annual fee for Police emergency contact system
Bill	1/06/2023	W13290	Body Corporate Chairs Gro...	100.00	149.00	01/07/23 - 30/06/24 Chairs fee
Credit	15/06/2023		Your Property Matters	-0.01	148.99	Small balance write off
Bill	17/08/2023	ICW Members...	Inner-City Wellington	52.00	200.99	ICW Membership Fees
General Journal	31/12/2023	389		-0.04	200.95	Small balance write off
Total Miscellaneous				200.95	200.95	
R&M - Doors						
Bill	19/04/2023	Reimbursement	B Stewart	14.55	14.55	Reimbursements of door stop
Bill	23/04/2023	445193	Elite Services	69.00	83.55	Mar 23 Auto door service
Bill	17/05/2023	Reimburseme...	B Stewart	14.55	98.10	Reimbursements of door stoppers
Bill	30/06/2023	448641	Elite Services	403.58	501.68	03/06/23 Two doors not closing reset controller & test all ok.
Bill	9/08/2023	090823	Anthony Hill	1,054.46	1,556.14	Replacing missing wood around door closers
Bill	25/08/2023	452299	Elite Services	69.00	1,625.14	Jun 23 Auto door service
Bill	28/08/2023	451737	Elite Services	395.76	2,020.90	29/07/23 Auto door not closing. Reset emergency release button & test a...
Bill	31/08/2023	452472	Elite Services	2,986.13	5,007.03	To Supply and Install a New Glass Door as quoted
Bill	6/10/2023	06102023	Anthony Hill	180.00	5,187.03	28/09/23 Fixing door to roof
Bill	30/11/2023	458838	Elite Services	69.00	5,256.03	Sep 23 Auto door services
Bill	30/11/2023	456816	Elite Services	215.63	5,471.66	Auto door operating noisily - clean drive belt & pulleys. All ok
Bill	29/12/2023	460415	Elite Services	968.33	6,439.99	Replace the worn drive belt on the entry auto door.
Total R&M - Doors				6,439.99	6,439.99	

Molesworth House Body Corporate No. 86640
Transaction Detail by Account
 April through December 2023

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 23/01/24
 Accrual Basis

Type	Date	Num	Name	Amount	Balance	Description
R&M - Lifts						
General Journal	1/04/2023	372R		3,023.83	3,023.83	Reverse of GJE 372 -- Mar 23 Prepaid 01/04/23-30/06/23
Bill	7/06/2023	1918064	Otis Elevator Company Ltd	3,023.83	6,047.66	01/07/23 - 30/09/23 Lift service
Bill	7/07/2023	548539	Otis Elevator Company Ltd	690.00	6,737.66	Jun 23 IQP Inspection
Bill	29/08/2023	552085	Otis Elevator Company Ltd	7,240.30	13,977.96	Duplex lifts dual sim gateway 2 auto dailers
Bill	6/09/2023	1935186	Otis Elevator Company Ltd	3,023.83	17,001.79	01/10/23 - 31/12/23 Lift service
General Journal	30/09/2023	383		-3,023.83	13,977.96	Sep 23 Prepaid 01/10/23-31/12/23
General Journal	1/10/2023	383R	Insurance Receipts	3,023.83	17,001.79	Reverse of GJE 383 -- Sep 23 Prepaid 01/10/23-31/12/23
Tax Invoice	3/10/2023	11447	Otis Elevator Company Ltd	-297.92	16,703.87	OFFSHORE MARKET PLACE Claim Payment
Bill	11/12/2023	1957459		3,144.17	19,848.04	01/01/24 - 31/03/24 Lift service
General Journal	31/12/2023	397		-3,144.17	16,703.87	Dec 23 Prepaid 01/01/24-31/03/24
Total R&M - Lifts				16,703.87	16,703.87	
R&M - Other						
Bill	29/05/2023	#3175	Grey Skills Wellington	2,185.00	2,185.00	Completion of electrical works as quoted.
Bill	31/05/2023	IN9693	Concrete Solutions Ltd	3,198.73	5,383.73	May 23 Injection work - Quote reference 54343
Bill	28/06/2023	IV006556	Wellington Signs	607.20	5,990.93	Manufacture & install building signs INV DATED 28/03/23
Bill	18/07/2023	Reimburseme...	B Stewart	54.52	6,045.45	Reimbursements of Gib tradeset from Resene Paints
Bill	18/07/2023	Reimburse Re...	B Stewart	19.21	6,064.66	05/07/23 Reimbursements of Gib tradeset from Resene Paints
Bill	1/08/2023	#3317	Grey Skills Wellington	581.90	6,646.56	Completion of electrical works as quoted
Bill	20/08/2023	105250	McIntyre Markus Edwin	1,925.00	8,571.56	Remedial work
Tax Invoice	29/09/2023	11450	Insurance Receipts	-1,191.68	7,379.88	IAG NEW ZEALAND C0966047 NZI Ins 0220135448
General Journal	30/09/2023	379		0.50	7,380.38	Small balance write off
Tax Invoice	2/10/2023	11449	Insurance Receipts	-397.23	6,983.15	QBE INSURANCE Settlement FC000413882
Tax Invoice	3/10/2023	11448	Insurance Receipts	-99.31	6,883.84	Holland Ano Claims Payment-0173 COM-C0223917
Bill	9/10/2023	INV-4867	Commercial & Domestic G...	1,277.80	8,161.64	Reglazed cracked glass panel 5 mm clear toughened. Second window re...
Bill	21/10/2023	Resene Reimb...	B Stewart	112.68	8,274.32	Reimbursement Resene Paints Ltd
Bill	31/10/2023	IN9996	Concrete Solutions Ltd	2,587.50	10,861.82	Oct 23 Injection works carried out - Quote:54588
Bill	14/11/2023	B5269002	McIntyre Markus Edwin	2,558.23	13,420.05	Remedial Work
Bill	18/11/2023	18112023	B Stewart	173.90	13,593.95	Nov 23 Reimbursements
Bill	8/12/2023	B5269003	McIntyre Markus Edwin	128.92	13,722.87	Remedial work materials - Bunnings
Bill	8/12/2023	B5269004	McIntyre Markus Edwin	1,925.00	15,647.87	Remedial Work
Bill	11/12/2023	08122023	B Stewart	40.30	15,688.17	Dec 23 Reimbursements
Total R&M - Other				15,688.17	15,688.17	
Rubbish Collection						
Bill	19/04/2023	Reimbursement	B Stewart	41.40	41.40	Reimbursements of rubbish bags
Bill	17/05/2023	Reimburseme...	B Stewart	52.40	93.80	Reimbursements of rubbish bags
Bill	18/07/2023	Reimburseme...	B Stewart	37.20	131.00	Reimbursements of rubbish bags
Total Rubbish Collection				131.00	131.00	

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23/01/24
Accrual Basis

Molesworth House Body Corporate No. 86640
Transaction Detail by Account
April through December 2023

Type	Date	Num	Name	Amount	Balance	Description
Security Costs						
Bill	30/04/2023	00126851	Waterford Security Ltd	210.45	210.45	02/04/23 Programmed daylight savings changes
Bill	6/06/2023	00128316	Waterford Security Ltd	149.50	359.95	02/06/23 Tested all fobs programmed & functioning correctly. No fault fo...
Bill	24/09/2023	00132489	Waterford Security Ltd	248.68	608.63	24/09/23 Attended site program daylight savings changes
Bill	30/11/2023	00134448	Waterford Security Ltd	241.21	849.84	09/11/23 Program 2024 stats, program lockdown
Total Security Costs				849.84	849.84	
Telephone - Lift/Entry						
Bill	6/04/2023	429199476	Spark Business	127.19	127.19	01/04/23 - 30/04/23 Ph: 04 472 5724 & 04 499 2291
Bill	6/05/2023	429199476	Spark Business	127.19	254.38	01/05/23 - 31/05/23 Ph: 04 472 5724 & 04 499 2291
Bill	6/06/2023	429199476	Spark Business	127.19	381.57	01/06/23 - 30/06/23 Ph: 04 472 5724 & 04 499 2291
Bill	6/07/2023	429199476	Spark Business	127.24	508.81	01/07/23 - 31/07/23 Ph: 04 472 5724 & 04 499 2291
Bill	6/08/2023	429199476	Spark Business	138.69	647.50	01/08/23 - 31/08/23 Ph: 04 472 5724 & 04 499 2291
Bill	6/09/2023	429199476	Spark Business	138.76	786.26	01/09/23 - 30/09/23 Ph: 04 472 5724 & 04 499 2291
Bill	6/10/2023	429199476	Spark Business	138.74	925.00	01/10/23 - 31/10/23 ph: 04 472 5724 & 04 499 2291
Bill	6/11/2023	429199476	Spark Business	138.91	1,063.91	01/11/23 - 30/11/23 ph: 04 472 5724 & 04 499 2291
Bill	6/12/2023	429199476	Spark Business	138.69	1,202.60	01/12/23 - 31/12/23 ph: 04 472 5724 & 04 499 2291
Total Telephone - Lift/Entry				1,202.60	1,202.60	
Water Rates						
General Journal	1/04/2023	373R		-1,549.04	-1,549.04	Reverse of GJE 373 -- Mar 23 Acc 07/12/22-31/03/23
Bill	30/04/2023	1184121	Wellington City Council	703.71	-845.33	24/02/23 - 03/04/23 Water rates
Bill	30/06/2023	1184121	Wellington City Council	27.82	-817.51	03/04/23 - 14/06/23 Water rates
Bill	31/08/2023	1184121	Wellington City Council	2,584.28	1,766.77	14/06/23 - 09/08/23 Water rates
General Journal	30/09/2023	384		2,353.54	4,120.31	Sep 23 Acc 10/08/23-30/09/23
General Journal	1/10/2023	384R		-2,353.54	1,766.77	Reverse of GJE 384 -- Sep 23 Acc 10/08/23-30/09/23
Bill	31/10/2023	1184121	Wellington City Council	1,519.88	3,286.65	09/08/23 - 04/10/23 Water rates
General Journal	31/12/2023	398		2,827.31	6,113.96	Dec 23 Acc 05/10/23-31/12/23
Total Water Rates				6,113.96	6,113.96	
LTM Projects						
Bill	30/04/2023	INV-18235	Miyamoto International NZ ...	1,449.00	1,449.00	DSA - Pushover Analysis
Bill	31/05/2023	INV-18581	Miyamoto International NZ ...	5,720.10	7,169.10	Progress Invoice #5 - Seismic Strengthening Solution
Total LTM Projects				7,169.10	7,169.10	
Income Tax Expense						
General Journal	30/09/2023	385		341.29	341.29	Sep 23 Period end tax acc
General Journal	1/10/2023	385R		-341.29	0.00	Reverse of GJE 385 -- Sep 23 Period end tax acc
General Journal	31/12/2023	399		351.25	351.25	Dec Period end tax acc
Total Income Tax Expense				351.25	351.25	
TOTAL				280,150.89	280,150.89	

Molesworth House Body Corporate No. 86640
Long Term Maintenance Plan
Prepared by McKenzie Higham Architects 2016

	Years ending January	Life yrs	Age yrs	Rem yrs	quantity	rate	Estimated Current	Year 1 2016 -17	Year 2 2017 -18	Year 3 2018 -19	Year 4 2019 -20	Year 5 2020 -21	Year 6 2021 -22	Year 7 2022 -23	Year 8 2023 -24	Year 9 2024 -25	Year 10 2025 -26
		1964															
	Building Exterior 1998																
1	Roof - membrane upper levels	25	0	25	180	60.00	10,800	432	432	432	432	432	432	432	432	432	432
2	Roof - level 1	40	33	7	50	80.00	4,000							4,000	100	100	100
3	Skylights	30	18	12	1	2,000.00	2,000	167	167	167	167	167	167	167	167	167	167
4	Walls - painting	10	3	7	1,757	135.00	237,195							237,195	23,720	23,720	23,720
5	Walls - exterior repairs																
6	Steel windows - fire	50	52	-2	7	300.00	2,100	2,100	42	42	42	42	42	42	42	42	42
7	Steel windows - L9	50	48	2	58	300.00	17,400	17,400	348	348	348	348	348	348	348	348	348
8	Aluminium joinery	60	52	8	633	700.0	443,100								443,100	7,385	7,385
9	Aluminium joinery - L9	40	5	35	18	700.0	12,600	360	360	360	360	360	360	360	360	360	360
10	Safety anchors	10	5	5	37	300.00	11,100								11,100	1,110	1,110
	Building interior																
11	Ceilings & walls - general	12	10	2	455	27.50	12,513	12,513	1,043	1,043	1,043	1,043	1,043	1,043	1,043	1,043	1,043
12		60	52	8	74.5	250.00	18,625								18,625	310	310
13	Floor - tiles (entry int/ext)	30	18	12	12	300.00	3,600	300	300	300	300	300	300	300	300	300	300
14	Floor coverings - stairs vinyl	80	52	28	35	557.00	19,495	696	696	696	696	696	696	696	696	696	696
15	Level 1 toilets	30	18	12	1	5,000.00	5,000	417	417	417	417	417	417	417	417	417	417
16	Doors FRR incl hardware	80	52	28	19	1,800.00	34,200	1,221	1,221	1,221	1,221	1,221	1,221	1,221	1,221	1,221	1,221
17	Stair handrail & balustrades	30	18	12	50	24.00	1,200	100	100	100	100	100	100	100	100	100	100
18	Letter boxes	30	18	12	12	100.00	1,200	100	100	100	100	100	100	100	100	100	100
	External works																
19	Asphalt paving	30	25	5	101	40.00	4,040					4,040	135	135	135	135	135
20	Carpark markings	30	25	5	22	50.00	1,100					1,100	37	37	37	37	37
21	Signage - building	80	52	28	2	2,000.00	4,000	143	143	143	143	143	143	143	143	143	143
22	Exterior lighting	50	18	32	25	125.00	3,125	98	98	98	98	98	98	98	98	98	98
23	Retaining walls	60	18	42	30	286.00	8,580	204	204	204	204	204	204	204	204	204	204
24	Fencing	30	10	20	36	140.00	5,040	252	252	252	252	252	252	252	252	252	252
	Services																
25	Lighting - common areas int	55	52	3	32	200.00	6,400			6,400		116	116	116	116	116	116
26	Passenger lifts (1964)	60	52	10	2	60,000.00	120,000										120,000
27	Passenger lifts interior	30	18	12	2	15,000.00	30,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
28	Fire alarm panel	15	1	14	1	10,000.00	10,000	714	714	714	714	714	714	714	714	714	714
29	Access control /intercom	15	3	12	1	6,000.00	6,000	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200
30	Security cameras	5	5	0	1	1,000.00	8,500	8,500	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700	1,700
31	Entry auto-doors mechanisms	15	10	5	1	4,000.00	4,000					267	267	267	267	267	267
32	Riser electrical/plumbing	~					10,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
33	Water tanks - roof mounted	80	52	28	3	1,000.00	3,000	100	100	100	100	100	100	100	100	100	100
34	Seismic upgrade	-	-	-	-	-	-										
35	Contingency						105,991	10,599	10,599	10,599	10,599	10,599	10,599	10,599	10,599	10,599	10,599
								43,716	40,788	30,136	34,136	40,359	286,162	273,395	510,945	56,915	176,915

Long Term Maintenance - Provision

Balance open	174,721	(341,263)	(326,263)
Less spend	\$461,725	\$0	\$120,000
GST	\$69,259	\$0	\$18,000
Annual top up	\$530,984	\$0	\$138,000
Balance close	\$15,000	\$15,000	\$15,000
	(341,263)	(326,263)	(449,263)

Note that when expenditure will occur outside the 10 year programme the current cost is allocated across the remaining life of each element.



DISCLOSURE STATEMENT

1. The following information has been supplied to Capital Commercial (2013) Limited ("Bayleys") to be made available for distribution on the vendor's behalf to potential purchasers to assist purchasers with their due diligence and to use at the purchaser's discretion.
2. Bayleys and the Vendor do not warrant the accuracy or completeness of the information and recommends that all recipients undertake their own due diligence, obtain their own reports to their satisfaction and seek independent advice prior to committing to purchaser.