

Management Report

Body Corporate 66017 (Anzac House)
For the 9 months ended 31 December 2024

Prepared by Complete Body Corp Solutions Limited

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Important Notice & Disclaimer

Body Corporate 66017 (Anzac House) For the 9 months ended 31 December 2024

This management report has been prepared by CBCS as nothing more than a management tool for the Committee.

It is simply a compilation of various indicative data that has not in any way been verified or tested. Nothing more has been requested by the Committee for the purpose of this monthly collation and consideration of data.

It has been agreed that the report should also be made available to all owners.

Given the very limited scope and purpose of this management report, no owner may rely on any aspect of it in any way, and the Body Corporate (and CBCS) (i) gives and makes no assurance, representation or advice whatever in connection with or under the report, and (ii) disclaims any and all loss or liability whatever suffered or incurred by any owner who nevertheless chooses to rely on any aspect of the report.

The only financial information provided by the Body Corporate to, and that maybe relied on by, owners is comprised in the annual financial statements of the Body Corporate.

Finally, owners are reminded of their confidentiality and privacy obligations. The report contains personal and sensitive information, and is not to be disclosed by any owner to any person who is not also an owner

Commentary

Body Corporate 66017 (Anzac House) For the 9 months ended 31 December 2024

Profit and Loss

We are 9 months through the financial year, ideally the Body Corporate would have received 75% of budgeted levies and spent approximately 75% of budgeted expenses.

All day to day operational expenses are broadly in line with the budget, with the exception of:

- Compliance - BWoF : Slightly over budget due to the increase in compliance and maintenance required
- R&M Building: Over budget due to repairs required due to the roof maintenance
- LTM- Exterior windows: Overbudget due to the agreed settlement dispute

Balance Sheet

The Body Corporate held \$117.47k cash at 31 December 2024, a decrease of \$43.3k from 31 March 2024.

Unit owners were current or in credit as at 31 December 2024 with the exception of unit 01 & 07. Follow up had been made with these unit owners.

Accounts payable were current at 31 December 2024.

Repairs & Maintenance - Transactions

We have included a detailed list of the maintenance and long term maintenance costs as part of this report pack.

Profit and Loss

Body Corporate 66017 (Anzac House) For the 9 months ended 31 December 2024

	APR-DEC 2024	2025 OVERALL BUDGET	BUDGET REMAINING	BUDGET UTILISED	2024
Revenue					
Body Corporate Levies					
Operating Levies	210,000	280,000	70,000	75%	280,000
Total Body Corporate Levies	210,000	280,000	70,000	75%	280,000
Other Revenue					
Interest Received	1,152	15,000	13,848	8%	1,650
Rent Received	16,881	20,812	3,931	81%	20,812
Total Other Revenue	18,033	35,812	17,779	50%	22,462
Total Revenue	228,033	315,812	87,779	72%	302,462
Expenses					
Cleaning					
Cleaning - Common Areas	17,914	24,500	6,586	73%	23,836
Rubbish Removal	9,296	12,000	2,704	77%	11,430
Total Cleaning	27,210	36,500	9,290	75%	35,267
Fire Systems & BWOF					
Compliance - BWoF	2,696	3,000	305	90%	2,846
Fire Service - Repairs & Maintenance	-	1,300	1,300	-	77
Fire Service - Testing & Fees	2,777	3,000	223	93%	1,931
Total Fire Systems & BWOF	5,473	7,300	1,827	75%	4,854
Insurance					
Insurance	63,297	84,396	21,099	75%	124,501
Interest - Insurance	-	-	-	-	8,350
Valuation Fees	1,325	1,325	-	100%	-
Total Insurance	64,622	85,721	21,099	75%	132,851
Lift Costs					
Lift Contract & Maintenance	12,469	15,500	3,031	80%	15,489
Lift Phone	325	1,200	875	27%	1,044
Total Lift Costs	12,794	16,700	3,906	77%	16,533
Professional Fees & Bank Charges					
Audit Fees	3,949	5,000	1,051	79%	3,395
Bank Charges	38	200	162	19%	59
Building Management	-	5,000	5,000	-	233
Long Term Maintenance Plan	3,245	5,000	1,755	65%	-
Management Fees	11,325	15,100	3,775	75%	15,100
Subscriptions	100	-	(100)	-	-
Total Professional Fees & Bank Charges	18,657	30,300	11,643	62%	18,787
Repairs, Maintenance & Security					
R & M - Building	20,265	2,000	(18,265)	1,013%	17,405

	APR-DEC 2024	2025 OVERALL BUDGET	BUDGET REMAINING	BUDGET UTILISED	2024
R & M - Electrical	633	2,600	1,967	24%	831
R & M - Front Doors	-	650	650	-	-
R & M - Garage Doors	-	2,000	2,000	-	-
R & M - Glass & Windows	-	1,000	1,000	-	-
R & M - Plumbing	160	3,000	2,840	5%	4,113
Security	2,043	1,000	(1,043)	204%	656
Total Repairs, Maintenance & Security	23,101	12,250	(10,851)	189%	23,004
Utilities					
Electricity - Common Area	2,616	5,500	2,884	48%	4,659
Water Rates	2,492	4,500	2,008	55%	4,111
Total Utilities	5,108	10,000	4,892	51%	8,770
Total Expenses	156,965	198,771	41,806	79%	240,064
Net Surplus/(Deficit) Before Long Term Maintenance & Taxation	71,068	117,041	45,973	61%	62,397
Long Term Maintenance					
Long Term Maintenance Expenses					
LTM- Exterior windows	(49,744)	(30,435)	19,309	163%	-
Total Long Term Maintenance Expenses	(49,744)	(30,435)	19,309	163%	-
Total Long Term Maintenance	(49,744)	(30,435)	19,309	163%	-
Taxation and Adjustments					
Tax Expense	-	-	-	-	134
Total Taxation and Adjustments	-	-	-	-	134
Net Surplus/(Deficit) for the Period	21,324	86,606	65,282	25%	62,263

Balance Sheet

Body Corporate 66017 (Anzac House) As at 31 December 2024

31 DEC 2024 31 MAR 2024

Assets

Current Assets

Cash and Bank

Anzac House - CHQ	57,473	19,387
Anzac House - Savings	59,908	141,256
Total Cash and Bank	117,381	160,642

Accounts Receivable	48,388	37,548
Prepayments	25,682	4,462
Total Current Assets	191,452	202,652

Total Assets	191,452	202,652
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Liabilities

Trade and Other Payables	4,428	4,404
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Current Liabilities

Accrued Expense	(1,887)	3,609
GST Payable	1,083	28,136
Taxation & RWT	223	223
Total Current Liabilities	(581)	31,968

Total Liabilities	3,847	36,372
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Net Assets	187,605	166,281
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Equity

Long Term Maintenance Fund	54,480	54,480
Operating Fund	4,304	4,304
Special Projects fund	3,103	3,103
Retained Earnings	125,718	104,393
Total Equity	187,605	166,281

Aged Receivables Summary

Body Corporate 66017 (Anzac House)

As at 31 December 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Floor 01 - Tall Poppy Real Estate	-	2,978	(20)	2,978	2,978	29,130	38,043
Floor 04 - RNZ RSA	(3,261)	263	-	-	-	-	(2,998)
Floor 07 - Schlatt Properties	-	3,298	3,298	3,298	2,325	-	12,219
Floor 08 - MCD Capital Limited	-	501	-	-	-	(502)	(1)
Ground 02 - BS Family Holdings	-	442	-	-	-	-	442
Ground 03 - BS Family Holdings	-	342	342	-	-	-	683
Total	(3,261)	7,824	3,620	6,276	5,302	28,628	48,388

Aged Payables Summary

Body Corporate 66017 (Anzac House)

As at 31 December 2024

CONTACT	CURRENT	< 1 MONTH	1 MONTH	2 MONTHS	3 MONTHS	OLDER	TOTAL
Aged Payables							
BOS Services t/a Cleantastic	1,932	-	-	-	-	-	1,932
Genesis Energy - DD	293	-	-	-	-	-	293
Redfire Systems Limited	105	-	-	-	-	-	105
S B Maintenance Limited	293	-	-	-	-	-	293
Vetta Online Ltd	23	-	-	-	-	-	23
Waste Management	1,109	-	-	-	-	-	1,109
Wellington City Council	673	-	-	-	-	-	673
Total Aged Payables	4,428	-	-	-	-	-	4,428
Total	4,428	-	-	-	-	-	4,428

Repairs & Maintenance - Transactions

Body Corporate 66017 (Anzac House)

For the period 1 April 2024 to 31 December 2024

DATE	DESCRIPTION	REFERENCE	NET
Lift Contract & Maintenance			
1 Apr 2024	Reversal: Being: Prepayment of Schindler lift contract 01.04.2024 to 30.06.2024 - Being: Prepayment of Schindler lift contract 01.04.2024 to 30.06.2024	#3362	3,203
27 May 2024	Schindler Lifts - Service Location: ANZAC HOUSE, 181 WILLIS STREET, TE ARO 6011 WELLINGTON Contractual payment as per agreement for period from 01.07.2024 to 30.09.2024	5503638236	3,325
30 Jun 2024	Being: Prepayment of lift contract - Being: Prepayment of lift contract	#4196	(3,325)
28 Aug 2024	Schindler Lifts - Service Location: ANZAC HOUSE, 181 WILLIS STREET, TE ARO 6011 WELLINGTON Contractual payment as per agreement for period from 01.10.2024 to 31.12.2024	5503642093	3,325
30 Sept 2024	Being: Prepayment of lift contract - Being: Prepayment of lift contract	#4190	(3,325)
1 Oct 2024	Reversal: Being: Prepayment of lift contract - Being: Prepayment of lift contract	#4189	3,325
2 Oct 2024	Schindler Lifts - Order No: 56615742 Equipment No: 23000336310 LIFT NO 2 ANZAC HOUSE, 181 WILLIS STREET, TE ARO 6011 WELLINGTON Job Description:IQP NOT COVERED Order No: 56615741 Equipment No: 23000336309 LIFT NO 1 ANZAC HOUSE, 181 WILLIS STREET, TE ARO 6011 WELLINGTON Job Description:IQP NOT COVERED	5511608341	740
14 Oct 2024	Schindler Lifts - Check the counter weight, reset earth quake. Job description: When responding to the callback dated 07.10.2024, the Schindler Technician found that one of the components had been affected by an external influence. Earthquake affected component integrity . Following our attendance, the equipment was left in service. Works due to external influence are not covered under the terms of your maintenance agreement, therefore this site visit will be chargeable.	5513114395	433
8 Nov 2024	Securatel Ltd - Job description: Card access system has failed, please sort asap Action: Tony called 4/11/24 and checked system, tried multiple things to get working but no luck, new controller ordered. Tony returned 7/11/24 and removed old system and installed new, trained Michelle on the loading of cards etc 8/11/24 an extra 20 cards ordered as well, job complete.	1872	1,443
29 Nov 2024	Schindler Lifts - Service Location: ANZAC HOUSE, 181 WILLIS STREET, TE ARO 6011 WELLINGTON Contractual payment as per agreement for period from 01.01.2025 to 31.03.2025	5503646937	3,325
Total Lift Contract & Maintenance			12,469
R & M - Building			
18 Apr 2024	Te Mahi Contractors Ltd - accessed and investigated found that issue was caused by rain head not draining and butynol defects around rainhead, cut downpipe which allowed water to flow freely and resolved issue, generated quote for butynol repairs and new downpipe	INV-0570	428
30 Apr 2024	Best Build Construction Ltd - HOURS ATTENDED TO PULL CARPET AND MOP MEET WITH CHEMDRY 12/4 13/4 15/4	INV-4624	2,080

DATE	DESCRIPTION	REFERENCE	NET
8 May 2024	C&D Glass Ltd - As per quotation: Replacement of 1 x cracked glass panel in 6mm clear using abseil technicians	INV-5556	1,208
20 May 2024	Blades Electrical and Data Ltd - replace faulty sensor for carpark lighting	INV-2008	308
24 May 2024	Rentokil - Basement and all levels through to 8 Pest Management Services Mice, PestCheck, Rats Hazardous Pesticide Record Charge Pest Management Services Mice, PestCheck, Rats	02377024	483
25 Jun 2024	HighRise Maintenance Ltd - Roof ANZAC House.	INV-0385	1,957
31 Aug 2024	Safety First - Consultancy service fee for the scheduling and conducting of a trial evacuation and debrief meeting on 12.08.24 at 11:00 AM	57178	305
9 Sept 2024	J&P Partners Ltd T/A Exceed - replace the transom door closer on the door	JPP-23486	714
7 Oct 2024	Window Treatments NZ Ltd - TO SUPPLY AND INSTALL Service (Repair) 1 x G200 Control Unit	406889	120
21 Oct 2024	LL Property Services - Remove rubbish bag Install new signs for both side of the doors Cost of signs Check and tidy up all door seals Cost of seal Patch the door on level one. Install new door for basement PC, Parking Charge TC, Travel Charge	INV-5572	2,476
24 Oct 2024	Building Science Ltd - Roof Inspection and Assessment at ANZAC House Conducted a site visit to evaluate the roof, deck, and walls. Recorded video documentation of the roof, deck, and exterior walls for detailed assessment. Performed a thorough assessment of the roof to evaluate its condition and integrity. Assessed the deck for any structural or surface wear that could impact durability. Evaluated all penetrations (vents, skylights, etc.) to ensure they are sealed and function properly. Inspected joinery to check for any issues with the structural connections. Reviewed all related letters and invoices to maintain consistency and accuracy in documentation. Compiled a comprehensive report with conclusions based on the assessments conducted.	INV-8990210652	1,200
14 Nov 2024	CLUBS NEW ZEALAND INC - Remotes for ANZAC House	INV-10491	209
26 Nov 2024	Rentokil Initial Ltd - Basement And All Levels Through To 8 Te Aro Wellington 6011 Pest Management Services Mice, PestCheck, Rats Hazardous Pesticide Record Charge (3 Service Visits) Pest Management Services Mice, PestCheck, Rats	02420429	532
28 Nov 2024	C&D Glass Ltd - As per quotation: Replacement of 6x cracked glass panes on levels 3, 4 & 6 from earth quake damage.	INV-6394	3,900
4 Dec 2024	Securatel Ltd - Description Supply and loading of 20 extra cards for Anzac house	2017	318
16 Dec 2024	CLUBS NEW ZEALAND INC - Remotes for ANZAC House	INV-10531	77
17 Dec 2024	C&D Glass Ltd - Replacement of broken glass panes using abseil technicians : • Level 2 - 3 x glass panes in Polished wire Level 4 - 1 x glass pane in polished wire	INV-6492	3,695
31 Dec 2024	S B Maintenance Limited - Graffiti removed and completed from 181 Willis Street as requested, completed 2.12.24	672132	255
Total R & M - Building			20,265
R & M - Electrical			

DATE	DESCRIPTION	REFERENCE	NET
6 Oct 2024	Rolinson Electrical (Wellington) Ltd - RE-14444a Exit Lights Call out to reinstate emergency/exit lights. Failed parts inside fittings, uneconomical to repair. Source and replace x2 emergency light fittings. Re-test making sure passed power outage test.	INV-23939	633
Total R & M - Electrical			633
Security			
4 Nov 2024	Securatel Ltd - ICT Protege card access system has faulted, no door locks unlocking. Action: Tony attended and found the main card access system not responsive, reset controller to default setting to try and get working, no success. After repeated attempts still no luck so have ordered new card access hardware and new cards to start afresh, this is a deposit for replacement parts and cards, installation time will not be invoiced until everything is back working and everyone is happy.	1861	2,043
Total Security			2,043
Total			35,410



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.