



**Business Services**  
Body Corporate Management

## *Body Corporate Management for the Central Queensland Region.*

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SSP Business Services Pty Ltd offer complete Strata Management of Body Corporates for both small and large schemes. We proudly offer an all-inclusive set and forget fee structure with the exception of third party costs, allowing owners and committee members peace of mind that their Body Corporate affairs will be handled professionally and at no extra or hidden charges. What you see is what you get.

SSP Business Services offer you the following services:

### **Administrative Functions:**

- ✚ *Incoming and outgoing correspondence with regards to the building*
- ✚ *Handling of all insurance matters to do with common property– lodging claims and following up on progress*
- ✚ *Sourcing and engaging with contractors relating to all maintenance issues regarding common property*
- ✚ *Accurate record keeping and ensuring the correct archiving of all records*

### **Financial Functions:**

- ✚ *Open and maintain bank accounts with attention to reconciliations and accounts payable to key stake holders*
- ✚ *Issue and collect levies and following up outstanding levy payments with lot owners*
- ✚ *Preparation of draft budgets for owner and committee approval*
- ✚ *Preparation of Financial accounts when required*
- ✚ *Preparation and lodgement of Business Activity Statements and Tax Returns*

### **Secretarial Functions:**

- ✚ *Preparation and facilitation of general meetings and Annual General Meetings including issuing of notices and distribution of the minutes.*

**Give us a call at SSP Business Services today. Ask for Matt Hayes or Janelle Titmarsh.**