

**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
OCTOBER 31, 2016**

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CPA

Roland J. Paquin

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Chartered Professional Accountant, CA.

RJP

## REVIEW ENGAGEMENT REPORT

To the Co-owners of  
FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
Dollard-des-Ormeaux, Quebec

I have reviewed the balance sheet of the General Fund and the Contingency Reserve Fund of FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV as at October 31, 2016 and the statement of operations and fund balances for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information supplied to me by the Company.

A review does not constitute an audit and consequently I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.



Montreal, Quebec  
January 12th, 2017

Roland J. Paquin  
Chartered Professional Accountant, CA

**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
BALANCE SHEET  
AS AT OCTOBER 31, 2016  
(Unaudited)**

	GENERAL FUND	CONTINGENCY FUND	TOTAL 2016	TOTAL 2015
	\$	\$	\$	\$
<b>ASSETS</b>				
Current				
Cash	(483)	31,727	31,244	32,323
Term Deposits	-	110,772	110,772	79,945
Accounts receivable	1,360	-	1,360	1,115
Due from General fund	-	-	-	-
Due to Contingency Fund	-	-	-	-
	<u>877</u>	<u>142,499</u>	<u>143,376</u>	<u>113,383</u>
<b>LIABILITIES</b>				
Current				
Accounts payable & accruals	1,497	-	1,497	1,437
Due to Contingency fund	-	(5,000)	(5,000)	(5,000)
Due from general fund	5,000	-	5,000	5,000
	<u>6,497</u>	<u>(5,000)</u>	<u>1,497</u>	<u>1,437</u>
<b>FUND BALANCES</b>				
Internally restricted	-	147,499	147,499	116,277
Unrestricted	(5,620)	-	(5,620)	(4,331)
	<u>(5,620)</u>	<u>147,499</u>	<u>141,879</u>	<u>111,946</u>
	<u>877</u>	<u>142,499</u>	<u>143,376</u>	<u>113,383</u>

Approved on behalf of the Board

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Administrator

**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
STATEMENT OF OPERATIONS & FUND BALANCES  
FOR THE YEAR ENDED OCTOBER 31, 2016  
(Unaudited)**

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**REVENUES**

	GENERAL FUND	CONTINGENCY FUND	TOTAL 2016	TOTAL 2015
	\$	\$	\$	\$
Condominium fees	304,669	-	304,669	276,952
Insurance	47,463	-	47,463	42,669
Parking fees	10,470	-	10,470	10,440
Other income	3	-	3	30
Interest earned	-	754	754	1,234
	<b>362,605</b>	<b>754</b>	<b>363,359</b>	<b>331,325</b>

**EXPENDITURES**

Administration (Page 5)	23,248	-	23,248	24,890
Common area charges (Page 5)	310,178	-	310,178	358,481
	<b>333,426</b>	<b>-</b>	<b>333,426</b>	<b>383,371</b>

**Excess of Revenues over Expenditures  
(Expenditures over revenues)**

	<b>29,179</b>	<b>754</b>	<b>29,933</b>	<b>(52,046)</b>
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Transfer to General fund (note 10)	-	-	-	(70,000)
Transfer from Contingency fund (note 10)	-	-	-	70,000
Statutory transfer to the Contingency fund	(30,468)		(30,468)	(27,696)
Statutory transfer from the General Fund	-	30,468	30,468	27,696
Excess of Revenues over Expenditures (Expenditures over revenues)	<b>(1,289)</b>	<b>31,222</b>	<b>29,933</b>	<b>(52,046)</b>

**FUND BALANCES**

BALANCE - BEGINNING OF YEAR	<b>(4,331)</b>	<b>116,277</b>	<b>111,946</b>	<b>163,992</b>
BALANCE - END OF YEAR	<b>(5,620)</b>	<b>147,499</b>	<b>141,879</b>	<b>111,946</b>

Roland. J Paquin - CPA, CA

**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
STATEMENT OF EXPENDITURES - GENERAL FUND  
FOR THE YEAR ENDED OCTOBER 31, 2016  
(Unaudited)**

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**ADMINISTRATION**

	ACTUAL 2016 \$	BUDGET 2016 \$	ACTUAL 2015 \$
Bad debt	-	-	130
Administration fees	10,800	10,800	10,800
Bank charges	1,231	1,099	1,199
Office & general	4,329	5,414	5,178
Parking lots	1,574	1,495	1,495
Professional fees	4,966	5,264	5,270
Taxes and licenses	348	828	828
	<u>23,248</u>	<u>24,900</u>	<u>24,900</u>

**COMMON AREA EXPENSES**

Alarm systems	8,690	2,528	2,529
Heating	5,934	23,504	23,504
Insurance	47,461	42,669	42,669
Light and power	8,995	9,409	9,262
Repair and maintenance (Page 6)	185,870	223,879	227,628
Snow removal contract	35,432	38,234	38,234
Swimming Pool Labour & Materials	17,796	14,656	14,655
	<u>310,178</u>	<u>354,879</u>	<u>358,481</u>

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**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
SCHEDULE OF REPAIRS AND MAINTENANCE  
FOR THE YEAR THEN ENDED OCTOBER 31, 2016  
(Unaudited)**

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		ACTUAL	BUDGET	ACTUAL
		2016	2016	2015
		\$	\$	\$
<u>ACCT#</u>				
5201	Contract Maintenance	40,550	37,000	37,072
5206	Equipment & Supplies	2,165	1,137	1,109
5207	Machinery Maintenance	975	1,732	1,732
5208	Light Expenses	2,964	644	644
5209	Gas & Diesel	670	713	714
5301	Landscape Maintenance	9,102	8,694	9,535
5302	Building expenses	-	120	120
5303	Fence Maintenance	(30)	2,218	2,218
5306	Major Repairs Maintenance	119,643	160,577	163,542
5307	Minor Repairs Maintenance	3,693	3,699	3,597
5308	Supplies	1,303	347	347
5309	Roof Repairs	-	-	-
5607	Pool Repairs & Maintenance	1,003	6,639	6,639
5702	Furnace repairs	-	83	83
5705	Garage Door Repairs	1,855	138	138
5706	Garage Repairs & Maintenance	1,977	138	138
		<u>185,870</u>	<u>223,879</u>	<u>227,628</u>

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**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED OCTOBER 31, 2016  
(Unaudited)**

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**NOTE 1**

**CONSTITUTING ACT & NATURE OF ACTIVITIES**

The Syndicate is a legal person under the Civil Code of Quebec. Its purpose is to preserve an immovable property made up of 129 units held in divided co-ownership and to maintain and manage the common portions and to protect the rights related to the immovable property of the co-ownership and to undertake all matters of common interest.

**NOTE 2**

**BUDGET**

The figures included under the budget headings in the statement of revenues and expenditures – general fund, are provided for information purposes only. This budget was approved by the co-owners at the annual general meeting.

**NOTE 3**

**SIGNIFICANT ACCOUNTING POLICIES**

The Syndicate has elected to apply Canadian accounting standards for not-for-profit organizations in Part III of the *CICA Handbook*.

**FUND ACCOUNTING**

The syndicate uses the restricted fund method of accounting for externally restricted revenue.

**(a) General Fund**

The General Fund is used for the Syndicate's day-to-day ongoing activities. Condominium fees are established annually by the directors based on expenses incurred to provide services and administer the Syndicate. The fund includes the assets, liabilities, revenues and expenses other than those related to the Contingency Fund.

**(b) Contingency fund**

The purpose of the contingency fund is to provide for major repairs and the replacement of common portions. Co-owners annual contribution to the Contingency Fund must be at least 5% of the common expenses. The syndicate is the owner of this fund. This is a requirement under Article 1072 of the Civil Code of Quebec.

**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED OCTOBER 31, 2016  
(Unaudited)**

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**NOTE 4**

**CO-OWNERS' EQUITY**

These statements do not reflect the co-owners' interest in the buildings, land, etc. of the condominium, nor their other activities.

**NOTE 5**

**MANAGEMENT ESTIMATES**

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

**NOTE 6**

**FINANCIAL INSTRUMENTS**

The Syndicate's financial instruments consist of cash, term deposits, account's receivable, account's payable and accrued liabilities. The fair values of these instruments correspond approximately to the carrying amount due to their relatively short-term maturity dates. Unless otherwise noted elsewhere in these financial statements, it is management's opinion that the Syndicate is not exposed to significant interest, currency or credit risks arising from these financial instruments.

**NOTE 7**

**TERM DEPOSITS**

Term deposit for an amount of \$110,772, invested at Manulife Financial at an annual interest rate of .85%).



**FAIRVIEW HEIGHTS CONDOMINIUM PHASE IV  
(SYNDICATE OF CO-OWNERS)  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED OCTOBER 31, 2016  
(Unaudited)**

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**NOTE 8**

**STATUTORY INFORMATION**

A statement of changes in net assets has not been included with these financial statements as, in the opinion of the co-owner's, it would provide no useful information.

**NOTE 9**

**STATEMENT PRESENTATION**

The financial statements for the fiscal year ended October 31, 2016 are not audited.

**NOTE 10**

**INTERFUND TRANSFER**

As part of the budget, the Meeting of Co-Owners in November 2016 the prior approved transfer of \$20,000 from the Contingency Fund in 2015, to the General Fund to support on going major repair projects to common areas will be considered in 2017 since no transfer from the Contingency fund to the General fund was made in the October 31, 2016 operating year.

**NOTE 11**

**CASH FLOWS**

A statement of cash flows has not been included in these financial statements, as it would not provide any additional meaningful information.

**NOTE 12**

**RELATED PARTY TRANSACTIONS**

During the year, the Syndicate paid \$10,800 in fees to the directors. This amount corresponds to the exchange amount, which is the consideration agreed to by the related parties.

**FAIRVIEW HEIGHTS CONDOMINIUM PHASE 4  
OCTOBER 31, 2016 YEAR END JOURNAL ENTRIES**

1- IN BOOKS AS AT OCT. 31, 2016

NAME	G/L#	AMOUNT	
		\$	\$
AUDIT	5801	1,494.68	
ACCRUALS	2101		1,494.68
		<u>1,494.68</u>	<u>1,494.68</u>

2- IN BOOKS AS AT NOV. 1ST 2016 - REVERSING ACCRUAL ENTRIES

		\$	\$
AUDIT	5801		1,494.68
ACCRUALS	2101	1,494.68	
		<u>1,494.68</u>	<u>1,494.68</u>