



Australian Government

CPPSCM4086 Coordinate preparation of strata community budgets

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 15.0.

Supersedes and is equivalent to CPPDSM4086 Oversee preparation of strata community budgets. Title changed to better reflect outcome.

Application

This unit of competency specifies the skills and knowledge required to coordinate the annual budget for a strata community. It includes gathering budget information, identifying projected income and expenditure, overseeing preparation of the budget and presenting the budget to the strata community.

This unit is suitable for strata community managers who apply a broad range of skills and knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable problems. Strata community managers may also be known as strata managers, owners' corporation managers or body corporate managers depending on the jurisdiction of operation.

Licensing, legislative, regulatory or certification requirements apply to strata community management in some states and territories. For further information, check with the relevant regulatory authority.

Pre-requisite Unit

Nil.

Unit Sector

Strata Community Management.

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Gather and analyse budget information for strata community.

1.1 Identify regulatory requirements relevant to strata community funds, contribution levies and fees, including overdue fees, in the jurisdiction of operation and apply to budget planning to ensure compliance.

- 1.2 Source and collate information to support budget preparation and select appropriate budgeting method according to regulatory and workplace requirements.
 - 1.3 Analyse budget performance of previous year to identify information for inclusion in annual budget.
 - 1.4 Consulting with relevant persons to identify ways to reduce strata community expenditure.
 - 1.5 Consult with relevant persons to identify and document strata community expenditure priorities.
- 2 Identify and document projected income and expenditure.
- 2.1 Identify sources of strata community income and expenditure.
 - 2.2 Conduct calculations to prepare expenditure estimates relating to administrative activities, including repairs, maintenance and contractual and regulatory obligations.
 - 2.3 Identify potential variations to income and expenditure estimates and assess their impact on the overall budget.
 - 2.4 Identify situations requiring raising of additional or one-off levies for strata community.
 - 2.5 Document projected income and expenditure according to regulatory and workplace requirements.
- 3 Oversee budget preparation.
- 3.1 Organise budget preparation in consultation with strata committee and relevant persons according to regulatory and workplace requirements.
 - 3.2 Review budget documentation and seek clarification as required from relevant persons to ensure accuracy.
 - 3.3 Check expenditure commitments against final income estimates.
 - 3.4 Prepare cash flow forecasts and include contingencies in draft budget.
 - 3.5 Review draft budget and propose any required modifications in consultation with relevant persons.

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| 4 Finalise and present strata community budget. | 4.1 Consult with strata community committee to finalise and approve draft budget according to regulatory and workplace requirements. |
| | 4.2 Present draft budget and schedule of contribution levies and fees to the strata community committee for approval according to regulatory and workplace requirements. |
| | 4.3 Regularly review budget and report variances to strata community committee according to regulatory and workplace requirements. |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to CPPDSM4086 Oversee preparation of strata community budgets.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcfl3d9b>