



Committee member's guide to using CommunityHub

Here's a quick guide on what you need to know when navigating your CommunityHub portal.

Welcome to CommunityHub

We're here to help you get started on your committee member journey

CommunityHub is an online portal designed to give you access to your strata property information at any time, from anywhere.

With CommunityHub, you can help keep up to date with your property's finances, pay your levies online, reach through minutes from your last AGM, access common property insurance information, view your by-laws, find the best contact details for your strata manager and more, all through one easy-to-use channel.

Our ultimate aim is to simplify and enhance your user experience and journey as a committee member. Here's a quick guide on what you need to know when navigating your CommunityHub portal.

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My Communities homepage

After logging into CommunityHub, your journey begins at the 'My Communities' home screen.

This page serves as a dashboard, providing a simple overview of the property details and easy access to functionalities to complete committee member and owner duties.

In this guide, we will explore the key areas on the CommunityHub portal to help committee members easily access information to manage tasks, collaborate, and make informed decisions.

The first feature to explore is the 'Plan details' button located on the 'My Communities' home screen. This will direct you to a centralised repository for all essential property information about your scheme.

CommunityHUB

My communities

Requests

Invoices

After Hours Support

AC

My communities

1 Railway Parade, Burwood, NSW 2134, Australia

Plan number 99999

Strata Manager

Strata manager full name

BCS Strata Management Pty Ltd

strata.manager@email.com.au

1300 889 227

Caretakers

View caretaker details >

Address	Lot	Levy Balance	Details
2/1 Railway Parade	2	\$0.00	View >

Plan details

bcstrata

powered by pisa group

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Version 12.6.0

Plan details page

By clicking on the 'Plan details' button on the homepage, you can access valuable information and features designed to help make your committee member duties easier.

The top sections within this page provide further details about areas briefly covered within the property's overview on the My Communities homepage, including your plan, strata management provider, and lot. Underneath, you'll find a series of collapsible headings that can be expanded to provide deeper insights into various areas.

The following parts of this guide will delve into each section, breaking down what they are for and how to utilise these functionalities.

CommunityHUB

My communities

Requests

Invoices

After Hours Support

AC

1 Railway Parade

Plan: 1 Railway Parade

Create a request

Plan details

Plan number 99999
Plan type Strata Plan
Manager name Strata manager full name
Address 1 Railway Parade
Burwood, NSW 2134
Australia

Management company

Name BCS Strata Management Pty Ltd
Website https://www.bcsm.com.au
Phone +61 1300 728 315
Email bcs_centralcoast@bcsm.com.au
Address Suite 106/Level 1, Bonython Tower 159 Mann Street
Gosford, NSW 2250
Australia

Lots

Address	Lot	Levy balance	Details
2/1 Railway Parade	2	\$0.00	View

Committee members

Financial overview

for committee members

Financial reports

for committee members

Lot levy balances

for committee members

Documents

for committee members

Select category

Manager

Strata manager full name
strata.manager@email.com.au
1300 889 227

Caretaker - Block B

First Fm

Caretaker - Tony Oc 99999

First Fm

Upcoming plan events

Levy Due

17/10/2024

Levy Due

17/11/2024

Levy Due

17/12/2024

Levy Due

17/01/2025

bcsstrata

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Version 12.6.0

Plan details

The first section of this page summarises key details for the scheme, such as the plan number, property type, manager name, and address. This information is here for easy reference and can also be found on the My Communities homepage.

Plan details

Plan number

99999

Plan type

Strata Plan

Manager name

Strata manager full name

Address

1 Railway Parade

Burwood, NSW 2134

Australia

Management company

This section provides key details on the plan’s strata management company, giving you easy access to key contact details when needed.

Management company

Name

BCS Strata Management Pty Ltd

Website

<https://www.bcsm.com.au>

Phone

+61 1300 728 315

Email

bcs_centralcoast@bcsm.com.au

Address

Suite 106/Level 1, Bonython Tower 159 Mann Street

Gosford, NSW 2250

Australia

Lot details

The lot details table in this section is also found on the My Communities homepage, providing an overview on owner-specific information related to the address, lot number, and levy balance.

By clicking the 'View' link in the details column, you unlock more functionalities. Here, you can manage levy payments, check notices, and uncover further details about owners, tenants, and agents.

For a more detailed look into these features, check out our CommunityHub lot owner's guide for more information.

Lots

Address	Lot	Levy balance	Details
2/1 Railway Parade	2	\$0.00	View >

Committee members

This section can be expanded to gain easy access to a list of all current committee members and their details, such as their full names, respective roles, and dates of appointment.

Committee members

Name

Tony2 Own

Position

Chairperson

Appointed

29/08/2023

Financial overview

The financial overview section offers a simple snapshot of the scheme's funds, arrears, and investments, all at a glance. You can also see the date and time of the last balance update to help provide committee members with better clarity on the property's financial status.

Financial overview

for committee members

Admin cash

\$678.93

Sinking cash

\$25,304.61

Total cash

\$25,983.54

Investments

\$0.00

Levies in arrears

\$1,541.13

i

Balances as at 02/09/2025, 06:03 PM

Financial reports

This section provides committee members with a suite of reports to help gain a more detailed picture of the property’s financials.

You can conveniently download documents from here by clicking the orange ‘Generate’ button. In the following sections, we will dive into the different financial reports that you can download:

- Accounts payable
- Annual budget
- Annual financial reports
- Expenditure transaction list
- General ledger transactions

Financial reports

for committee members

Accounts payable

Generate

Annual budget

Generate

Annual financial reports

Generate ▾

Expenditure transaction list

Generate ▾

General ledger transactions

Generate ▾

Note: to view individual invoices, look at the 'Processed invoices' category of Documents for committee members

Financial reports > Accounts payable

Generating an accounts payable report will produce a list of outstanding invoices that require committee members’ approval to be paid.

This is a valuable tool, providing clarity on pending financial obligations and facilitating efficient cash flow management.

Financial reports
for committee members

Accounts payable

Generate

Annual budget

Generate

Annual financial reports

Generate

Expenditure transaction list

Generate

General ledger transactions

Generate

Note:

to view individual invoices, look at the 'Processed invoices' category of Documents for committee members



Owners Corporation for Plan No. 99999

1 Railway Parade Burwood New South Wales 2134

AGED CREDITORS

as at 24th September 2024 (Excludes Unpresented Transactions)

Name of Creditor	Invoice Number	Invoice Date	Due Date	Preferred Phone	Mobile	Email	Amount	Current	30 days	60 days	90 days
C & H CLEANING SUPPLIES	INV-21-06...	21/06/24	21/06/24	47281000			100.00				100.00
GARAGE REMOTE CONTROLS	joel-inv-002	05/04/24	05/04/24				100.00				100.00
Heidi's 1 Cleaning Service	joel-inv-004	16/04/24	16/04/24	0415183000	0415183000		100.00				100.00
Raymond Lydiard t/a Pure Magic Domestic and Commercial Services	tony-inv-1	19/03/24	19/03/24	47743000	0457777000		280.50				280.50
The Gutter Cleaner	joel-inv-003	08/04/24	08/04/24	4304 0000	435 060 000		100.00				100.00
Urbanise Test Supplier # 1 201	tony-inv-18	01/05/24	01/05/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 201	tony-inv-17	30/04/24	30/04/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 201	joel-inv-007	17/04/24	17/04/24	0418216000	0418216000	test3@email.com	50.00				50.00
Urbanise Test Supplier # 1 201	joel-inv-006	17/04/24	17/04/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 201	tony-inv-11	15/04/24	15/04/24	0418216000	0418216000	test3@email.com	3,300.00				3,300.00
Urbanise Test Supplier # 1 201	joel-inv-001	05/04/24	05/04/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 201	inv-joel-7	05/04/24	05/04/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 201	inv6	01/04/24	01/04/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 edited 2	inv5	20/03/24	20/03/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 edited 2	inv4	19/03/24	19/03/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 edited 2	tony-inv-3	19/03/24	19/03/24	0418216000	0418216000	test3@email.com	100.00				100.00
Urbanise Test Supplier # 1 edited 2	tony-inv-1	30/01/24	30/01/24	0418216000	0418216000	test3@email.com	100.00				100.00
Your Choice Plumbers	joel-inv-001	23/04/24	23/04/24	1300 852 000			592.29				592.29
							\$ 5,622.79	0.00	0.00	0.00	5,622.79

Financial reports > Annual budget

This tool is essential for tracking planned expenditures and ensuring the property operates within its approved financial parameters.

By regularly reviewing this report, the committee can help track the property's expenditures and manage finances effectively within the agreed budget.

Financial reports
for committee members

Accounts payable

Generate

Annual budget

Generate

Annual financial reports

Generate

Expenditure transaction list

Generate

General ledger transactions

Generate

Note: to view individual invoices, look at the 'Processed invoices' category of Documents for committee members



Approved Annual Budget		Administrative Fund	
Owners Corporation for Plan No.		1 May 2022 to 30 April 2023	
Expenditure		Budget	05/22 - 04/23
Cleaning Service		3,000.00	
Electricity		6,400.00	
Fire Protection Services		3,000.00	
Garden/Lawn Maintenance		4,400.00	
General Repairs		4,000.00	
Insurance Premiums		17,000.00	
Lift Maintenance		5,500.00	
Lock & Key Maintenance		299.25	
Owners Corporation Manager - accounting fees		281.14	
Owners Corporation Manager - additional services		253.05	
Owners Corporation Manager - certificate fees		125.90	
Owners Corporation Manager - debt recovery		22.35	
Owners Corporation Manager - disbursements		1,076.25	
Owners Corporation Manager - inspection fees		35.80	
Owners Corporation Manager - management fees		3,605.99	
Owners Corporation Manager - schedule B fees		566.43	
Owners Corporation Manager - work order/quotes		155.40	
Pest Control Services		700.00	
Plumbing		5,000.00	
Roof - gutters & downpipes		4,000.00	
Sundry Expenditure		2,000.00	
Telephone & Internet Services		1,500.00	
Water		3,368.67	
Total Administrative Fund Expenditure		66,289.93	
Additional Revenue		Budget	05/22 - 04/23
Non-Mutual Revenue - certificates		124.95	
Non-Mutual Revenue - strata inspections		35.81	
Sundry Revenue - discharge insurance claim		1,179.36	
Total Administrative Fund Additional Revenue		1,340.12	
Administrative Fund Summary		Budget	
		05/22 - 04/23	
Opening balance (Deficit)		49.61	
Expenditure during budget period		66,289.93	
		66,339.54	
Less: Additional revenue during budget period		1,340.12	
Plus: Planned surplus at end of budget period		0.58	
Plus: Allowance for GST on levies		0.00	Per Ent
Budgeted levies to be raised \$		65,000.00	65,000.00
Total Lot Liability		1000	
*May include insurance contributions			

Approved Annual Budget		Capital Works Fund	
Owners Corporation for Plan No.		1 May 2022 to 30 April 2023	
Expenditure		Budget	05/22 - 04/23
Electrical Repairs		630.63	
Fire Protection Services		1,696.30	
Plumbing		1,741.74	
Roadways, Driveways & Parking - cleaning, sweeping		5,068.14	
Roof		823.70	
Total Capital Works Fund Expenditure		9,750.51	
Capital Works Fund Summary		Budget	
		05/22 - 04/23	
Opening balance (Surplus)		39,711.86	
Expenditure during budget period		9,750.51	
		(29,961.35)	
Less: Additional revenue during budget period		0.00	
Plus: Planned surplus at end of budget period		46,956.35	
Budgeted levies to be raised \$		16,995.00	Per Ent 16,995.00
Total Lot Liability		1000	

Financial reports > Annual financial reports

The 'Annual Financial Report' provides a streamlined overview of the scheme's financial position. In this section, you can fetch details from the start of the current or previous financial year. The generated report will include sections covering the below:

- **Balance sheet:** Detailing the property's finances, total assets, accounts payable, liabilities, and administrative and capital works fund equity.
- **Income and Expenditure Statement:** Outlining the flow of funds, tracking the property's revenue streams and expenditure patterns.
- **Notes To Financial Statements:** Additional notes that explain key balance sheet items and include details on the levies due and expenses when entered.

Financial reports

for committee members

Accounts payable

Annual budget

Annual financial reports

Expenditure transaction list

General ledger transactions

Generate

Generate

Generate

Start of current financial year

Start of previous financial year

Note: to view individual invoices, look at the 'Processed invoices' category of Documents for committee members



Balance Sheet		Administrative & Sinking Fund	
		2024	
Assets			
Cash		39,035.17	
Prepaid Expenses	Note 7	3,663.09	
Security Deposit Account	Note 8	70.00	
Total Assets		\$ 42,768.26	
Liabilities			
Levies in Advance	Note 9	3,521.19	
Accounts Payable Liability	Note 10	47.25	
Total Liabilities		\$ 3,568.44	
Net Assets		\$ 39,199.82	
Equity			
Administrative Fund		6,025.43	
Sinking Fund		33,174.39	
Total Equity		\$ 39,199.82	

Notes To Financial Statements	
Note 7 Prepaid Expenses	
Detail	Amount
Body Corporate Brokers Pty Ltd (Accounts) Insurance Premium 09/02/2024 - 09/02/2025	3,298.72
Body Corporate Services (QLD) Pty Ltd Management Fees	38.91
Body Corporate Services (QLD) Pty Ltd Management Fees	325.46
General Journal: Opening Balance Prior Year	2841.55
General Journal: Opening Balance Prior Year	-2841.55
\$ 3,663.09	
Note 8 Security Deposit Account	
Detail	Amount
OPENING BALANCE - PETTY CASH OPENING BALANCE - PETTY CASH	70.00
\$ 70.00	
Note 9 Levies in Advance - also see note 2	
Detail	Amount
Lot: 2 Unit: 2	880.07
Lot: 3 Unit: 3	0.57
Lot: 4 Unit: 4	0.34
Lot: 5 Unit: 5	880.07
Lot: 6 Unit: 6	880.07
Lot: 7 Unit: 7	880.07
General Journal: Opening Balance Prior Year	-3340.61
General Journal: Opening Balance Prior Year	3340.61
\$ 3,521.19	
Note 10 Accounts Payable Liability	
Detail	Amount
Body Corporate Services (QLD) Pty Ltd Fixed Disbursements	47.25
\$ 47.25	

Income and Expenditure Statement		Sinking Fund			
		Actuals	Budget	Variance \$	Variance %
Income		01/10/23	01/10/23	01/10/23	01/10/23
		30/09/24	30/09/24	30/09/24	30/09/24
Discount Levies - normal		(917.64)	(915.44)	27.80	3
Levy Fees - normal		9,454.46	9,454.44	0.04	0
Total Sinking Fund Income		8,536.84	8,509.00	27.84	0
Expenditure					
Electrical Repairs		0.00	503.00	503.00	100
Garage Door Maintenance		391.05	0.00	(391.05)	(100)
Pools, Spas & Saunas		599.35	0.00	(599.35)	(100)
Roof - gutters & downpipes		0.00	1,040.00	1,040.00	100
Total Sinking Fund Expenditure		1,390.40	1,543.00	152.60	10
Surplus / Deficit for period		7,146.44	6,966.00		
Summary					
Opening Balance as at 1 October 2023		26,027.95			
Total Revenue during period		8,536.84			
Total Expenditure during period		(1,390.40)			

Income and Expenditure Statement		Administrative Fund			
		Actuals	Budget	Variance \$	Variance %
Income		01/10/23	01/10/23	01/10/23	01/10/23
		30/09/24	30/09/24	30/09/24	30/09/24
Discount Levies - normal		(1,733.04)	(1,792.56)	59.52	3
Levy Fees - normal		17,925.60	17,925.56	0.04	0
Sundry Revenue - Electricity Rebate		406.25	0.00	406.25	100
Total Administrative Fund Income		16,598.81	16,133.00	465.81	3
Expenditure					
Body Corporate Manager - additional services		2,100.67	500.00	(1,600.67)	(320)
Body Corporate Manager - debt recovery		50.00	0.00	(50.00)	(100)
Body Corporate Manager - disbursements		562.34	500.00	(62.34)	(12)
Total Administrative Fund Expenditure		20,141.38	22,133.00	1,991.62	9
Surplus / Deficit for period		(3,542.57)	(6,000.00)		
Summary					
Opening Balance as at 1 October 2023		9,568.00			
Total Revenue during period		16,598.81			
Total Expenditure during period		(20,141.38)			
Administrative Fund balance as at 30 September 2024		\$ 6,025.43			

Financial reports > Expenditure transaction list

The expenditure transaction list allows you to generate a record of all outgoing payments to help you track, manage, and understand your property's cash flow.

For this report, you have the choice to pull reports for the current or previous financial year or even a custom date of your choice.

Financial reports
for committee members

Accounts payable

Generate

Annual budget

Generate

Annual financial reports

Generate

Expenditure transaction list

Generate

General ledger transactions

Generate

Note: to view individual invoices, look at the 'Processed invoices' category of Documents for committee members

Current financial year

Previous financial year

Custom range



Body Corporate for DEL MONTE APARTMENTS CTS 34600						
EXPENDITURE - TRANSACTION LIST						
ADMINISTRATIVE FUND						
For the period 1 October 2024 to 3 September 2025						
EXPENDITURE						
Body Corporate Manager - additional services						
Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
21/10/2024	34600-25664	Body Corporate Services (QLD) Pty Ltd	EGM 16/10/2024	505.40		505.40
26/11/2024	34600-26610	Body Corporate Services (QLD) Pty Ltd	Fire Compliance	42.00		42.00
06/02/2025	34600-28256	Body Corporate Services (QLD) Pty Ltd	Insurance VOC - 06/02/2025	254.20		254.20
Total for Body Corporate Manager - additional services						801.60
Body Corporate Manager - debt recovery						
Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
22/10/2024	MF@1738199	Body Corporate Services (QLD) Pty Ltd	Disbursements & Services	50.00		50.00
20/11/2024	MF@1764330	Body Corporate Services (QLD) Pty Ltd	Disbursements & Services	85.00		85.00
23/01/2025	MF@1828750	Body Corporate Services (QLD) Pty Ltd	Disbursements & Services	75.40		50.00
Total for Body Corporate Manager - debt recovery						185.00
Body Corporate Manager - disbursements						
Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
20/11/2024	MF@1764329	Body Corporate Services (QLD) Pty Ltd	Fixed Disbursements	47.25		47.25
29/12/2024	MF@1798525	Body Corporate Services (QLD) Pty Ltd	Fixed Disbursements	47.25		47.25
23/01/2025	MF@1828749	Body Corporate Services (QLD) Pty Ltd	Fixed Disbursements	51.00		51.00
20/02/2025	MF@1856644	Body Corporate Services (QLD) Pty Ltd	Fixed Disbursements	51.00		51.00
25/03/2025	MF@1884261	Body Corporate Services (QLD) Pty Ltd	Fixed Disbursements	51.00		51.00
Total for Body Corporate Manager - disbursements						247.50
Body Corporate Manager - management fees						
Date	Invoice No.	Paid to	Reference	Trans Amount	Accrual dates	Amount
26/06/2024	MF@1624631	Body Corporate Services (QLD) Pty Ltd	Management Fees	325.46	12-07-24 to 11-10-24	38.91
24/09/2024	MF@1705737	Body Corporate Services (QLD) Pty Ltd	Management Fees	325.46	12-10-24 to 11-01-25	325.46
29/12/2024	MF@1798528	Body Corporate Services (QLD) Pty Ltd	Management Fees	325.46	12-01-25 to 11-04-25	325.46
23/01/2025	MF@1828750	Body Corporate Services (QLD) Pty Ltd	Disbursements & Services	75.40		25.40
Total for Body Corporate Manager - management fees						715.23

Financial reports > General ledger transactions

The general ledger transaction report allows you to generate a record of the total balance of incoming and outgoing payments.

For this report, you have the choice to pull reports for the current or previous financial year or even a custom date of your choice.

Financial reports

for committee members

Accounts payable

Generate

Annual budget

Generate

Annual financial reports

Generate

Expenditure transaction list

Generate

General ledger transactions

Generate

Note: to view individual invoices, look at the 'Processed invoices' category of Documents for committee members

Current financial year

Previous financial year

Custom range

Owners Corporation for Plan No. 78403									
153-157 POWDERWORKS RD ELANORA HEIGHTS NSW NSW 2101									
ABN/ACN 57288094838									
GENERAL LEDGER TRANSACTION LIST (CASH)									
Macquarie Bank Limited Acct. No. 3052-80000 For the period 1 MAY 2024 to 4 SEP 2024									
Date	Paid to / Received from	Inv/Cheq/ EFT	Payment Method	Account	Reference	Fund	Debit	Credit	Balance
01/05/24	Opening Balance				Brought forward				52,425.20
					Balance As at 4th September 2024 \$		0.00		52,425.20
								0.00	

Lot levy balance

Underneath the financial reports section, committee members can access the lot levy balance information.

This area provides an easy-to-read table, offering a quick, clear view of any outstanding payments, making it easier to manage and plan for these financial obligations.

- **Current balance:** this column displays the balance of current levy amounts owed by each lot to date. It helps you keep track of outstanding payments and understand the financial position of each lot.
- **Projected balance:** this column shows what the expected total balance would be after the next levy due date and is updated based on any payments made per lot.

For example, if someone has paid ahead of the next levy due date, their current balance would display green, and their projected balance would be \$0.

Lot levy balances

for committee members

Lot number	Address	Current balance	Projected balance i
1	1/1 Wharf Street	-\$1,011.75	-\$1,011.75
2	2/1 Wharf Street	-\$1,101.31	-\$1,101.31
3	3/1 Wharf Street	-\$976.25	-\$976.25
4	4/1 Wharf Street	-\$958.50	-\$958.50
5	5/1 Wharf Street	-\$1,011.75	-\$1,011.75
6	6/1 Wharf Street	\$0.00	\$0.00
7	7/1 Wharf Street	-\$976.25	-\$976.25
8	8/1 Wharf Street	-\$1,047.25	-\$1,047.25
9	9/1 Wharf Street	-\$1,278.00	-\$1,278.00
10	10/1 Wharf Street	-\$1,242.50	-\$1,242.50

Page 1 of 2

Rows per page 10

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>

Documents


These two sections at the end of the plan details page provide an easy and efficient way to store and view important property records and documents for committee members and owners.

To view and download a copy of a file, simply:

- Expand the 'Select category' drop-down menu to view the different areas where the documents are stored.
- From the list of options, select a category to view a list of all related documents.
- If you find a document you'd like to review further, just click on the 'Download' icon on the right-hand side to automatically download a copy on to your device.


Documents













for committee members

Select category 

Documents

for committee members

By laws/Rules 

 Non consolidated by_laws	23/11/2022 
 Change of By Laws	24/09/2015 
 Updated By-Laws 22-9-15-	22/09/2015 
 Change of By-Laws sent to By-laws on line- Special By-law#	10/07/2015 
 Change of By-Laws - Special By-Law #	22/06/2015 
 CHANGE OF BY LAWS-OLD-	02/03/2009 

Page 1 of 2

Previous

Next



Learn more about your CommunityHub lot owner features

You've now reached the end of our CommunityHub committee member guide.

We hope these tools help empower your committee member duties, making tasks easier to manage, facilitating effective collaboration, and underpinning smart, data-driven decision-making.

As a next step, we highly recommend you go through the 'Lot owner's guide to using CommunityHub' to explore your lot owner-specific features such as:



How to pay levies on
CommunityHub



Access levy notices
for your lot



View lot owner, tenant,
and agent details



Update owner
contact information

[Download the CommunityHub owner's user guide](#)



Got a question or require further assistance?

Our team are here to help. If you have questions or require further assistance, please do not hesitate to contact our customer service team at picagroup.com.au/contact-us.

Thank you for choosing to be part of our community. We look forward to supporting your journey in property management.