

Month	Task / Deadline	Description	Responsible Party	Regulatory Reference
October	Prepare&Audit Financial Statements	Finalise accounts for year ended 30 September; prepare statements for AGM	Treasurer	Standard Module s.175
October	Prepare Budget for Next Year	Draft administrative and sinking fund budgets for approval at AGM	Committee	Standard Module s.160
October	Insurance Valuation Review	Assess whether building valuation for insurance is current (required every 5 years)Review prior to June 2028	Committee	Standard Module s.200
November	Issue AGM Notice	Give at least 21 days' notice of AGM; include agenda, voting papers, budget, financials	Secretary	Standard Module s.87
November	Sinking Fund Forecast	Review 10-year sinking fund forecast; update if >5 years old or major changes	Committee	BCCM Act s.153A
December	Hold Annual General Meeting	Must be held within 3 months after FY end (by 31 December)	Committee / Secretary	Standard Module s.83
December	Elect New Committee	Election of chairperson, secretary, treasurer & ordinary members at AGM	Lot Owners	Standard Module s.13-35
December	Review Service Contracts		Committee	BCCM Act s.122
December	Approve Budget & Levies	Body corporate approves admin & sinking fund budgets and contribution schedule	Body Corporate	Standard Module s.160-162
December	Insurance Disclosure	Disclose insurance details at AGM (policy, sum insured, excess, expiry)	Committee	Standard Module s.196
December	Levy Due Date	Collect quarterly levies due end of December; send reminders; apply late payment penalties if applicable	Treasurer	Standard Module s.165-166
March	Levy Due Date	Insurance renewal. Collect quarterly levies due end of March; send reminders; apply late payment penalties if applicable	Treasurer	Standard Module s.165-166
June	Levy Due Date	Collect quarterly levies due end of June; send reminders; apply late payment penalties if applicable	Treasurer	Standard Module s.165-166
August	Committee Nominations Open	Invite lot owners to nominate for committee positions (at least 3 weeks before FY end)	Secretary	Standard Module s.16
August	Sinking Fund Review	Review capital works plan; ensure adequate funding for future repairs External sinking fund review before June 2028	Committee	BCCM Act s.153A
September	Prepare for AGM Cycle	Begin preparation for next AGM; gather quotes for major works; draft agenda items	Secretary / Committee	Standard Module s.86-93
September	Financial Year End	Close off accounts for the financial year (30 September)	Treasurer	Standard Module s.175
September	Levy Due Date	Collect quarterly levies due end of September; send reminders; apply late payment penalties if applicable	Treasurer	Standard Module s.165-166
Ongoing	Record Keeping	Maintain rolls, registers, minutes, financial records as required	Secretary	Standard Module s.224-232
As Required	Extraordinary General Meeting	Call EGM if urgent matters arise or 25%+ of lot owners request	Secretary	Standard Module s.84-85
As Required	Committee Vacancy	Fill casual vacancies within 1 month if committee member resigns	Committee	Standard Module s.46-50