



Body Corporate Management Services

**Specialists in the Management
of Secure Developments**

About Us

Body Corporate Management Services is an organisation that specialises in the management of secure developments.

We have been operating in this field for more than 15 years, providing a very personal and professional service to our clients.

The services that we offer add significant value by providing a high level of support to the Sectional Title or Section 21 Body Corporate.

This support takes the form of financial management expertise as well as fiduciary advice and the taking on of many of the tasks for which a Body Corporate has no time available.

In addition, we assist by ensuring year on year managerial and financial continuity.

Our unique differentiators include the relationships we form, the personal care and attention given to our clients and the high quality of service we deliver.

Website and Postal Address

Website: www.bcms.za.net

Postnet Suite 598
Private Bag X153
Bryanston
2021

A Win-Win relationship

Body Corporates consist of a board of trustees who have the interests of their development at heart and who are prepared to spend the time and energy to ensure that their development is maintained and appreciates in value.

We have found that in many instances Body Corporates require significant assistance to establish themselves, and then require ongoing support, especially in the area of fiduciary duties and financial management. The problem is exacerbated as there is often a change in trustees every year.

The trustees may have the necessary skills and expertise to take on their role, but they often find that time is in short supply, especially as they usually have fulltime careers and families to consider.

This is where Body Corporate Management can add significant value whilst still leaving the trustees in full control of their development.

As we are a focussed management organisation, we do not compete with developers, or with estate agents, but our skills do assist us in forming Win-Win partnerships with Body Corporates.

Contact Us

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Services we provide

- Generation and distribution of monthly invoices and statements.
- Water/electricity readings and associated calculations.
- Clearing of post box and dealing with related administration.
- Paying monthly standing creditors, and adhoc creditors on authorisation.
- Monthly reconciliation of bank account.
- Maintaining financial accounts and debtors records.
- Producing monthly financial reports.
- Generation and presentation of budgets.
- Maintain a full audit trail and all associated documentation.
- Prepare and manage the annual audit and Annual General Meeting process
- Provide contact details for all enquires and requests.
- Providing and managing 3rd party contacts (insurance / contractors).
- Assistance with debtors collection.
- Assistance with communications and/or newsletters.
- Trustee management functions.
- Manage clearance certificates.
- Assist with staff contracts and perform salary/wage and UIF payments
- Assistance with statutory work and legal matters.
- More

References available on request