

CAM reconciliation workpaper

Use with an ordinary calculator. Canadian dollars; one identified reconciliation period. This document does not decide lease recoverability or establish an audit right. A missing number is unknown, not zero. Do not calculate a final balance until every material cost and payment entry is accounted for.

Completed full-year example

Assumptions: one 12% allocation for all listed categories; no gross-up, base-year subtraction, cap, partial year or share change. Sales taxes, interest and other account items excluded. All instalments billed were paid. Management appears once.

Category	Gross property cost	Property-level credit	Net property cost	Tenant share	Allocated amount
Property taxes	100000	0	100000	12%	12000
Insurance	24000	0	24000	12%	2880
Cleaning/landscaping	36000	0	36000	12%	4320
Repairs	18000	6000	12000	12%	1440
Management	9000	0	9000	12%	1080
Total	187000	6000	181000	-	21720

On-account payments: $12 \times 1750 = 21000$. Separate tenant credit, not already netted elsewhere: 250. Tenant balance: $21720 - 21000 - 250 = 470$ owing. A negative result would be an arithmetic credit, subject to the actual settlement provisions.

Error comparison: omitted property reimbursement plus duplicated management produces a 196000 pool, 23520 allocation and 2270 balance. Difference to corrected example: $1800 = 6000 \times 12\% + 9000 \times 12\%$. Neither correction is assumed legally valid without its underlying basis.

Base rent 42000 + allocated costs 21720 - separate credit 250 = annual occupancy amount 63470 before excluded charges. Monthly equivalent $63470 / 12 = 5289.17$. Monthly base plus estimate 5250×12 plus year-end 470 = 63470.

Blank record for a real statement

Premises/tenant: _____

Lease and amendments: _____

Reconciliation dates: _____

Statement date/receipt date: _____

Notice recipient, required method and verified response deadline: _____

Tax basis (included/excluded and any credit treatment): _____

Copy this row for each category or distinct allocation period. Retain disputed lines; do not delete them merely to make a total look settled.

Expense and period	Gross property amount	Property credit	Net amount	Allocation basis/share	Tenant allocation	Lease section	Cost/credit record	Unresolved question
_____	_____	_____	_____	_____	_____	_____	_____	_____

For a supported simple cost share: net property amount = gross cost - property credit. Tenant allocation = net property amount x share as decimal. Sum separately calculated tenant allocations when shares differ. Attach a separate calculation for a cap, gross-up, base-year or partial-period method; do not force it into the simple formula.

Tenant-account totals for the same scope:

- Forecast estimate for the period: _____
- Instalments actually billed: _____
- Amounts accepted for this calculation and supporting basis (not a legal ruling): _____
- Allocated actual costs: _____
- Applicable on-account payments (identify billed but unpaid separately): _____
- Separate tenant credits not already netted: _____
- Calculated balance = allocated actual costs - payments - separate credits: _____
- Landlord statement balance for identical scope: _____
- Difference = calculated balance - landlord balance: _____
- Explanation by item, not a balancing plug: _____

Keep arrears, interest, direct services, sales taxes and other years separate unless they are explicitly included in both compared totals. Confirm that every charge and credit is included once at the correct property or tenant level. A balanced total alone does not prove source completeness.

If 21000 was billed but only 20000 was paid, the example's cost reconciliation against billings remains 470, while the account balance including the 1000 unpaid instalment is 1470. Do not subtract both billings and payments. Payment is not proof that a disputed charge was accepted. Unknown amounts prevent a complete total; a documented zero does not.