# Month-end collections close

Fourteen steps in sequence. Work them in order. Steps 6 and 7 are the two that most teams get wrong, and they are the two that decide whether your late payment charges are enforceable.

## RUN IN THIS ORDER

01 Pull every architect certificate issued this period. Confirm each one is signed by the developer's architect or engineer in charge of the housing development.

02 Match each certificate to a stage number in the affected unit's payment schedule. Not to the contractor's claim number.

03 List certificates received but not yet invoiced. Carry the number forward. This is the first figure your FD will ask for.

04 Generate progress billings for all certified stages. Stamped SPA units only, unless you have a documented reason to override.

05 Confirm the differential sum is settled on every loan-financed unit before any billing goes to the end financier.

06 Issue billings and record the posting date, not the generation date. The posting date is what the due date is built from.

07 Compute each due date correctly: posting date, plus 5 days deemed receipt, plus 30 days. Not 30 days from the invoice date.

08 Submit every billing to MyInvois. Confirm a UUID is returned against each one. No UUID means not compliant.

09 Review the 72 hour window. Anything needing cancellation must be actioned within 72 hours of LHDN validation. After that it is permanent.

10 Issue e-Receipts against every payment received in the period.

11 Age the ledger by unit, by banker and by lawyer. Flag every instalment past its computed due date.

12 Issue first reminders on all overdue instalments.

13 Issue final notices where 14 days have passed since the first reminder. Diarise the further 14 days.

14 Compute late payment charges at the SPA rate, day to day, from expiry of the 30 day period. Reconcile the total to the general ledger.

## THE ESCALATION LADDER

| DAY 0 | +5 DAYS | +30 DAYS | OVERDUE | +14 DAYS | +14 DAYS | THEN |
|---|---|---|---|---|---|---|
| Billing posted | Deemed received | Payment due | First reminder | Final notice | Last chance | Notice of termination |

### Quarter-end and year-end add-ons

- Form 7(f) quarterly progress report. Submission window opens on the 1st and closes on the 21st of April, July, October and January. Via HIMS.
- Form 7(e) audited annual financial statements plus the Gazette notice. Within six months of the company's financial year end. Via HIMS.
- Housing Development Account withdrawal applications, each supported by an architect's certificate.

### If it reaches termination

- Apply the purchaser's prior payments to any outstanding late payment charges first.
- Forfeit the sum stipulated in the executed SPA. Confirm the rate and the payments-received threshold against the SPA, not from memory.
- Refund the balance to the purchaser. Neither party then has any further claim under the agreement.
- Record the termination before the unit is relisted, and keep the full history.

## CLOSE SIGN-OFF

| PREPARED BY | REVIEWED BY | PERIOD | UNITS CLOSED | UNINVOICED CERTS C/F |
|---|---|---|---|---|
| | | | | |

## FORWARD THIS UP

→ Certificates received but not invoiced is the single number that converts directly into uncollected cash. Ask for it every month.

→ Due dates built from the invoice date rather than deemed receipt make late payment charges unenforceable. That is revenue we are entitled to and are not charging.

→ Every day between certification and billing is a day of drawdown that has not been requested from the bank.