Publication date : 02/16/2026

Course : Mastering condominium accounting schedules

Secure the budgetary constructions of the managing agent and the property management board

Practical course - 1d - 7h00 - Ref. IMN
Price : 830 € E.T.

NEW

This training course gives you the keys to explaining accounting elements to co-owners, identifying financial situations at risk and proposing appropriate action, particularly to members of the syndicate council.

Teaching objectives

At the end of the training, the participant will be able to:

- Draw up N+1 and N+2 current expense budgets based on accounting schedules
- Analyze appendices in terms of annual trends
- Present accounts to be approved and accounts in progress
- Analyze financial information and define actions to be taken accordingly

Intended audience

Assistants, managers, condominium lawyers, union council members.

Prerequisites

Basic knowledge of condominiums, their organization and the players involved.

Practical details

Case study

Work on accounting entries, analysis of accounting schedules.

Teaching methods

active

Course schedule

PARTICIPANTS

Assistants, managers, condominium lawyers, union council members.

PREREQUISITES

Basic knowledge of condominiums, their organization and the players involved.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant’s academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they’ve developed.

1 Understanding the fundamentals of accounting

- Identify the legal and regulatory framework for condominium accounting
- Define how commitment accounting works
- Distinguishing accounting classes specific to condominiums
- Make accounting entries

Exercise

Make simple entries (co-owner account/vendor account).

2 Approve accounts and draw up budgets using accounting appendices 2 and 3

- Submit accounting schedules to obtain approval of current accounts N
- Build the N+2 budget forecast using accounting data
- Update the N+1 budget using Appendix 3 and justify budget assumptions to co-owners.

Role-playing

Analysis of accounting schedules.

3 Present and have approved the work accounts with appendices 4 and 5

- Identify the accounting specificities of works operations
- Present appendix 4 to validate the closed work accounts
- Present note 5 on work in progress (work in progress at balance sheet date)

Case study

Analysis of actual accounts.

4 Identify financial issues using Appendix 1 and define corrective actions

- Read the key financial indicators in Appendix 1
- Analyze the condominium's financial situation
- Identify potential financial imbalances and risks
- Propose appropriate corrective measures

Case study

Analyze real-life accounting schedules in a professional situation.

Dates and locations

REMOTE CLASS
2026 : 12 June, 11 Sep., 4 Dec.

PARIS LA DÉFENSE
2026 : 5 June, 4 Sep., 27 Nov.

TEACHING AIDS AND TECHNICAL RESOURCES

• The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.

• At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.

• A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.