

**SUPREME COURT OF QUEENSLAND**

REGISTRY: BRISBANE  
NUMBER: BS 10478 OF 2011

**IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944**

Applicant: **EQUITITRUST LIMITED ACN 061 383 944**

AND

Respondents: **THE MEMBERS OF THE EQUITITRUST INCOME FUND ARSN 089 079 854 AND THE MEMBERS OF THE EQUITITRUST PRIORITY CLASS INCOME FUND ARSN 089 079 729**

**CERTIFICATE OF EXHIBIT**

**INDEX TO EXHIBITS**

**VOLUME 2 OF 2**

Exhibits "**DW-7**" to "**DW-14**" to the affidavit of **DAVID WHYTE** sworn at Brisbane on this 19<sup>th</sup> day of February 2015.

<b>Exhibit</b>	<b>Description</b>	<b>Page No.</b>
<b>DW-7</b>	Schedule of work performed by David Whyte, and his staff, during the period 1 May 2014 to 31 January 2015	159 – 376
<b>DW-8</b>	Hourly charge out rates for BDO Business Recovery & Insolvency (Qld), BDO Advisory and BDO Tax	377 – 381
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Deponent

.....  
Solicitor **Jacqueline Suzanne Ogden**  
Solicitor

Certificate of Exhibit  
Filed on behalf of the Court Appointed Receiver  
Form 47 R.435

**GADENS LAWYERS**  
Level 11, 111 Eagle Street  
BRISBANE QLD 4000  
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SZC:JSO:201204781

**Equititrust Income Fund (Receiver Appointed)**  
1 May 2014 to 31 January 2015

Employee	Position	Rate \$	Total Units	Total \$	Assets		Creditors		Investigation		Trade-on		Administration	
					Units	\$	Units	\$	Units	\$	Units	\$	Units	\$
Rafter, Leisa	Partner	600.00	1.40	840.00	-	-	-	-	-	-	1.00	600.00	0.40	240.00
Whyte, David	Partner	560.00	162.20	90,832.00	92.70	51,912.00	5.40	3,024.00	4.20	2,352.00	10.90	6,104.00	49.00	27,440.00
Garrard, John	Associate Director	520.00	3.00	1,560.00	-	-	-	-	-	-	3.00	1,560.00	-	-
Griffin, Maree	Associate Director	430.00	0.90	387.00	0.60	258.00	-	-	-	-	-	-	0.30	129.00
Somerville, John	Senior Manager	440.00	244.70	107,668.00	178.50	78,540.00	38.60	16,984.00	0.50	220.00	1.10	484.00	26.00	11,440.00
Somerville, John	Senior Manager	425.00	66.10	28,092.50	48.70	20,697.50	14.50	6,162.50	-	-	0.50	212.50	2.40	1,020.00
Griffin, Maree	Associate Director	360.00	0.60	216.00	0.60	216.00	-	-	-	-	-	-	-	-
Tipman, Daniel	Supervisor	360.00	68.10	24,516.00	5.20	1,872.00	25.40	9,144.00	-	-	18.30	6,588.00	19.20	6,912.00
Coulston, Jayden	Supervisor	360.00	0.20	72.00	-	-	-	-	-	-	-	-	0.20	72.00
Tipman, Daniel	Senior Accountant I	320.00	454.80	145,536.00	67.90	21,728.00	291.50	93,280.00	0.80	256.00	79.50	25,440.00	15.10	4,832.00
Dharmaratne, Michael	Senior Accountant I	320.00	1.70	544.00	-	-	1.20	384.00	-	-	-	-	0.50	160.00
Hogbin, Tom	Manager	315.00	7.70	2,425.50	7.40	2,331.00	-	-	-	-	-	-	0.30	94.50
Tipman, Daniel	Senior Accountant I	310.00	206.10	63,891.00	18.90	5,859.00	153.00	47,430.00	1.40	434.00	15.20	4,712.00	17.60	5,456.00
Coulston, Jayden	Senior Accountant I	310.00	0.10	31.00	-	-	0.10	31.00	-	-	-	-	-	-
Dharmaratne, Michael	Senior Accountant I	310.00	4.70	1,457.00	-	-	4.10	1,271.00	-	-	-	-	0.60	186.00
Hennessy, Gavin	Supervisor	280.00	15.10	4,228.00	-	-	-	-	-	-	15.10	4,228.00	-	-
Kennedy, Nicola	Accountant I	225.00	52.90	11,902.50	7.20	1,620.00	26.40	5,940.00	0.50	112.50	13.50	3,037.50	5.30	1,192.50
Hicks, Damien	Consultant	220.00	20.40	4,488.00	15.40	3,388.00	-	-	-	-	-	-	5.00	1,100.00
Nguyen, Judy	Consultant	195.00	6.90	1,345.50	6.50	1,267.50	-	-	-	-	-	-	0.40	78.00
O'Brien, Dermot	Accountant II	195.00	103.00	20,085.00	-	-	6.20	1,209.00	-	-	-	-	96.80	18,876.00
Cunningham, Sarah	Team Assistant	195.00	0.30	58.50	-	-	-	-	-	-	-	-	0.30	58.50
Kennedy, Nicola	Accountant II	190.00	13.10	2,489.00	1.80	342.00	4.70	893.00	-	-	6.20	1,178.00	0.40	76.00
O'Brien, Dermot	Undergraduate	160.00	21.60	3,456.00	0.20	32.00	0.30	48.00	-	-	5.70	912.00	15.40	2,464.00
O'Brien, Dermot	Undergraduate	155.00	13.60	2,108.00	0.80	124.00	0.70	108.50	-	-	-	-	12.10	1,875.50
Jackson, Nicole	Team Assistant	155.00	2.50	387.50	-	-	2.50	387.50	-	-	-	-	-	-
Jackson, Nicole	Team Assistant	150.00	2.10	315.00	-	-	2.10	315.00	-	-	-	-	-	-
Muller, Leisa	Practice Assistant	135.00	0.40	54.00	-	-	-	-	-	-	0.10	13.50	0.30	40.50
Gregory, Rebecca	Practice Assistant	130.00	1.10	143.00	0.60	78.00	-	-	-	-	-	-	0.50	65.00
Tham, Reuben	Team Assistant	110.00	1.30	143.00	-	-	-	-	-	-	-	-	1.30	143.00
Hattingh, Moira	Team Assistant	80.00	22.30	1,784.00	2.30	184.00	0.60	48.00	-	-	-	-	19.40	1,552.00
Hattingh, Moira	Team Assistant	75.00	0.70	52.50	-	-	0.70	52.50	-	-	-	-	-	-
Richardson, Ashley	Junior Team Assistant	75.00	0.10	7.50	-	-	-	-	-	-	-	-	0.10	7.50
<b>TOTAL</b>			<b>1,499.70</b>	<b>521,115.00</b>	<b>455.30</b>	<b>190,449.00</b>	<b>578.00</b>	<b>186,712.00</b>	<b>7.40</b>	<b>3,374.50</b>	<b>170.10</b>	<b>55,069.50</b>	<b>288.90</b>	<b>85,510.00</b>
<b>GST</b>				<b>52,111.50</b>										
<b>TOTAL INC GST</b>				<b>573,226.50</b>										
<b>AVERAGE HOURLY RATE</b>				<b>382.23</b>	<b>418.29</b>		<b>323.03</b>		<b>456.01</b>		<b>323.75</b>		<b>295.98</b>	

"DM-7"

Date	Name	Position	Hours	Value	Milestone	Narration
01/05/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed and arranged execution of transfer forms and release of mortgages in relation to Collingwood Park property
02/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from buyers representative in relation to works at Collingwood Park property/sent response
02/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed settlement statement for Collingwood Park property
02/05/2014	Whyte, David	Partner	0.1	56.00	Assets	email EPF in relation to proposed deeds of settlement
02/05/2014	Whyte, David	Partner	0.4	224.00	Assets	telecon with Wirrina Corporation director regarding sale of and operation of marina head lease at Wirrina Cove
02/05/2014	Whyte, David	Partner	1.5	840.00	Assets	reviewed five draft deeds of settlement in relation to various loan issues with EPF/included telecons to Consultant and Gadens to clarify certain issues
05/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding status of recovery against two bankrupts/funds held on trust
05/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding settlement of Collingwood Park property and proposed amendment to transfer document/confirmed amendment is in order
05/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from marina berth owner at Wirrina Cove regarding invoices received for 2013/14 outgoing and queries in relation to same
05/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed bank statements in relation to borrower and including different scenarios relating to application of interest, expiry fees and default interest
05/05/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with third party in relation to upcoming trial in respect of obtaining possession of a property
05/05/2014	Whyte, David	Partner	0.7	392.00	Assets	reviewed deeds of settlement in relation to marina outgoing at Wirrina Cove/reviewed previous correspondence in relation to same and outgoing for 2014 financial year/email Wirrina Corporation directors in relation to same
07/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Wirrina Corporation director regarding marina outgoing for 2013/14
07/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed deed of settlement with EPF/forward to Gadens to review proposed amendments
07/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed letter to Richards Commercial Lawyers regarding deeds of settlement and monies to be paid by various marina berth owners under the deeds/reviewed schedule of amounts to be paid/discussed amendments with Daniel Tipman
07/05/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed and executed seventeen deeds of settlement in relation to Wirrina Cove marina outgoing
07/05/2014	Whyte, David	Partner	0.4	224.00	Assets	telecon with David Clout & Associates regarding sale of Windsor Turf Farm/settlement date/employees entitlements/commission payable on sale/introduction of buyer
07/05/2014	Whyte, David	Partner	0.5	280.00	Assets	reviewed correspondence from Gadens regarding information to be provided to Minister for Transport in relation to transfer of marina head lease at Wirrina Cove/reviewed information and draft letter to Minister/telecon with Gadens to discuss amendments
08/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from valuer confirming status of valuation of several charged properties and when to be finalised
08/05/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Consultant regarding further information required to complete deeds of settlement
08/05/2014	Whyte, David	Partner	0.1	56.00	Assets	email Gadens in relation to location of original documents in respect of borrower loan

08/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed/updated draft letter to Minister for Transport regarding sale of marina head lease at Worrina Cove and information provided by the purchaser/reviewed email to purchaser's solicitor in relation to proposed transfer of head lease
08/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens regarding proposed amendments to deeds of settlement with the EPF/sent response
08/05/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed Worrina Cove marina outgoings outstanding in relation to deed of settlement and outgoings for 2013/14/reviewed correspondence from marina berth owner regarding queries on audited accounts/email director of Worrina Corporation regarding same
08/05/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed retrospective valuation received in relation to NSW property/email valuer querying certain matters/forward to our solicitors
09/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens regarding deeds of settlement with EPF/amendments proposed/comments on acceptability of amendments/email EPF advising of our position with a view to finalising the deeds
09/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Consultant regarding information to assist finalising deeds of settlement with the EPF/reviewed documents and information
12/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Consultant and including loan statement for borrower/explanation of amount owing
12/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from director of Worrina Corporation regarding queries raised in respect of marina outgoings at Worrina Cove
12/05/2014	Whyte, David	Partner	1.0	560.00	Assets	reviewed defence lodged in relation to proceedings against valuer in respect of Collingwood Park property
13/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from the EPF regarding amendments to deeds of settlement/forward to Gadens to review
14/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from District Council of Yankalilla and John Somerville regarding shed to be built on property at Worrina Cove/forward to Gadens for advice
14/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens confirming renewal of claim against valuer for Cape Gloucester property
14/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding upcoming expiry of claim against valuer for NSW property and further information required to apply to court for renewal of claim
14/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from EPF regarding proposed changes to deeds of settlement/forward to Gadens to review
15/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Richards Commercial lawyers regarding payments made under deeds of settlement and queries in relation to audited accounts of Marina St Vincent
15/05/2014	Whyte, David	Partner	0.3	168.00	Assets	telecon with Gadens regarding contract for constructing shed at Worrina Cove and request from Department of Transport regarding interview with purchaser of marina head lease at Worrina Cove
16/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed transfer forms in relation to Windsor Turf property
16/05/2014	Whyte, David	Partner	0.3	168.00	Assets	telecon with Gadens regarding proposed amendments to Rosea deed of settlement with the EPF/limited warranties to be provided
16/05/2014	Whyte, David	Partner	1.1	616.00	Assets	reviewed correspondence from Consultant, Gadens, EPF and their solicitors in relation to proposed amendments in respect of deeds of settlement/reviewed amended deeds of settlement and considered indemnity position
19/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft settlement statement for Windsor Turf Farm
19/05/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with David Clout & Associates regarding settlement statement for Windsor Turf Farm/adjustments in relation to same

19/05/2014	Whyte, David	Partner	0.3	168.00	Assets	telecon with Consultant regarding queries in respect of borrower bank statements and finalisation of deeds of settlement with the EPF
20/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding caveats over property in NSW/proposed way forward for removal
20/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding Collingwood Park and Carbrook valuer proceedings/reviewed Lee & Lyons correspondence regarding a joint defendant's position/reviewed draft response
21/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft email from Gadens to send to Yankalilla Council in respect of reasons why contract for building shed needs to be executed by council
21/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Consultant clarifying entries on bank statement to assist in finalising a deed of settlement
21/05/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from Tucker & Cowen to NSW land titles office in relation to caveats registered against title and whether we can sell through as mortgagee in possession/telecon with David Clout & Associates regarding same
21/05/2014	Whyte, David	Partner	0.9	504.00	Assets	reviewed amended deeds of settlement with the EPF/telecon with Gadens regarding same/email EPF attaching copies of revised deeds
22/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from the EPF regarding final comments in relation to deeds of settlement/forward to Gadens for review
22/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from land titles office in NSW regarding transfer of Windsor Turf Farm and that transfer can occur without removal of caveats on title
23/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding summary of issues raised in the defence to the claim against the valuer in respect of the Collingwood Park property
23/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed outstanding issues in relation to finalising deeds of settlement with EPF with a view to arranging settlement for next week
26/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in relation to proposed trial dates for guarantor matter/left message for Consultant regarding availability/sent response
26/05/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Consultant regarding availability for trial of Boothers matter
26/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen in relation to guarantor matter/proceedings proposed/response from trustee in bankruptcy of related party/agreed to proposed strategy
26/05/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed deed of assignment in relation to transfer of marina head lease at Wirrina Cove/email Gadens in relation to same
27/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed instruction letter regarding release of deposit monies relating to sale of Windsor Turf Farm
27/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in respect of correspondence received from SA Department of Transport regarding marina head lease and proposed deed of assignment to be sent to the Department
27/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed letter to Gadens enclosing documents required to handover in relation to deeds of settlement with the EPF
27/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen in relation to guarantor matter/estimated costs to prosecute proceedings/funding of other party/reviewed draft letter to trustee in bankruptcy's solicitor
27/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Consultant regarding borrower bank statements/calculations of interest, default interest and default fees
28/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from David Clout & Associates regarding sales commission payable in respect of sale of Windsor Turf Farm/sent response

28/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence in relation to offer to assign securities
28/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed report from David Clout & Associates regarding finalisation of receivership in relation to borrower/reviewed receipts and payments
28/05/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed correspondence from EPF and Consultant regarding deeds of settlement/emails to Gadens in relation to preparing final versions of deeds/email EPF in relation to proposed settlement
29/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Ray White regarding sale of Wirrina Cove resort and conference centre/queries from purchaser in relation to land tax/sent response
29/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen and bankruptcy trustee regarding offer made to prosecute proceedings and choice of lawyer to be funded/sent response
29/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens regarding setting trial date for Boothers matter and correspondence between the parties and the court in relation to disclosure and request for trial date
29/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding list of documents served on them by defendants solicitors relating to proceedings against the valuer of Collingwood Park property
30/05/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen and Lee & Lyons regarding current status of preparation of defence relating to Carbrook valuer proceedings
30/05/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding guarantor matter/assignment of charge and proposed terms in relation to same/confirm agreement to proposed way forward
02/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen and trustee in bankruptcy of related party of guarantor/confirmed agreement to counsel to act for trustee
02/06/2014	Whyte, David	Partner	1.2	672.00	Assets	reviewed correspondence from Gadens regarding final drafts of five deeds of settlement relating to EPF matters/reviewed deeds/corresponded with the EPF, Gadens and telecon to Consultant relating to same
03/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from DBH Commercial Lawyers and Gadens in relation to requests to release encumbrances over residential lots at Wirrina Cove/reviewed letter to DBH Lawyers advising EIF has no interest in same
03/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed request for building approval for Esplanade lot at Wirrina Cove/reviewed summary of issues to be covered off under architectural code/reviewed letter to owner of lot
04/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed letter to Accountants in relation to the provision of copies of books and records relating to a borrower
04/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed plans in relation to proposed building at lot 37 Esplanade, Wirrina Cove, reviewed analysis of requirements against architectural code/reviewed letter to owner requesting further information to enable assessment to be completed
04/06/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Gadens regarding further information required to finalise deeds of settlement with the EPF
04/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens and Wirrina Corporation regarding transfer of marina under lease at Wirrina Cove
04/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Ray White regarding appraisal for SA asset
04/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Richards Commercial Lawyers regarding marina outgoings/queries in relation to same
04/06/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Gadens regarding finalisation of deeds of settlement with the EPF
04/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Consultant regarding bonds issued on behalf of Equititrust/details of two bonds outstanding for a borrower

04/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Daniel Tipman regarding bonds issued on behalf of a borrower/email Gadens with instructions to finalise deeds of settlement
04/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed list of documents to be released to the defendants in respect of the claim against the valuer of the Collingwood Park property
04/06/2014	Whyte, David	Partner	0.3	168.00	Assets	commenced review of reply to defence in respect of claim against valuer of Collingwood Park property
04/06/2014	Whyte, David	Partner	0.7	392.00	Assets	reviewed statements of account in relation to two borrowers/compared one statement to previous version/telecon with Consultant requesting explanation of differences in two statements/five entries on latest statement
05/06/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Consultant regarding statements for two borrowers and updating of same for EPF settlement
05/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed borrower statement/sent to the EPF
05/06/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with Gadens regarding finalisation of deeds of settlement with the EPF
05/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Richards Commercial Lawyers regarding marinas outgoings/reviewed letter in response addressing queries relating to 2013/14 outgoings
05/06/2014	Whyte, David	Partner	0.5	280.00	Assets	reviewed correspondence from Gadens and five updated draft deeds of settlement with the EPF/email Gadens with final instructions in relation to same
06/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding list of documents to be disclosed in proceedings against valuer of Collingwood Park property
06/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed notices of assignment in relation to two loans to be assigned to the EPF
10/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens regarding EPF settlement deeds and amounts to be paid at settlement/discussed settlement with John Somerville
10/06/2014	Whyte, David	Partner	0.3	168.00	Assets	telecon with Tucker & Cowen regarding proceedings in respect of funds held in court/different options to secure same
10/06/2014	Whyte, David	Partner	0.9	504.00	Assets	reviewed draft settlement deed and draft deed of assignment in relation to guarantor bankruptcy and indemnity being provided to trustee in bankruptcy to pursue proceedings/reviewed previous correspondence in relation to steps required to resolve position
10/06/2014	Whyte, David	Partner	1.8	1,008.00	Assets	meeting with Gadens regarding several litigation issues/offer for borrower debt followed by meeting with Gadens and Tucker & Cowen regarding five deeds of settlement/execute deeds/exchange deeds/settlement of matter
11/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed trustee in bankruptcy's proposed amendments to deeds of settlement and assignment of loan in respect of transfer of mortgage and release of parties regarding guarantor's position
11/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding final drafts of deeds of settlement and assignment of loan regarding guarantor matter/confirmed agreement to final version
11/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding notice provided by EPF relating to borrower matter and assignment of security
11/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding defence to be prepared on behalf of defendant in proceedings against Carbrook and Collingwood Park valuer/proposed way forward in relation to proceedings
13/06/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from Gadens and guarantor regarding disclosure and setting of trial date/reviewed letter written pursuant to rule 444 and draft response prepared by Gadens/confirmed letter should be issued
13/06/2014	Whyte, David	Partner	1.3	728.00	Assets	reviewed amended defence in relation to proceedings against valuer of Carbrook property

17/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed letter of authority to Tucker & Cowen instructing release of deposit monies for Windsor Turf Farm contract of sale
17/06/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed report from David Clout & Associates regarding receivership of Windsor Turf Farm/receipts and payments/outstanding liabilities/Receiver's fees and legal fees outstanding
19/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding claim against valuer of NSW property and review of retrospective valuation
19/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens regarding Boothers matter trial date/reviewed two draft letters/confirmed instructions to issue same in relation to the proceedings
19/06/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed deed of forbearance in relation to borrower/reviewed and amended letter to borrower in relation to assignment of securities
19/06/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed list of documents in relation to disclosure requirements in respect of legal proceedings against valuer of Carbrook property
19/06/2014	Whyte, David	Partner	0.5	280.00	Assets	reviewed list of documents in relation to disclosure requirements in respect of legal proceedings against valuer of Collingwood Park property
23/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence to borrower regarding deed of company arrangement and deed of forbearance terms and approach in relation to potential assignment of debt
23/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed summary of debtors outstanding in relation to marina outgoings at Wirrina Cove
23/06/2014	Whyte, David	Partner	0.6	336.00	Assets	reviewed retrospective valuation of Wirrina Cove lots in relation to objection to land tax assessment for 2012/discussed with John Somerville
27/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding expert evidence required in relation to claim against valuer
27/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed/amended draft letter to Gadens in relation to request for lending files in respect of litigation matter
27/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed court orders handed down by the judge in relation to the claims against the valuers of the Carbrook and Collingwood Park properties
27/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence in relation Boothers matter/setting of trial date/sent response
27/06/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding proposal from defendant's solicitors relating to claim against valuer and way forward in delivery of defence/agreed to same
27/06/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from Gadens in relation to claim against valuer of Queensland property/commenced review of draft statement of claim
27/06/2014	Whyte, David	Partner	1.5	840.00	Assets	meeting with guarantor in relation to ongoing legal proceedings in respect of application for possession of property
30/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Wirrina Cove marina employee advising of storm damage and ongoing discussions with marina berth owners
30/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from solicitors acting for several marina berth owners at Wirrina Cove relating to queries on outgoings and further information requested
30/06/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in relation to sale of marina head lease at Wirrina Cove/current status of purchaser obtaining the Minister of Transport's agreement to assign the lease
30/06/2014	Whyte, David	Partner	1.7	952.00	Assets	reviewed retrospective valuation in relation to NSW property/reviewed and compared with previous valuation/discussed further information required or queries to be raised with valuer with John Somerville



01/07/2014	Whyte, David	Partner	0.1	56.00	Assets	Reviewed correspondence from Gadens regarding Boothers matter and setting down trial date/refuse requested extension to consider offer
01/07/2014	Whyte, David	Partner	0.2	112.00	Assets	Reviewed/amended draft email to Gadens in relation to queries in respect of draft valuation relating to NSW property
02/07/2014	Whyte, David	Partner	0.1	56.00	Assets	Reviewed correspondence from Gadens regarding extending conditions date under contract of sale for marina head lease at Wirrina Cove/reviewed letter in relation to same
03/07/2014	Whyte, David	Partner	0.1	56.00	Assets	consider appointment of valuer to Queensland property/three firms to obtain quotes from
03/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding need for expert witness for Carbrook and Collingwood Park valuer claims/consider who may be appropriate to consider/discuss with John Somerville documentation required to assist in briefing expert
04/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding request for further disclosure in respect of proceedings against a valuer
07/07/2014	Whyte, David	Partner	0.1	56.00	Assets	Reviewed correspondence from Tucker & Cowen in relation to disclosure of further documents in respect of claim against valuer of Carbrook property
07/07/2014	Whyte, David	Partner	0.3	168.00	Assets	Reviewed correspondence from Tucker & Cowen regarding guarantor of facility/report to creditors/proof of debt to be lodged in bankrupt estate/reviewed proof of debt and draft letter to be sent to the trustee
08/07/2014	Whyte, David	Partner	0.1	56.00	Assets	Reviewed letter to bankruptcy trustee and proof of debt/signed same
08/07/2014	Whyte, David	Partner	0.1	56.00	Assets	Reviewed letter to David Clout & Associates regarding payment due from liquidation of company in relation to petitioning creditors costs
08/07/2014	Whyte, David	Partner	0.3	168.00	Assets	Reviewed letter to Yankalilla Council regarding contract for shed/reviewed contract
08/07/2014	Whyte, David	Partner	0.6	336.00	Assets	Reviewed draft valuation in relation to Wirrina Cove lots as at 1 January 2013 to support objection to land tax valuation/reviewed draft email to Gadens
14/07/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed draft instruction letter prepared by Tucker & Cowen to an expert lender to prepare a report relating to a litigation matter
15/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in relation to contract of sale for marina head lease at Wirrina Cove/extension required in respect of conditions date/confirmed instructions in relation to same
15/07/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence to/from Richards Commercial Lawyers regarding marina outgoings at Wirrina Cove/reviewed draft response
15/07/2014	Whyte, David	Partner	1.6	896.00	Assets	reviewed Prudential Lending Manual/reviewed documentation relating to Carbrook loan facility/reviewed draft email to Tucker & Cowen regarding documents to be disclosed in proceedings against Carbrook valuer
16/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed letter to Richards Commercial Lawyers regarding responding to queries on marina outgoings at Wirrina Cove
16/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft letters to valuers seeking quotes to undertake valuation of charged property
16/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in relation to status of possession proceedings/email Gadens requesting an update on proposed trial dates
16/07/2014	Whyte, David	Partner	0.1	56.00	Assets	email Tucker & Cowen regarding litigation funding agreements regarding guarantor matter
16/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen and Redchip Lawyers regarding funding legal action brought by Eddington/reviewed agreement in relation to payment of legal fees/email Tucker & Cowen requesting further information

16/07/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed draft brief to expert lender in relation to claim against valuer of Collingwood Park property/email potential expert in relation to brief
18/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding status of Eddington proceedings regarding funds held in court relating to guarantor matter
21/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed loan statement in relation to borrower matter/amount to be demanded from guarantor
21/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding outcome of hearing in relation to Eddington claim in respect of funds held in court relating to guarantor matter
21/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding claim against valuer of Collingwood Park property/file note in relation to release of securities
22/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens and solicitor for SA Department of Transport regarding assignment of marina head lease and proposed amendments to deed
22/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed list of documents in relation to disclosure requirements for legal proceedings against valuer of Carbrook property
22/07/2014	Whyte, David	Partner	0.5	280.00	Assets	reviewed correspondence in relation to advances made in respect of a NSW property and the potential claim against a valuer
23/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in relation to retrospective valuation to support land tax objection for 2012 in respect of Wirrina Cove property
23/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding claim against valuer of Collingwood Park property/security released in respect of another development
23/07/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Ray White in relation to sale of Queensland property/timing in respect of same
23/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed drawdown information in relation to advance in respect of NSW property and where proceedings are underway against the valuer of same
23/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed list of documents in relation to disclosure requirements for the proceedings against the valuer of the Collingwood Park property
23/07/2014	Whyte, David	Partner	0.2	112.00	Assets	email expert lender in relation to claims against the valuer of the Carbrook and Collingwood Park properties requesting conflict check and advising of relevant parties and proposed brief
23/07/2014	Whyte, David	Partner	1.0	560.00	Assets	meeting with potential expert lender in relation to proceedings against valuer of Carbrook and Collingwood Park properties
28/07/2014	Whyte, David	Partner	0.5	280.00	Assets	reviewed draft brief to expert prepared by our solicitors to a lending expert in relation to proceedings against valuer of Carbrook property
28/07/2014	Whyte, David	Partner	0.5	280.00	Assets	reviewed draft brief to expert prepared by our solicitors to a lending expert in relation to proceedings against valuer of Collingwood Park property
29/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from John Somerville and valuer in relation to land tax assessment objection relating to Wirrina Cove properties
29/07/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed letter of demand on guarantor prepared by our solicitors/reviewed loan statements/reviewed previous demand made by the EPF/reviewed our solicitors summary of the position
30/07/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from liquidators of Rockcliffe Ltd/sent response in relation to Wirrina Cove properties
31/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed summary of issues to be completed in relation to settlement of marina head lease at Wirrina Cove

31/07/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed summary prepared by John Somerville in relation to expert lenders report for proceedings against valuer/finalisation of brief
01/08/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Tucker & Cowen regarding expert evidence for Collingwood Park and Carbrook valuer claims
01/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed letters to three valuers requesting a quote to value a Queensland property
01/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding deed of settlement with guarantor
01/08/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from Redchip Lawyers regarding funding agreement in relation to guarantor's bankrupt estate/reviewed invoices/reviewed previous correspondence regarding funding agreement/authorised payment to be processed
04/08/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed draft deed of settlement/proposed changes by guarantor parties/reviewed amendments proposed by our solicitors/confirmed instructions to finalise deed
04/08/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from Russells solicitors regarding assignment of Valencia Grove debt and securities/request for documents in relation to same/reviewed deed of assignment to consider which documents should be released
05/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence in relation to lending criteria adopted by the fund
07/08/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Redchip Lawyers regarding outstanding invoices relating to guarantor matter
07/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from builder/Yankalilla Council and John Somerville in relation to final works in respect of building shed to be completed at Wirrina Cove
07/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Russells solicitors regarding assignment of debt and securities to Griffiths Estates/appointment of Administrators/request for documentation/reviewed response
07/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Redchip Lawyers and Tucker & Cowen regarding guarantor matter and legal proceedings relating to funds held in court
07/08/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with Gadens regarding objections to land tax assessments for Wirrina Cove assets
08/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Armstrong Willy regarding caveat lodged against NSW property/information required to assist in determination of property sale
08/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from general manager at Wirrina Cove regarding upcoming settlement of marina head lease at Wirrina Cove and adjustments to be made for settlement
08/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence and invoices received from Redchip lawyers/reviewed letter in response/logon and authorise payments
11/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed letters from two borrowers in relation to deed of forbearance and waiver of condition contained therein
12/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding deed to be executed by purchaser and Department of Transport in relation to sale of marina head lease at Wirrina Cove/confirmed extension to conditions date under contract of sale
12/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence supporting sale of two properties/approve release of information
12/08/2014	Whyte, David	Partner	0.9	504.00	Assets	meeting with Consultant regarding several litigation matters and further investigations required
14/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft letters to suppliers and owner of demountables in relation to sale of marina head lease at Wirrina Cove and closure of accounts

14/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from residents at Wirrina Cove regarding water and sewerage arrangements/council's letter in relation to same
14/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Yankalilla Council regarding water and sewerage infrastructure at Wirrina Cove and costs of upgrade/status of works/reviewed draft response
15/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding deed with Yankalilla Council and finalisation of outstanding issues/reviewed email to be sent to council
15/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed three quotes for valuation of property in Queensland/telecon with agent in respect of the quotes received and valuer to be used
15/08/2014	Whyte, David	Partner	0.7	392.00	Assets	reviewed correspondence from Gadens in relation to valuations undertaken on Wirrina Cove lots as at 1 January 2012 and 1 January 2013/considered issues to be raised with valuer
18/08/2014	Whyte, David	Partner	0.6	336.00	Assets	meeting with proposed lending expert regarding expert lenders report in relation to Collingwood Park and Carbrook valuer claims
19/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed report from David Clout & Associates in respect of finalisation of receivership for borrower
19/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in relation to upcoming settlement of marina head lease at Wirrina Cove
19/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed letter of instruction to valuer in relation to Queensland property
21/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed/executed discharge of mortgage in relation to water licences at NSW property
21/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed notice of assignment of debt, attornment notice, and two purchaser's covenants in relation to documentation to be entered into upon settlement of the marina head lease at Wirrina Cove
21/08/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens regarding draft correspondence to purchaser of marina head lease at Wirrina Cove and requirements for settlement
21/08/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed affidavit prepared in relation to proceedings against valuer of Carbrook property
21/08/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed draft statement of claim in relation to proceedings against valuer of Cape Gloucester property
25/08/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Gadens regarding issuing of proceedings against a guarantor/upcoming trial in relation to Bothers matter
25/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Yankalilla Council regarding upgrade of water and sewerage facilities at Wirrina Cove/conclusion of works
25/08/2014	Whyte, David	Partner	0.7	392.00	Assets	reviewed draft letter to valuer in relation to draft valuations for Wirrina Cove lots as at 1 January 2012 and 2013 in relation to land tax objections/reviewed comments on the valuations received from Gadens
26/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft email to Gadens regarding settlement arrangements for sale of marina head lease at Wirrina Cove
26/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed amended letter to valuer in relation to valuation of Wirrina Cove lots as at 1 January 2012 and 2013
28/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed/executed discharge of mortgage
29/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens in respect of extension under contract of sale for marina head lease at Wirrina Cove

29/08/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Consultant regarding valuation for Carbrook property and drawdowns of facility
01/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft email to Yankalilla Council regarding upgrade of water and sewerage at Wirrina Cove/costs incurred in relation to upgrade
02/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed draft deed in relation to completion of works in respect of water and sewerage upgrade at Wirrina Cove and release of remaining funds held on trust
02/09/2014	Whyte, David	Partner	1.6	896.00	Assets	meeting with Tucker & Cowen and third party regarding claims against valuer in relation to two valuations relied on by the fund and breach of duties in preparing same
04/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from borrower regarding offer to settle/forward to John Somerville in relation to status of valuation on property
05/09/2014	Whyte, David	Partner	0.1	56.00	Assets	email borrower in relation to offer to settle loan and valuation required
05/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence in relation to request to extend settlement date on marina head lease at Wirrina Cove
08/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Armstrong Wily regarding caveat lodged over NSW property/reviewed letter in response
08/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed documentation in relation to drawdown of borrower loan/terms of facilities in respect of same
08/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens in relation to site values of Wirrina Cove lots and review of same/reviewed correspondence from Revenue SA in respect of same
08/09/2014	Whyte, David	Partner	0.4	224.00	Assets	meeting with John Somerville regarding claim against Carbrook valuer/further information required in relation to lending procedures
08/09/2014	Whyte, David	Partner	0.6	336.00	Assets	reviewed status of guarantor matter/reviewed funding agreement/reviewed previous correspondence from our solicitors in relation to proceedings on foot
09/09/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with real estate agent regarding sale of Queensland property
09/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding upcoming settlement of marina head lease at Wirrina Cove and stamping of transfers
09/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Redchip Lawyers regarding funding of Eddington proceedings/reviewed invoices and further estimated costs/authorised payment
09/09/2014	Whyte, David	Partner	1.0	560.00	Assets	reviewed critique of valuation prepared by expert valuer in relation to potential claim against valuer for damages/compared retrospective valuation with valuation amounts/discussed issues with John Somerville
09/09/2014	Whyte, David	Partner	4.0	2,240.00	Assets	travel to/from Gold Coast/site visit with valuer to property/meeting with borrower/tour local area in relation to competing properties on the market
10/09/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with marina manager at Wirrina Cove regarding upcoming settlement of marina head lease
10/09/2014	Whyte, David	Partner	0.3	168.00	Assets	telecon with Gadens regarding upcoming trial in relation to possession proceedings in respect of Queensland property/notices issued to third parties/valuation of property and site visit to property
11/09/2014	Whyte, David	Partner	0.5	280.00	Assets	telecon with valuer in relation to Queensland property/comparative sales/properties on the market
11/09/2014	Whyte, David	Partner	1.1	616.00	Assets	reviewed correspondence from Gadens regarding upcoming trial in respect of Bothers possession proceedings/reviewed information sent to defendants to agree facts (165 pages)/telecon with Consultant regarding further information required/email Gadens

12/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding proceedings against valuers/appointment of expert in relation to proceedings
12/09/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with Gadens regarding settlement of marina head lease at Wirrina Cove/provide instructions in relation to settlement
12/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding outcome of court hearing relating to guarantor matter and proceedings on foot in relation to funds held in court/sent responses
12/09/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from Gadens and John Somerville regarding settlement of marina head lease at Wirrina Cove/outstanding issues to be resolved for settlement
12/09/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence and documentation received from John Somerville and consultant regarding drawdowns of loans/repayments of other loans
15/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from marina manager at Wirrina Cove/sent response regarding settlement tomorrow and issues with the demountable buildings
15/09/2014	Whyte, David	Partner	0.3	168.00	Assets	telecon with consultant regarding potential claim against the directors and officers insurance policy in respect of loan that caused substantial loss to the fund
15/09/2014	Whyte, David	Partner	0.6	336.00	Assets	meeting with Daniel Tipman regarding settlement of marina head lease at Wirrina Cove/issues regarding demountables/email John Somerville regarding same/reviewed correspondence from Gadens/telecon with Gadens in relation to issues
16/09/2014	Whyte, David	Partner	1.0	560.00	Assets	reviewed court application and statement of claim in relation to claim against the directors of Equititrust for breach of duties
17/09/2014	Whyte, David	Partner	0.1	56.00	Assets	email borrower regarding settlement offer
17/09/2014	Whyte, David	Partner	0.4	224.00	Assets	meeting with Yankalilla council regarding transfer of water and sewerage infrastructure/finalisation of agreement in relation to same
17/09/2014	Whyte, David	Partner	1.0	560.00	Assets	meeting with general manager of marina at Wirrina Cove regarding sale of marina head lease/settlement of same
18/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding objections to land tax assessments at Wirrina Cove
18/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from borrower and guarantor/sent response regarding proposed settlement
18/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from borrower and guarantor regarding proposed settlement/sent response
18/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from real estate agent and marina manager regarding settlement of marina head lease at Wirrina Cove/proposal from purchaser
18/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from investor regarding unclaimed moneys held by Public Trustee's office
18/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from marina berth owner and marina berth manager regarding outgoings overdue/sent response to owner
18/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens and Dan Tipman regarding settlement of marina head lease at Wirrina Cove/reviewed quote to relocate demountables/reviewed agreement with owner of same
18/09/2014	Whyte, David	Partner	0.3	168.00	Assets	meeting with Dan Tipman and teleconference with real estate agent regarding settlement of marina head lease at Wirrina Cove
18/09/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed deed of settlement with borrower and guarantor/reviewed draft court orders/reviewed bank statement

18/09/2014	Whyte, David	Partner	2.6	1,456.00	Assets	meeting with our solicitors regarding upcoming trial in relation to Bothers matter/reviewed documentation in relation to same/discussed possible settlement/discussed two claims against valuers and status of claims/discussed land tax objections
19/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed/executed deed of settlement in relation to proceedings against borrower and guarantor
19/09/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed correspondence from borrower and guarantor/reviewed deed of settlement prepared by Gadens/telecon with Gadens regarding draft deed/finalisation of same/email borrower regarding finalisation of deed
22/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding settlement of Bothers matter/vacating of trial dates
22/09/2014	Whyte, David	Partner	0.1	56.00	Assets	Daniel Tipman regarding settlement of marina head lease at Wirrina Cove/terms to be proposed to purchaser
22/09/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Robson Cotter regarding guarantor matter
22/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from insurer broker regarding marina damage claim/insurance company's decision in relation to same
22/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft letter to Revenue SA regarding objections to land tax assessments for 2013 and 2014 years/confirmed instructions to Gadens to issue letter
22/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft letter to purchasers solicitor regarding settlement of marina head lease at Wirrina Cove/confirmed instructions to issue letter
22/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Hall Chadwick regarding Rosea loan/reviewed previous correspondence/drafted response in relation to same
22/09/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed valuation of Queensland property
23/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Hall Chadwick regarding Rosea loan/sent response in relation to assignment of debt to the EPF
23/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from manager of marina head lease at Wirrina Cove regarding insurance claim and comments on effect of the tide and storm
23/09/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with trustee in bankruptcy of guarantor in relation to legal proceedings on foot and funding of same
24/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from our solicitors in relation to expert lender report in respect of proceedings against valuer of Carbrook and Collingwood Park properties
25/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding non settlement of marina head lease/reviewed draft notice to complete in relation to same
26/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens and claim for expenses from witness in relation to Bothers matter/approved payment of same
26/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding guarantor matter/change in solicitors relating to trustee in bankruptcy
29/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens and accountants for Griffith Estates/reviewed and confirmed draft response in order to send
29/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from general manager of marina at Wirrina Cove/followed up in relation to payment of outstanding debtor
29/09/2014	Whyte, David	Partner	0.1	56.00	Assets	email debtor in relation to outstanding marina outgoings

29/09/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens and defendants solicitors in relation to retrospective valuation obtained in respect of Queensland property/provided instructions to Gadens in respect of same
30/09/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Redchip Lawyers regarding guarantor matter/sent response
30/09/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with Tucker & Cowen regarding proceedings in respect of guarantor matter/funds held by court
01/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed invoice received in relation to expert lenders report/email expert in relation to same
01/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed settlement statement for marina head lease at Worrina Cove
01/10/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed report to creditors in relation to bankrupt guarantor/reviewed/signed proof of debt and proxy in relation to trustee in bankruptcy's remuneration
02/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from expert lender in respect of two legal proceedings/sent response
02/10/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Tucker & Cowen regarding Spottiswood proceedings/way forward in relation to trustees in bankruptcy and funding of proceedings
02/10/2014	Whyte, David	Partner	0.1	56.00	Assets	email Robson Cotter regarding funding of legal proceedings/change in solicitors
02/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Robson Cotter including instructions to Tucker & Cowen regarding Spottiswood matter
02/10/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with Robson Cotter regarding litigation matter/transfer of files from Redchip Lawyers
02/10/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Consultant regarding valuation of NSW property and drawdown of facilities
07/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from creditor of borrower in relation to funds received in respect of litigation funding/forward to John Somerville to clarify position
07/10/2014	Whyte, David	Partner	0.1	56.00	Assets	consider offer in relation to assignment of hire for demountables located at Worrina Cove marina/confirmed terms to be agreed
07/10/2014	Whyte, David	Partner	0.1	56.00	Assets	email Tucker & Cowen regarding expert lender report in respect of two legal actions against valuer of properties
07/10/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Gadens regarding settlement of marina head lease/reply to correspondence received from ASIC
07/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from expert engaged in relation to litigation/sent response
08/10/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with council regarding outstanding rates and notice issued to sell property
09/10/2014	Whyte, David	Partner	0.6	336.00	Assets	reviewed retrospective valuation of Worrina Cove as at 1 January 2012 in relation to land tax assessment objection/reviewed summary of values and tax payable under each scenario
13/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding request for further disclosure in respect of Collingwood Park and Carbrook valuer claims/sent response
13/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence regarding cash flow of Worrina Corporation and refund due from sale of marina head lease



13/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from defendants solicitors and our solicitors in relation to request for extension to prepare defence/confirmed instructions
14/10/2014	Whyte, David	Partner	0.8	448.00	Assets	meeting with expert lender in relation to legal proceedings on foot
14/10/2014	Whyte, David	Partner	1.0	560.00	Assets	reviewed retrospective valuation in relation to NSW property in respect of legal proceedings against the initial valuer of the property
15/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from marina manager at Wirrina Cove regarding status of assignment of plant and equipment/sent response
15/10/2014	Whyte, David	Partner	1.8	1,008.00	Assets	reviewed file in relation to NSW property lend/valuation/retrospective valuation/critique of same/meeting with John Somerville in relation to issues raised
16/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft letter to Valuer General in respect of objections to 2013 land tax assessment for Worrina Cove lots
16/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen to solicitors acting for defendants in respect of claims against valuer of Carbrook and Collingwood Park properties
16/10/2014	Whyte, David	Partner	0.6	336.00	Assets	meeting with Gadens regarding claim against valuers of NSW property/retrospective valuation of same
17/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from marina manager at Worrina Cove/sent response regarding assignment of hire agreement for demountables
17/10/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed valuation of Worrina Cove lots as at 1 January 2013 in respect of land tax objection
21/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from guarantor regarding proposal to amend settlement terms/forward to Gadens with comments
21/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from third party regarding receipts and payments of borrower/reviewed response
21/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence to valuer in relation to valuation of NSW property
22/10/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from guarantor and SMH Lawyers regarding monies in trust in respect of settlement deed/considered terms/reviewed lawyers website/forward to Gadens to review and prepare response
22/10/2014	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from guarantor regarding delay in payment under settlement deed/reviewed settlement deed terms/telecon with Gadens regarding lodgement of consent order with the court and how to extend settlement
23/10/2014	Whyte, David	Partner	0.2	112.00	Assets	telecon with real estate agent regarding sale of Queensland property
24/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft correspondence from our solicitors to guarantors solicitors regarding settlement deed and payment of outstanding sum
24/10/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from guarantor regarding settlement offer/issues with property and paying settlement sum/draft response and forward to our solicitors to review
27/10/2014	Whyte, David	Partner	0.5	280.00	Assets	meeting at Gadens regarding guarantor matter/execution of documents in relation to settlement/reviewed correspondence from guarantor's representative and bank cheques to be tendered for settlement
28/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence to/from Gadens in relation to balance of settlement proceeds and banking of same
28/10/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed draft correspondence to Hall Chadwick's solicitors regarding claims by liquidators and offsetting amounts in relation to same/confirmed instructions to Gadens to issue correspondence

29/10/2014	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Gadens and the SA Valuer General in relation to objections to land tax assessments at Wirrina Cove/proposed way forward to deal with outstanding objections and expert valuer report
30/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding guarantor proceedings/enforcement of debt owing
30/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen regarding status of proceedings relating to funds held by the court from property sale
31/10/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens regarding status of public examinations/instructed Gadens to write to Piper Alderman for copies of transcripts
04/11/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed draft letter prepared by Gadens to guarantors/confirmed instructions to send letter
04/11/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence to MM Holdings, MM Land and Equititrust Ltd regarding property being sold by council/summary of our investigations regarding owner of mortgage relating to same
06/11/2014	Whyte, David	Partner	0.4	224.00	Assets	reviewed correspondence from Tucker & Cowen regarding claim against valuer of Collingwood Park property/reviewed draft letter to defendant's solicitors in respect of disclosure requirements and further documents to be disclosed/email John Somerville regarding same
17/11/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens and valuer in relation to retrospective valuation of NSW property/spreadsheets detailing comparison of individual lots to be sold and valuations of same
18/11/2014	Whyte, David	Partner	0.3	168.00	Assets	telecon with Tucker & Cowen regarding settlement of guarantor matter/estimated realisations after costs
18/11/2014	Whyte, David	Partner	0.7	392.00	Assets	reviewed request for further particulars in relation to claim against valuer of Queensland property/reviewed draft response and correspondence from Gadens seeking further information
19/11/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Gadens and Valuer General in relation to objections to land tax assessments for Wirrina Cove land and proposed meeting with our appointed valuer
21/11/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence to Tucker & Cowen regarding books and records relating to two cross collateralised loans in respect of Collingwood Park valuer legal proceedings
24/11/2014	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from Tucker & Cowen and including court order relating to Spottiswood matter and payment of funds out of court
27/11/2014	Whyte, David	Partner	0.1	56.00	Assets	telecon with Gadens regarding statement of claim against directors relating to Wirrina loan
06/01/2015	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from our solicitor regarding claim against valuer and defence lodged/further information required/reviewed John Somerville's response to same
07/01/2015	Whyte, David	Partner	0.2	112.00	Assets	reviewed note and cash flow prepared by Daniel Tipman in relation to valuation of property and potential claim against valuer
07/01/2015	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from Tucker & Cowen regarding disclosure in respect of Collingwood Park valuer claim/list of supplementary documents to be disclosed and letter to defendants solicitors
13/01/2015	Whyte, David	Partner	0.5	280.00	Assets	reviewed defence in relation to proceedings against valuer of Queensland property
22/01/2015	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence from David Clout & Associates regarding receivership of borrower/reviewed deed of settlement relating to stolen forklift
22/01/2015	Whyte, David	Partner	0.2	112.00	Assets	reviewed email from John Somerville/June 2014 report from Receivers of borrower in relation to theft of forklift and amount claimed by owner of equipment
22/01/2015	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from our solicitors and Valuer General regarding objections to land tax assessments/reviewed summary of amended valuations versus sale prices and our valuers assessment/email John Somerville in relation to same

23/01/2015	Whyte, David	Partner	0.1	56.00	Assets	reviewed correspondence in relation to objection to land tax assessment and calculation of refund payable/calculation under other scenarios
28/01/2015	Whyte, David	Partner	0.3	168.00	Assets	reviewed correspondence from Tucker & Cowen regarding funds realised in proceedings against guarantors/allocation of costs/telecon with Tucker & Cowen in relation to same/email confirmation of our position on distribution of monies
29/01/2015	Whyte, David	Partner	0.4	224.00	Assets	reviewed defence in relation to claim against valuer and our proposed reply to same
30/01/2015	Whyte, David	Partner	0.2	112.00	Assets	reviewed correspondence from our solicitors regarding reply to defence relating to claim against valuer/confirmed instructions to issue same
41772	Griffin, Maree	Associate Director	0.1	36.00	Assets	Liaison with BRI staff re requirement for 2013 Income Tax Return for Marina St Vincent
41808	Griffin, Maree	Associate Director	0.5	180.00	Assets	Review ATO lodgement listing for outstanding returns, send through portal information on outstanding ITR, BAS and deficit owing
41834	Griffin, Maree	Associate Director	0.2	86.00	Assets	Field call from ATO re outstanding Income Tax Returns for Marina St Vincent
41954	Griffin, Maree	Associate Director	0.1	43.00	Assets	review letter sending out work
41954	Griffin, Maree	Associate Director	0.1	43.00	Assets	review letter sending out work after changes
41954	Griffin, Maree	Associate Director	0.1	43.00	Assets	Electronically sign send out letter
41969	Griffin, Maree	Associate Director	0.1	43.00	Assets	follow up lodgements
19/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Review of Windsor Turf settlement statement and discussion with David Whyte regarding same
19/05/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Investigations and analysis of various transactions to identify potential claims against related parties and third parties of the fund
19/05/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Investigations and analysis of various transactions to identify potential claims against related parties and third parties of the fund
19/05/2014	Somerville, John	Senior Manager	0.7	297.50	Assets	Investigations and analysis of various transactions to identify potential claims against related parties and third parties of the fund
20/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding Wirrina water treatment plant shed contract issues
20/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call to Gadens regarding status of the Marina St Vincent contract and the Wirrina water treatment shed contract
20/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call from Gadens regarding claim against valuer of Cape Gloucester property and brief to counsel to prepare amended statement of claim
20/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of position with respect to books and records at Wirrina Cove and email to Dan Tipman regarding same
20/05/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Call to Yankalilla Council regarding Wirrina water treatment plant sheds
20/05/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Call to Wirrina director regarding Marina St Vincent issues

20/05/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Investigations and analysis of various transactions to identify potential claims against related parties and third parties of the fund
20/05/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Call from Wirrina director regarding Marina St Vincent and issues raised by the Richards Group with respect to the 2014 outgoing, marina contract issues and water treatment shed issues
20/05/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review of Marina St Vincent collection of current year's outgoing, cash flow requirements, matters to be attended to leading up to settlement of head lease and email to Wirrina director regarding same
21/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding Wirrina water treatment shed and council issues
21/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Ray White Marine regarding Marina St Vincent head lease issues leading up to settlement
21/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding status of the Minister's consent with respect to the sale of the Marina St Vincent head lease
21/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding Wirrina water treatment shed contract issues
21/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Discussion with Dan Tipman regarding request from guarantor to inspect loan files
21/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of status of disclosure issues with respect to the Collingwood Park valuer action
21/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of status of disclosure issues with respect to the Carbrook valuer action
21/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Email to Yankalilla Council regarding Wirrina water treatment shed contract
21/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call to Tucker & Cowen Solicitors regarding status of the Collingwood Park and Carbrook valuer actions
21/05/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Review and amended deeds with respect to the settlement of the EPF matters and discussion with David Whyte regarding same
21/05/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Review and analysis of disclosure documents in the Carbrook valuer proceedings
21/05/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review of information required to renew the claim against the valuer of a property and email to Gadens regarding same
21/05/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and analysis of disclosure documents in the Collingwood Park valuer proceedings
22/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Discussion with Dan Tipman regarding Windsor Turf settlement
22/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Dan Tipman regarding borrower loan and petitioning creditor costs
22/05/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Investigations and analysis of various transactions to identify potential claims against related parties and third parties of the fund
22/05/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review and analysis of defence filed by the defendant in the Collingwood Park valuer proceedings
22/05/2014	Somerville, John	Senior Manager	0.8	340.00	Assets	Investigations and analysis of various transactions to identify potential claims against related parties and third parties of the fund

23/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Discussion with Dan Tipman regarding books and records required to form part of the deeds of settlement with the EPF with respect to various matters
23/05/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Consultant regarding further information required for the Collingwood Park valuer action
23/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of Wirrina shed building contract and email to building contractor, regarding same
23/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Instructions to Dan Tipman regarding responding to DBH Lawyers with respect to Wirrina encumbrance issues
23/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of Marina St Vincent debtors and email to Wirrina director regarding same
23/05/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Discussion with Dan Tipman regarding further records required from archives to finalise the deeds of settlement with the EPF
23/05/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review of draft deed of consent with respect to the assignment of the Marina St Vincent head lease
23/05/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Investigations and analysis of various transactions to identify potential claims against related parties and third parties of the fund
23/05/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review of building plans for lot 27 Esplanade, Wirrina Cove and assess against architectural code. Prepare file note with respect to same
03/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Tucker & Cowen Solicitors regarding status of Collingwood Park and Carbrook valuer actions
03/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from DBH Commercial Lawyers regarding Wirrina encumbrance
03/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Review and amendments to letter to DBH Commercial Lawyers regarding Wirrina encumbrance
03/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review and amendments to letters to purchasers of Wirrina lots seeking pre-council approval of plans under building encumbrance
03/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Call from Consultant regarding further material required for Collingwood Park valuer action and investigations required into potential claim against the director and officers insurance policy
04/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding transfer of berth B 28 at Marina St Vincent
04/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Tucker & Cowen Solicitors regarding retrospective valuations in the Collingwood Park and Carbrook valuer actions
04/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Ray White Marine regarding Marina St Vincent outgoings
04/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Discussion with David Whyte regarding discrepancies with borrower loan statement and instructions to Dan Tipman regarding same
04/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of position with respect to the borrower bonds and instructions to Dan Tipman regarding same
04/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of bonds schedule
04/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Call to Wirrina director regarding Marina St Vincent trading issues, debtor collections and matters to be attended to leading up to settlement

04/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Call from valuer regarding valuations of Wirrina lots to support objection to the 2013 assessment and the 2012 review of the valuer general's valuation
05/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Wirrina director regarding cash flow for Marina St Vincent
05/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Richards Commercial Lawyers regarding Marina St Vincent outgoings for FY2014
05/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Discussion with David Whyte regarding borrower debt and third party interest in acquiring
05/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of position with respect to borrower petitioning creditor costs in relation to the winding up and email to Dan Tipman regarding same
05/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review of queries from Richards Commercial Lawyers with respect to outgoings estimate for FY2014 for Marina St Vincent. Discussion with Wirrina director regarding same
05/06/2014	Somerville, John	Senior Manager	0.8	340.00	Assets	Draft letter to Richards Commercial Lawyers in response to concerns with the FY2014 outgoings estimate and deeds of settlement
06/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Wirrina director regarding Marina St Vincent debtors
06/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Ray White Marine regarding Marina St Vincent head lease
06/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Discussion with Dan Tipman regarding requirements for an interim distribution to investors
06/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of further information requested by Tucker & Cowen for the Collingwood Park valuer action and email to Consultant regarding same
06/06/2014	Somerville, John	Senior Manager	1.4	595.00	Assets	Review and amendments to reply to the defence of the defendants in the Collingwood Park valuer proceedings
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call to Gadens regarding EPF settlement
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call to Gadens regarding EPF settlement
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Instructions to Nicola Kennedy regarding EPF settlement and accounting for same
10/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Meeting with David Whyte regarding EPF settlement
10/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Review of settlement statement with respect to the EPF deeds of settlement and documents required to be handed over at settlement
10/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Call from Tucker & Cowen solicitors regarding Collingwood Park and Carbrook valuer actions and strategy
10/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Call from Wirrina director regarding Marina St Vincent cash flow and settlement issues
10/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review of Marina St Vincent cash flow forecast and email to Wirrina director with comments
11/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding monies held in trust

11/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Worrina director regarding employee superannuation
11/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Review of Marina St Vincent revised cash flow and email to Worrina director regarding same
11/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Review and consider email from Tucker & Cowen Solicitors regarding defence and reply in the Collingwood Park valuer proceedings. Email to David Whyte regarding same
11/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Call from Consultant regarding further material required for Collingwood Park and Carbrook valuer actions and investigations with respect to potential claims against director and officers insurance policy
12/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Consultant regarding draft reply in the Collingwood Park valuer proceedings
12/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Review of email from Gadens regarding the settlement with the EPF and instructions to Nicola Kennedy regarding same
12/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call from Consultant regarding Collingwood Park valuer action draft reply
12/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of email from Consultant regarding further information required for the draft reply in the Collingwood Park valuer proceedings and email to Tucker & Cowen Solicitors regarding same
12/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review and amendments to list of documents for disclosure and draft reply in the Collingwood Park valuer action
13/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding EPF settlement monies
13/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call from Tucker & Cowen Solicitors regarding defence filed in Collingwood Park valuer action and further evidence required to respond to some of the allegations
13/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Draft letter to related party regarding borrower and offer from 3rd party to purchase debt
13/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Draft letter to borrower regarding offer from 3rd party to purchase debt
13/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and consider borrower deed of forbearance and deed of company arrangement and consider ability to assign debt to a third party
13/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Conference call with Consultant regarding reply and defence with respect to the Collingwood Park valuer action
16/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Review of correspondence from a guarantors bankruptcy trustee and instructions to Dan Tipman regarding same
16/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding service of Boothers section 199 notice
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding adjustment due to vendor with respect to rates on certain Worrina lots
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from property owner regarding encumbrance on lot 79 Worrina Cove
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding status of ministers consent with respect to the assignment of the Marina St Vincent head lease
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call to Gadens regarding status of consent from Minister for Transport with respect to an assignment of the Marina St Vincent head lease

17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Richards Commercial Lawyers regarding Marina St Vincent deeds of settlement
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Review of email from Gadens regarding property at Banksia Drive, Kingaroy. Liaise with Consultant with respect to same and advise Gadens that the EIF has no interest in the property
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Attend to telephone enquiry from EIF investor
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Wirrina Corporation director regarding books and records
17/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call from Wirrina Corporation director regarding marina issues and electrical wiring at the water treatment shed
17/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review and amendments to reply to the defence filed by the defendants in the Collingwood Park valuer proceedings
18/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Draft letter to borrower regarding the sale of its debt due to the EIF
18/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Wirrina Director regarding books and records
18/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Consultant regarding list of documents for disclosure in the Collingwood Park valuer proceedings
18/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Draft letter to related party regarding the sale of the borrower debt
18/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review and consider letter from Richards Commercial Lawyers regarding further queries with respect to Marina St Vincent outgoings. Email to Wirrina director regarding same
18/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Review and analysis of Marina St Vincent debtors and email to David Whyte regarding same and status of head lease sale
18/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review and amendments to draft reply to defence of defendants with respect to the Collingwood Park valuer proceedings. Review and analysis of supporting documents to reply
18/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review and amendments to draft list of documents to be filed in the Collingwood Park valuer proceedings. Review and collate further documents for disclosure
18/06/2014	Somerville, John	Senior Manager	0.7	297.50	Assets	Review and analysis of draft valuation of Wirrina lots for the purposes of seeking a review of the Valuer-General's valuation for land tax purposes. Email to David Whyte regarding same
19/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Tucker & Cowen Solicitors regarding list of documents to be filed in the Carbrook property valuer proceedings
19/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Discussion with David Whyte regarding list of documents to be filed in the Carbrook and Collingwood Park valuer proceedings
19/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review and consider update report of the Receiver of Windsor Turf farm. Email to Receiver with queries with respect to update report
19/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of time narrations for receiver of Windsor Turf Pty Ltd and email to David Whyte regarding advance to receiver
19/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review and amendments to letter to related party regarding assignment of borrower debt. Discussion with David Whyte regarding same
19/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review and amendments to borrower regarding assignment of its debt and requirements under deed of forbearance. Discussion with David Whyte regarding same



19/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and amendments to list of documents to be filed in the Carbrook valuer proceedings
19/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and amendments to list of documents to be disclosed in the Collingwood Park valuer proceedings
19/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Call to Consultant regarding draft reply to the defence filed in the Collingwood Park valuer proceedings and documentation to support claim against directors for negligence and breach of duties
19/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and amendments to draft reply to defence of defendants with respect to the Collingwood Park valuer proceedings. Review and analysis of supporting documents to reply
19/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and amendments to draft reply to defence of defendants with respect to the Collingwood Park valuer proceedings. Review and analysis of supporting documents to reply
20/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Wirrina Director regarding status of sale of Marina St Vincent head lease
20/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Review and consider plaintiff in Collingwood Park valuer proceedings and email to David Whyte regarding same
20/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call to Tucker & Cowen regarding Collingwood Park valuer proceedings - list of documents and reply to the defence
20/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of further documentation to support claim against valuer of Tweed Central property and email to Consultant regarding same
20/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Review and collate documents for disclosure in the Collingwood Park valuer proceedings and email to Tucker & Cowen Solicitors regarding list of documents to be served on defendants
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding draft amended statement of claim in the Cape Gloucester valuer proceedings
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call to valuer regarding draft amended statement of claim in the Cape Gloucester valuer proceedings
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding draft amended statement of claim in the Cape Gloucester valuer proceedings
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to valuer regarding amended statement of claim with respect to the Cape Gloucester valuer proceedings
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call to valuer regarding Wirrina retrospective valuation to support review of the Valuer-General's valuation for the Esplanade lots for FY2013
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding retrospective valuation for Wirrina Esplanade lots for the purposes of seeking a review of the Valuer-General's valuation
23/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of email from Wirrina Corporation Director regarding further queries from the Richards Group with respect to outgoing arrears. Email to Wirrina director regarding Marina St Vincent debtors
23/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Discussion with David Brushe regarding likelihood of dividend from guarantor of borrower facility. Review and amendments to letters to borrower and related party regarding assignment of debt
23/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of amended list of documents to be served in the Collingwood Park valuer proceedings
23/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review and amendments to draft amended statement of claim with respect to the Cape Gloucester valuer proceedings
24/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call to valuer regarding retrospective valuation with respect to the Cape Gloucester property and the amended statement of claim against the valuer

24/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding retrospective valuation with respect to the Cape Gloucester property and the amended statement of claim against the valuer
24/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding retrospective valuation with respect to the Cape Gloucester property and the amended statement of claim against the valuer
24/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Yankalilla Council regarding Wirrina water treatment shed building contract
24/06/2014	Somerville, John	Senior Manager	0.3	127.50	Assets	Call from Wirrina director regarding books and records, response to Richards Group with respect to outgoing queries and trading issues
24/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review of retrospective valuation of Tweed Central property to support proceedings against valuer
24/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and consider emails from valuer regarding retrospective valuation of Cape Gloucester property. Review of files for further documentation with respect to Cape Gloucester valuation. Email to valuer regarding same
24/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and analysis of draft retrospective valuation of Tweed Central property to support claim against valuer. Investigation into correspondence between EIF and the valuer regarding valuation instructions, lending guidelines and approvals
24/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review and analysis of draft retrospective valuation of Tweed Central property to support claim against valuer. Investigation into correspondence between EIF and the valuer regarding valuation instructions, lending guidelines and approvals
24/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review of retrospective valuation of Tweed Central property to support proceedings against valuer
25/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from valuer regarding retrospective valuation of Tweed Central property to support claim against valuer
25/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call to Gadens regarding retrospective valuation of Tweed Central property to support claim against valuer
25/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Gadens regarding status of Ministers consent with respect to the Marina St Vincent head lease
25/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Gadens regarding status of Ministers consent with respect to assignment of the Marina St Vincent head lease
25/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Ray White Marine regarding status of Ministers consent with respect to assignment of the Marina St Vincent head lease
25/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review and analysis of draft retrospective valuation of Tweed Central property to support claim against valuer
25/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Draft email to Gadens regarding comments with respect to a retrospective valuation to support a claim against a valuer
25/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review and analysis of draft retrospective valuation of Tweed Central property to support claim against valuer
25/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review and analysis of draft retrospective valuation of Tweed Central property to support claim against valuer. Investigation into correspondence between EIF and the valuer regarding valuation instructions, lending guidelines and approvals
25/06/2014	Somerville, John	Senior Manager	0.7	297.50	Assets	Review and analysis of draft retrospective valuation of Tweed Central property to support claim against valuer. Investigation into correspondence between EIF and the valuer regarding valuation instructions, lending guidelines and approvals
26/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call from Gadens regarding claim against valuer of the Cape Gloucester property
26/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of draft orders with respect to the Collingwood Park and Carbrook valuer proceedings

26/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review of Marina St Vincent debtors, consider settlement offers, review of adjustment due on settlement of the Marina St Vincent head lease and email to Wirrina Corporation director regarding same
26/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Review and analysis of correspondence between EIF and the valuer of the Cape Gloucester property required as part of the proceedings filed against the valuer
26/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Investigations into further evidence to support claim against valuer of the Cape Gloucester property
26/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Investigations into further evidence with respect to a claim against valuer of the Cape Gloucester property
26/06/2014	Somerville, John	Senior Manager	0.7	297.50	Assets	Investigations into further evidence to support claim against valuer of the Cape Gloucester property
26/06/2014	Somerville, John	Senior Manager	0.9	382.50	Assets	Review of correspondence from the Richards Group regarding further queries with respect to the FY2014 outgoings for Marina St Vincent. Review of comments from Wirrina Director regarding further queries. Draft response to Richards Group regarding same
27/06/2014	Somerville, John	Senior Manager	0.5	212.50	Assets	Review and amendments to draft amended statement of claim with respect to the Cape Gloucester valuer proceedings
27/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review of further documentation to substantiate amended statement of claim with respect to the Cape Gloucester valuer proceedings. Email to Gadens regarding same. Instructions to Dermot O'Brien regarding delivery of lending files to Gadens
27/06/2014	Somerville, John	Senior Manager	0.6	255.00	Assets	Review and amendments to draft amended statement of claim with respect to the Cape Gloucester valuer proceedings
27/06/2014	Somerville, John	Senior Manager	0.7	297.50	Assets	Investigations into potential claim against director and officers insurance policy for breach of duties
30/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Call from Wirrina director regarding extension to settlement of Marina St Vincent head lease
30/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to Wirrina Director regarding extension of conditions date of Marina St Vincent head lease contract
30/06/2014	Somerville, John	Senior Manager	0.1	42.50	Assets	Email to valuer regarding draft retrospective valuation to support objection to the Wirrina land tax assessment for 2013/14
30/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Call from Gadens regarding Marina St Vincent head lease and requirements of Minister to consent to an assignment
30/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Amendments to draft email to Gadens regarding analysis of draft retrospective valuation to support claim against valuer of Tweed Central property
30/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Email to Wirrina director regarding further queries from Richards Group with respect to the 2014 outgoings estimate for Marina St Vincent
30/06/2014	Somerville, John	Senior Manager	0.2	85.00	Assets	Review of correspondence from Wirrina Director regarding dispute with marina berth owners, storm damage and insurance claim. Consider issues with respect to lodging insurance claim
30/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Call from Wirrina Director regarding damage to Marina St Vincent in recent storms, insurance claim, response to Richards Commercial Lawyers and issues with certain marina berth owners
30/06/2014	Somerville, John	Senior Manager	0.4	170.00	Assets	Meeting with David Whyte regarding analysis of draft retrospective valuation to support claim against valuer of Tweed Central property
01/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Yankalilla Council regarding Wirrina water treatment shed contract
01/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from Wirrina Corporation director regarding quotes for repairs to damaged marina berths. Email to Wirrina Corporation Director regarding insurance for Marina

01/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and consider further investigations and analysis required with respect to claims against valuers of a and Cape Gloucester properties
01/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Email to Gadens regarding comments with respect to the draft retrospective valuation to support a claim against valuer of Tweed Central property
01/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Call to Consultant regarding further information and investigations required with respect to the claims against the valuers of a and Cape Gloucester properties
01/07/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Conference call with Wirrina Corporation Directors regarding issues with the Marina St Vincent head lease contract, settlement issues and post settlement issues
02/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent head lease issue in terms of consent for an assignment from the Minister for transport
02/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and consider valuers for a Broadbeach Waters property security and email to David Whyte regarding same
02/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Investigations into possible claims against directors for breach of duties & negligence
02/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigations into possible claims against directors for breach of duties & negligence
03/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White Marine regarding Marina St Vincent debtors
03/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Consultant regarding investigations into Cape Gloucester property required to finalise amended statement of claim against valuer
03/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding status of Marina St Vincent head lease assignment
03/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of further documentation to support claim against valuer of the Cape Gloucester property and email to Gadens regarding same
03/07/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Investigations into possible claims against directors for breach of duties & negligence
03/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigations into possible claims against directors for breach of duties & negligence
03/07/2014	Somerville, John	Senior Manager	0.9	396.00	Assets	Investigations into possible claims against directors for breach of duties & negligence
04/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding potential claim against Directors and Officers of the responsible entity of the fund
04/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Corporation director regarding queries with respect to Marina St Vincent outgoings
04/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Tucker & Cowen regarding Collingwood Park and Carbrook valuer claims
04/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Investigations into Directors & Officers policy in place during 2008 and notice given to insurers regarding potential claim. Review of server for documentation with respect to same
04/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigations into Directors & Officers policy in place during 2008 and notice given to insurers regarding potential claim. Review of server for documentation with respect to same
04/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and analysis of draft valuation of Wirrina land to support objection to the 2013/14 land tax assessment

04/07/2014	Somerville, John	Senior Manager	0.9	396.00	Assets	Investigations into Directors & Officers policy in place during 2008 and notice given to insurers regarding potential claim. Review of server for documentation with respect to same
07/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and amendments to letter to liquidator of borrower regarding petitioning creditor costs
07/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of correspondence from the solicitors for the defendants in the Carbrook valuer proceedings regarding disclosure of further documents
07/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Consultant regarding further documents required for disclosure in Collingwood Park and Carbrook valuer actions
07/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Amendments to draft letter to the Richards Group with respect to Marina St Vincent outgoings queries and email to the Worrina Corporation directors regarding same
07/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and analysis of draft valuation of Worrina land to support objection to the 2013/14 land tax assessment. Email to David Whyte regarding same
07/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Tucker & Cowen Solicitors regarding further particulars requested by the defendants in the action against the Carbrook valuer
07/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and analysis of draft valuation of Worrina land to support objection to the 2013/14 land tax assessment. Email to David Whyte regarding same
07/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Investigations into possible claims against directors for breach of duties & negligence
07/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of further documentation required for disclosure in the Collingwood Park and Carbrook valuer actions
07/07/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and analysis of draft valuation of Worrina land to support objection to the 2013/14 land tax assessment. Email to David Whyte regarding same
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of email from Ray White Marine regarding status of Marina St Vincent head lease contract conditions
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding status of Marina St Vincent head lease contract conditions
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of outgoing correspondence to trustee of a guarantor regarding proxy and claim. Discussion with Dan Tipman regarding same
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of outgoing correspondence to the liquidator of borrower regarding petitioning creditor costs
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to building contractor regarding minor works agreement for the Worrina water treatment plant shed
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to borrower regarding Worrina water treatment plant shed minor works agreement
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of draft email to Receivers and Managers of Equititrust Limited regarding borrower petitioning creditor costs
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Worrina Director regarding Marina St Vincent maintenance issues
08/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of Marina St Vincent debtors ledger and email to Worrina Director regarding same
08/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to Gadens regarding comments in relation to the draft retrospective valuation of the Worrina lots to support an objection to the land tax assessment for 2013/14

08/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of amendments required to Minor Works Agreement with respect to the Wirrina water treatment plant shed. Draft letter to Yankalilla Council regarding same. Email to building contractor regarding same
08/07/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and analysis of further documentation required for disclosure in the Collingwood Park and Carbrook valuer actions. Review of EIF server with respect to same
09/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and consider email from Wirrina director regarding damage to Row E at Marina St Vincent in recent storms
09/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to McCullough Robertson regarding notice provided to pre-appointment insurance broker with respect to potential claims against the directors and officers of the responsible entity of the fund
09/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to McCullough Robertson regarding notice provided to pre-appointment insurance broker with respect to the directors and officers insurance policy
09/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding settlement of berth B28
09/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Wirrina Director regarding Marina St Vincent debtors and damage to marina in recent storms
09/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Investigations into potential claims against the directors and officers of the responsible entity of the fund for breach of duties
09/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of Marina St Vincent debtors and consider strategy to collect before settlement of head lease. Email to Wirrina Director regarding same
09/07/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Investigations into potential claims against directors and officers of the responsible entity of the fund for breach of duties
09/07/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Investigations into potential claims against directors and officers of the responsible entity of the fund for breach of duties
10/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Tucker & Cowen Solicitors regarding brief to expert for the Carbrook and Collingwood Park valuer actions
10/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent head lease assignment
10/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review and update status of Collingwood Park and Carbrook valuer proceedings
11/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and consider issues with Windsor Turf release of mortgage and email to Dan Tipman regarding same
11/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and consider draft instructions to expert lender in the Collingwood Park and Carbrook valuer proceedings
14/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen Solicitors regarding further disclosure in the Carbrook valuer proceedings
14/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding Marina St Vincent head lease issues
14/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding Marina St Vincent head lease issues
14/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent head lease issues
14/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to letter to Richards Commercial Lawyers with respect to queries regarding Marina St Vincent outgoings

14/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call to Minster for Transports office regarding dredging requirements to enable an assignment of the Marina St Vincent head lease
14/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Call to Consultant regarding disclosure issues in the Carbrook valuer proceedings and draw downs on a loan facility for the purposes of pursuing claims against valuers
14/07/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review of further material required to be disclosed in the Carbrook valuer proceedings
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to South Australian Minister for Transport's office regarding Marina St Vincent head lease assignment issues
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Gadens regarding Marina St Vincent head lease assignment issues
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Instructions to Dan Tipman regarding Wirrina Corporation tax compliance issues
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White regarding Marina St Vincent head lease contract
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding Carbrook valuer proceedings
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Director regarding extension of the Marina St Vincent head lease contract
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Tucker & Cowen Solicitors regarding disclosure in the Carbrook property valuer proceedings
15/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from South Australian Minister for Transport's office regarding Marina St Vincent head lease assignment issues
15/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Tucker & Cowen Solicitors regarding Carbrook disclosure issues
15/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to letters to valuers seeking quotes to prepare valuation reports for a guarantors property at Broadbeach Waters
15/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Draft email to Tucker and Cowen Solicitors regarding further documentation required to be disclosed as part of the Carbrook valuer proceedings
15/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Investigation into lending manual procedures and procedures adopted in practice with respect to the Carbrook loan to support claim against valuer
15/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Investigation and analysis of documents required to be disclosed as part of the Carbrook valuer proceedings
15/07/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Investigation and analysis of documents required to be disclosed as part of the Carbrook valuer proceedings
15/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigation and analysis of documents required to be disclosed as part of the Carbrook valuer proceedings
16/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Tucker & Cowen regarding disclosure in the Carbrook and Collingwood Park valuer actions
16/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of Corymbia Corporation Pty Ltd form 524 (receipts and payments account)
16/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Marina St Vincent staff regarding missing underlease agreements

16/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding missing underlease agreements for Marina St Vincent
16/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Richards Commercial Lawyers regarding Marina St Vincent outgoings
16/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Meeting with Dan Tipman regarding accounting for proceeds received from settlement with the EPF
16/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of Marina St Vincent debtors and email to Ray White Marina regarding same
16/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of missing underlease agreements for Marina St Vincent and email to marina staff regarding same
16/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Liaising with Consultant regarding further documents for disclosure in the Carbrook valuer proceedings
16/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of further documents for disclosure in the Carbrook valuer proceedings and email to Tucker & Cowen Solicitors regarding same
16/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and consider further documents for disclosure in the Carbrook valuer proceedings and email to Tucker & Cowen Solicitors regarding same
17/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to valuer regarding retrospective valuations to support land tax objections. Review of status regarding Gadens review
17/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to McCullough Robertson regarding directors and officers insurance policy information required
17/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from District Council of Yankalilla regarding Minor Works Agreement for the Wirrina Cove water treatment plant shed
17/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Tucker and Cowen Solicitors regarding disclosure in the Carbrook valuer proceedings
17/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of amended list of documents in the Carbrook valuer proceedings
17/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to District Council of Yankalilla regarding Minor Works Agreement for the Wirrina Cove water treatment plant shed. Review of correspondence with Council regarding status of shed
17/07/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Searching of EIF server for documents to support drawdowns and civil construction costs with respect to a property to support claim against valuer
17/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and amendments to draft amended statement of claim against the valuer of the Cape Gloucester property
17/07/2014	Somerville, John	Senior Manager	1.1	484.00	Assets	Review and analysis of drawdowns and civil construction costs with respect to a property to support a claim against the valuer
18/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Richards Commercial Lawyers regarding Marina St Vincent deed of settlement
18/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Consultant regarding balance of loan to prepare demands against guarantors
21/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding letter of demand
21/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen Solicitors regarding documents to be disclosed in the Carbrook and Collingwood Park valuer proceedings



21/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Consultant regarding statement and reviewing list of documents in the Collingwood Park and Carbrook valuer proceedings
21/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Consultant regarding loan statement and assets of guarantor
21/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of loan statement and investigation into guarantor's business interests
21/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and update litigation summary schedule
22/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from McCullough Robertson regarding insurance files held
22/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding responding to Minister for Transport with respect to deed of assignment for the Marina St Vincent head lease
22/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and consider request to release PPSR registration over purchaser of Carbrook property and email to Dan Tipman regarding same
22/07/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and consider issues with respect to records to support claim against valuer of a property and email to David Whyte regarding same
23/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Summary of parties to the Collingwood Park and Carbrook valuer proceedings to enable expert valuer to complete conflict check
23/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Email to valuer regarding comments with respect to draft valuation of the Wirrina lots as at January 2012 to support a review of the valuer-generals valuation
23/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review and consider further documents required for disclosure in the Carbrook and Collingwood Park valuer proceedings
23/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of amended list of documents to be disclosed in the Collingwood Park valuer proceedings and consider further documents for disclosure
23/07/2014	Somerville, John	Senior Manager	1.6	704.00	Assets	Investigations into possible claims against director and officers insurance policy
24/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Follow up of Yankalilla Council regarding building contract for Wirrina Cove water treatment plant shed
24/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with Dan Tipman regarding release of PPSR registration over purchaser of Carbrook property
24/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to Gadens regarding pre-appointment directors and officers insurance policy and issues with insurer responding to any claim filed
24/07/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Investigations into documents and other books and records to support claims against the valuers of Collingwood Park and Carbrook valuers. Review of documents to be disclosed
24/07/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and amendments to brief to expert in relation to the Carbrook and Collingwood Park valuer proceedings and consider further material to be provided to expert as part of brief
24/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigations into potential claims against directors and officers of the responsible entity of the fund
24/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigations into documents and other books and records to support claims against the valuers of Collingwood Park and Carbrook valuers. Review of documents to be disclosed
25/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding issues to finalise deed of consent to assignment of Marina St Vincent head lease

25/07/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Investigations into documents and other books and records to support claims against the valuers of Collingwood Park and Carbrook properties. Review of documents to be disclosed
25/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and amendments to brief to expert in the Carbrook valuer proceedings and review and consider documents to be included as part of the brief
25/07/2014	Somerville, John	Senior Manager	1.2	528.00	Assets	Investigations into documents and other books and records to support claims against the valuers of Collingwood Park and Carbrook valuers. Review of documents to be disclosed
28/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen Solicitors regarding briefs to proposed expert lenders in the Collingwood Park and Carbrook valuer proceedings
28/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Tucker and Cowen Solicitors regarding brief to proposed expert lender in the Carbrook valuer proceedings
28/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Tucker and Cowen Solicitors regarding brief to proposed expert lender in the Collingwood Park valuer proceedings
28/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding issues with respect to the consent to the assignment of the Marina St Vincent head lease
28/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Discussion with David Whyte regarding documents to be disclosed in the Carbrook and Collingwood Park valuer proceedings and brief to the proposed expert lender
28/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and amendments to documents to be included in brief to the proposed expert lender with respect to the Collingwood Park and Carbrook valuer proceedings
28/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and amendments to documents to be included in brief to the proposed expert lender with respect to the Collingwood Park and Carbrook valuer proceedings
28/07/2014	Somerville, John	Senior Manager	1.2	528.00	Assets	Review and amendments to brief to proposed expert in the Collingwood Park valuer proceedings
28/07/2014	Somerville, John	Senior Manager	1.4	616.00	Assets	Review and amendments to brief to the proposed expert lender in the Carbrook valuer proceedings
29/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of letter to director of Wirrina Corporation Pty Ltd regarding execution of deed of release
29/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding extending the Marina St Vincent contract conditions date
29/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Email to Consultant regarding Collingwood Park and Carbrook documents for disclosure in the proceedings against the valuers
29/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and consider draft letter of demand to guarantor of loan facility and email to Gadens regarding same
29/07/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Consider amendments required to the valuation of the Wirrina Esplanade lots as at 1 January 2012 for the purposes of seeking a review of the valuer-general's valuation and email to Gadens regarding same
29/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call to Consultant regarding documents to be disclosed in the Carbrook and Collingwood Park valuer proceedings and credit committee protocols and procedures
29/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from valuer regarding valuation of the Wirrina Esplanade lots as at 1 January 2012 for the purposes of seeking a review of the valuer-General's valuation
29/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and investigation into loan files for borrower loan to support claim against valuer
30/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding conditions date for the Marina St Vincent contract

30/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of matters to be attended to prior to the Marina St Vincent head lease settlement
30/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding settlement issues with respect to the Marina St Vincent head lease
30/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Call to Wirrina Corporation director regarding Marina St Vincent settlement issues, ongoing trading issues and Wirrina water treatment plant shed
31/07/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to David Whyte regarding status of brief to expert lender with respect to the Collingwood Park and Carbrook valuer proceedings
31/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Ray White Marine regarding Marina St Vincent settlement issues
31/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Gadens regarding Marina St Vincent settlement issues
31/07/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Meeting with David Whyte regarding Marina St Vincent settlement issues
31/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call to Tucker & Cowen Solicitors regarding expert lender brief for the Carbrook and Collingwood Park valuer proceedings
31/07/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of position with respect to the calling up of the bank guarantee with respect to borrower by the Mackay Regional Council
31/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and collate further material to be included in the brief to the expert lender in the Collingwood Park and Carbrook valuer proceedings
31/07/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Email to Wirrina Corporation director regarding matters to be attended to leading up to settlement of the Marina St Vincent head lease
31/07/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and analysis of matters to be attended to leading up to settlement of the Marina St Vincent head lease
01/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
01/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and analysis of lending files to support claim against valuer of Tweed Central property
01/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and analysis of lending files to support claim against valuer of Tweed Central property
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Marina St Vincent deeds of settlement with the Richards Group
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Ray White Marine regarding Marina St Vincent settlement issues
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Ray White Marine regarding Marina St Vincent settlement issues
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Ray White Marine regarding Marina St Vincent settlement issues
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Mackay Regional Council regarding bond

04/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review of funding request by trustee of bankrupt guarantor of a borrower. Review of funding agreement and costs incurred to date. Instructions to Dan Tipman regarding same
04/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Search for and review lending manuals of comparable lenders in the market to compare against the Equititrust lending manual for the purposes of evidence in the Carbrook and Collingwood Park valuer proceedings
04/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Call to Wirrina director regarding Marina St Vincent settlement issues
05/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding Marina St Vincent settlement issues
05/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
05/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of Marina St Vincent debtors ledger and email to Wirrina director regarding same
05/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
05/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of credit assessment documents with respect to the Carbrook loan for the purposes of supporting a claim against the valuer of the Carbrook property
05/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and consider Equititrust lending criteria summary provided by Consultant and apply and consider criteria adopted with respect to the Carbrook and Collingwood Park loans to support claim against the valuer
05/08/2014	Somerville, John	Senior Manager	1.7	748.00	Assets	Meeting with Consultant and David Whyte regarding lending criteria, lending processes and practices and documents for disclosure with respect to the Collingwood Park and Carbrook valuer proceedings
05/08/2014	Somerville, John	Senior Manager	2.3	1,012.00	Assets	Meeting with Consultant regarding lending criteria, lending processes and practices and documents for disclosure with respect to the Collingwood Park and Carbrook valuer proceedings
06/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to David Whyte regarding borrower debt
06/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Searches of borrower related entities and email to David Whyte regarding borrower and the sale of debt
06/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White Marine regarding Marina St Vincent settlement issues
06/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Consultant regarding further material for disclosure in the Carbrook valuer proceedings
06/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Yankalilla Council regarding Wirrina water treatment plant shed
06/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Draft email to Yankalilla Council regarding proposal to satisfy outstanding conditions under Wirrina water and sewerage contract
06/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Yankalilla Council regarding Wirrina water treatment plant shed
06/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of outstanding conditions under Wirrina water and sewerage contract with Yankalilla Council and consider proposal to finalise matter
06/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and consider further material for disclosure in the Carbrook valuer proceedings
07/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues

07/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Director of Wirrina Corporation regarding ATO IAS reporting requirements
07/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding review of draft letter to Russells lawyers in response to request from administrator of assignee of a former debt and securities
07/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and amendments to draft letter to Russells Lawyers following request from voluntary administrator of assignee of a borrower debt and securities for books and records
07/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and amendments to Redchip Lawyers with respect to funding agreement in the guarantor's proceedings
07/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to letter to Redchip Lawyers with respect to funding agreement for the proceedings against funds held by Court in relation to the guarantor
07/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from solicitor for the purchaser of the Marina St Vincent head lease regarding the deed of consent and bank guarantee. Email to Ray White Marine regarding same
07/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Email to Gadens regarding Wirrina Cove water treatment shed issues and remaining conditions under water and sewerage contract with Yankalilla Council
07/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Draft letter to Russells Lawyers regarding documents requested by voluntary administrator of assignee of a borrower debt and securities
07/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Obtain and review documents requested by voluntary administrator of the assignee of a borrower debt and securities
07/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Analysis of lending manual and procedures adopted by Equititrust in considering loans to borrowers to support claim against the valuers of the Collingwood Park and Carbrook properties
07/08/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Undertake extensive search of Equititrust server to obtain section 420A documentation in relation to the sale of a NSW property as requested by Tucker & Cowen Solicitors. Review and consider section 420A obligations
08/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of amended letter to Redchip Lawyers regarding funding agreement with respect to a guarantor's proceedings
08/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of email from liquidator of a company with respect to borrower property and proceedings on foot
08/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Instructions to Dan Tipman regarding response to liquidator of company with respect to caveat over a property
08/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding response to Russells in relation to request for books and records by administrator of the assignee of a borrower debt and securities
08/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Instructions to Dan Tipman regarding Marina St Vincent settlement issues
08/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review of outstanding matters with respect to settlement and settlement adjustments for the Marina St Vincent head lease and email to the Wirrina director regarding same
08/08/2014	Somerville, John	Senior Manager	0.9	396.00	Assets	Review and analysis of section 420A issues with respect to the sale of a borrower property and email to David Whyte regarding same
11/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Director regarding Marina St Vincent fire compliance issues
11/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Consultant regarding Collingwood Park disclosure documents
11/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues

11/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and analysis of further disclosure material in the Collingwood Park and Carbrook proceedings against valuers
11/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and analysis of further disclosure material in the Collingwood Park and Carbrook proceedings against valuers
11/08/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and analysis of further disclosure material in the Collingwood Park and Carbrook proceedings against valuers
12/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
12/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding settlement issues
12/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding Marina St Vincent settlement issues
12/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Ray White Marine regarding Marina St Vincent settlement issues
12/08/2014	Somerville, John	Senior Manager	1.4	616.00	Assets	Meeting with Consultant regarding Collingwood Park claim and documents to be disclosed in the proceedings
14/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding satisfying the conditions under the Wirrina water and sewerage contract
14/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
14/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Email to Yankalilla Council regarding Wirrina water and sewerage works
14/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding remaining conditions under Wirrina water and sewerage contract and Marina St Vincent settlement issues
14/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Discussion with Dan Tipman regarding credit facility deed documents for loan requested by liquidator of company. Email to liquidators regarding same
14/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Email to Yankalilla Council regarding Wirrina water treatment plant shed proposal
14/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of matters to be attended to for settlement of the Marina St Vincent head lease. Review of draft letters to suppliers regarding settlement
14/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review and consider issues regarding completion of conditions under Wirrina Water and sewerage contract
14/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Consultant regarding documents to be disclosed in the proceedings against the valuer of the Collingwood Park property
15/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Instructions to Dan Tipman regarding valuer for a property
15/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent and extension of the conditions date
15/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to valuer regarding retrospective valuations of Wirrina lots to support objection to land tax assessment
15/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of position with respect to Wirrina Corporation Pty Ltd and Marina St Vincent Management Pty Ltd income tax returns and business activity statements and instructions to Dan Tipman regarding same

15/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of comments from Gadens with respect to the retrospective valuation of the Wirrina lots as at 1 January 2012 to support a review of the valuation of the valuer general and to the retrospective valuation as at 1 January 2013 to support an objection to the land tax assessment
15/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Call from Wirrina director regarding Marina St Vincent settlement issues, trading issues and Wirrina water treatment shed
15/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Draft letter to valuer regarding the retrospective valuation of the Wirrina lots as at 1 January 2012 to support a review of the valuation of the valuer general and to the retrospective valuation as at 1 January 2013 to support objection to the land tax assessment
15/08/2014	Somerville, John	Senior Manager	1.5	660.00	Assets	Draft letter to valuer regarding the retrospective valuation of the Wirrina lots as at 1 January 2012 to support a review of the valuation of the valuer general and to the retrospective valuation as at 1 January 2013 to support objection to the land tax assessment
18/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding notices to marina berth owners regarding assignment of Marina St Vincent head lease
18/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding investigations into advances that relied upon on the September 2008 valuation of the Collingwood Park property to support a claim against the valuer
18/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of information required to finalise amended statement of claim against the valuer of the Cape Gloucester property. Email to Consultant regarding same
18/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of statement of a former employee in the Carbrook valuer proceedings
18/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Meeting with proposed expert lender with respect to expert report to support claims against the valuers of Carbrook and Collingwood Park properties
18/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Call to Consultant regarding investigations into advances that relied on the September 2008 valuation of the Collingwood Park property to support a claim against the valuer
18/08/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Analysis of further documentation for disclosure in the Carbrook valuer proceedings
18/08/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigations into advances to borrower in relation to the Collingwood Park facility to trace source of funds to support claim against valuer in the Collingwood Park proceedings. Review of various loan statements for the different loan accounts and credit entries
18/08/2014	Somerville, John	Senior Manager	0.9	396.00	Assets	Investigations into advances to borrower in relation to the Collingwood Park facility to trace source of funds to support claim against valuer in the Collingwood Park proceedings. Review of various loan statements for the different loan accounts and credit entries
19/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review letters to valuers in relation to guarantors property
19/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and amendments to letter to valuer regarding valuation of property
19/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
19/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from Gadens regarding notices to marina berth owners and the air sea rescue with respect to Marina St Vincent settlement
19/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of Business Activity Statements for Wirrina Corporation Pty Ltd for the March and June 2014 quarters and discussion with Dan Tipman regarding same
19/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Tucker & Cowen Solicitors regarding expert reports for the Carbrook and Collingwood Park proceedings and disclosure documents
20/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of marina berth owner schedules to accompany settlement documents for Marina St Vincent and email to Wirrina director regarding same
20/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Wirrina director regarding Marina St Vincent deed polls required for settlement and Wirrina water treatment shed issues

20/08/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review of draft covenant with respect to the air sea rescue shed, attornment notice, notice of assignment of debt, covenant with respect to transfer of underleases. Review and reconcile underleases to be transferred as part of the Marina St Vincent settlement
20/08/2014	Somerville, John	Senior Manager	0.9	396.00	Assets	Review and amendments to the amended statement of claim against the valuer of the Cape Gloucester property. Analysis of supporting documentation and quantify damages suffered
20/08/2014	Somerville, John	Senior Manager	1.1	484.00	Assets	Review of statement of former lending manager with respect to lending practices of Equititrust. Review and consider statement against terms of lending manual and compliance plan and conduct with respect to loan to support claim against valuer
20/08/2014	Somerville, John	Senior Manager	1.2	528.00	Assets	Review and amendments to the amended statement of claim against the valuer of the Cape Gloucester property. Analysis of supporting documentation and quantify damages suffered
21/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding Marina St Vincent EPA licences
21/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Blue Broking with respect to Marina St Vincent insurance renewal
21/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of discharge of mortgage for Windsor Turf farm water licences required by Land Titles
21/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
21/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Ray White Marine regarding settlement issues
21/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of further material to be disclosed in the proceedings against the valuer of the Collingwood Park property
21/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and analysis of email from Gadens with respect to draft settlement statement, deed polls and draft transfer documents in relation to Marina St Vincent. Email to David Whyte regarding same
21/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Discussion with Consultant regarding funds advanced in reliance on the Collingwood Park valuation to support a claim against the valuer
22/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Marina St Vincent staff member regarding licensee for berth C34
22/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
22/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
22/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Ray White Marine regarding Marina St Vincent settlement issues
22/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding response from purchaser of Marina St Vincent head lease
22/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White Marine regarding Marina St Vincent demountables
22/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Marina St Vincent demountables
22/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of draft email to purchaser's solicitor of the Marina St Vincent head lease. Email to Gadens regarding same
22/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Wirrina Director regarding income tax returns and business activity statement lodgements and planning for members voluntary liquidations for Wirrina Corporation Pty Ltd and Marina St Vincent Management Pty Ltd



22/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of information required for preparation for trial to obtain possession of a property. Email to Consultant regarding same
22/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review and analysis of email from Consultant regarding transactions with respect to Collingwood Park loan and issues with respect to appointment of voluntary administrator to support Collingwood Park valuer proceedings
22/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Call from Consultant regarding further documentation to support advances made on reliance on the September 2008 valuation of the Collingwood Park property to support claim against valuer. Discussion regarding information required to prepare for trial to obtain possession of property security
22/08/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and amendments to the amended statement of claim against the valuer of the Cape Gloucester property. Email to Gadens regarding same
25/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding proposal with council in relation to obligations under Wirrina water and sewerage contract
25/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White Marine regarding Marina St Vincent demountables
25/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Consultant regarding preparations for a trial to obtain vacant possession of a property
25/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding information for the Boothers trial to obtain possession of a property
25/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and consider letter from Redchip Lawyers with respect to the guarantor proceedings and email to David Whyte regarding same
25/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Marina St Vincent debtors
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and consider email from Blue Broking regarding Marina St Vincent insurance issues. Email to Wirrina director regarding same
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Wirrina director regarding Marina St Vincent insurance issues and settlement issues
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Consultant regarding investigation into further material to support claim against Collingwood Park valuer
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Wirrina director regarding Marina St Vincent insurance issues
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to letter to valuer to update valuations to support land tax objections at Wirrina
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of Marina St Vincent debtors and email to Ray White Marine regarding same
25/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from CEO Yankalilla Council regarding Wirrina water treatment plant shed and proposal to finalise
25/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Investigation into guarantor and assets held to prepare for trial to obtain possession of a property
25/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Call from Consultant regarding Collingwood Park advances and investigations into same to support claim against valuer
26/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Director regarding further information required for Marina St Vincent settlement adjustments

26/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to Gadens regarding information required to account for settlement adjustments with respect to the Marina St Vincent head lease
26/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and collate information and material for settlement adjustments in relation to the Marina St Vincent head lease
26/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call to Consultant regarding investigations into transactions to support claim against the valuer of the Collingwood Park property
26/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Consultant regarding investigations into transactions to support claim against the valuer of the Carbrook and Collingwood Park valuer action
26/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and amendments to letter to valuer regarding amendments to valuations to support a review of the Valuer-General's valuation of Wirrina Cove lots for FY2012 and to support objection to the land tax assessment for FY2013
27/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Director regarding accounting information
27/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of discharge of mortgage
27/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement and preparation for same
27/08/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of Wirrina Corporation Pty Ltd Business Activity Statement and GST payable. Review and approve cheque requisition for David Whyte to approve
28/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Tucker & Cowen Solicitors regarding borrower loan records
28/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to deed of variation of Wirrina water and sewerage contract
28/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Draft email to CEO Yankalilla Council regarding Wirrina water and sewerage issues
28/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding further amended statement of claim in relation to the claim against the valuer of the Cape Gloucester property
28/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of information required for income tax returns to be completed for Wirrina Corporation Pty Ltd and email to Dan Tipman regarding same
28/08/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Consultant regarding investigations into certain transactions to support the claim against the valuer of the Collingwood Park property
28/08/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Analysis of transactions that relied upon the 2008 and 2009 Collingwood Park valuations for the purposes of supporting a claim against the valuer. Email to David Whyte regarding same
28/08/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and investigation into transactions that relied upon the Collingwood Park and Carbrook valuations for the purposes of supporting a claim against the valuers
29/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Blue Broking regarding Marina St Vincent insurance issues
29/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Director regarding issues with the demountables at Marina St Vincent
29/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Tucker & Cowen solicitors regarding Collingwood Park valuer proceedings and meeting with expert lender
29/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Follow up purchaser of Marina St Vincent head lease with respect to intentions regarding demountables

29/08/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Director regarding Marina St Vincent insurance issues
29/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from CEO Yankalilla Council regarding Wirrina water and sewerage issues for community meeting
29/08/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and consider email from Wirrina Director regarding Wirrina water debtors and email to Wirrina Director regarding same
29/08/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Call from Gadens regarding Marina St Vincent settlement adjustments and other issues
29/08/2014	Somerville, John	Senior Manager	1.6	704.00	Assets	Review and analysis of amended expert valuers report and critique to support claim against the valuer of a property
01/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White Marine regarding Marina St Vincent settlement issues
01/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Tucker & Cowen Solicitors regarding Collingwood Park and Carbrook expert lending reports to support claim against valuer
01/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Director regarding matters to be attended to leading to settlement of Marina St Vincent head lease
01/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding amended expert valuers report to support the claim against the valuer of a property
01/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Blue Broking regarding Marina St Vincent insurance issues
01/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Ray White Marine regarding settlement issues
01/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and analysis of expert valuer's report to support claim against the valuer of a property
01/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Ray White Marine regarding Marina St Vincent settlement and information required from purchaser
01/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Wirrina Director regarding matters to be attended to in preparation for settlement of the Marina St Vincent head lease
01/09/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and analysis of critique prepared by the expert valuer with respect to the valuation prepared for a property to support a claim against a valuer
02/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Consultant regarding further information required to support a claim against valuer of the Carbrook property
02/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
02/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to draft deed of variation to Wirrina water and sewerage agreement and email to Yankalilla Council
02/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to Notices of transfer of debt and notices of attornment with respect to the Marina St Vincent settlement and email to Wirrina director regarding same
02/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call to Consultant regarding further information required to support claim against the valuer of the Carbrook property
02/09/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and analysis of amended expert valuer's report to support a claim against the valuer of a property

02/09/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and analysis of amended expert valuer's report to support a claim against the valuer of a property
02/09/2014	Somerville, John	Senior Manager	1.6	704.00	Assets	Meeting with Tucker and Cowen and proposed Expert lender with respect to the Collingwood Park and Carbrook valuer proceedings and strategy with respect to same
03/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Ray White Marine regarding settlement issues
03/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Wirrina water and sewerage deed of variation
03/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Instructions to Dan Tipman regarding proposed members voluntary liquidations of Wirrina Corporation Pty Ltd and Marina St Vincent Management Pty Ltd
03/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call to Wirrina director regarding Marina St Vincent settlement issues and insurance issues
03/09/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and analysis of documents supporting drawdowns for a loan that relied upon the valuation dated 2007 for the purposes of substantiating a claim against the valuer
04/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding request for extension to settlement of the Marina St Vincent head lease
04/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and amendments to letter to liquidator of Company regarding proceedings against borrower brought by Suncorp
04/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White regarding commission outstanding on the sale of Wirrina assets
04/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Ray White Marine regarding Marina St Vincent settlement issues
04/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Gadens regarding buyer of Marina St Vincent head lease settlement extension request and consider strategy
04/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from Consultant regarding Carbrook valuer claim. Analysis of further documentation to substantiate claim
04/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Email to Gadens regarding information required for the settlement statement for Marina St Vincent
04/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Gadens regarding settlement adjustments with respect to the Marina St Vincent head lease
04/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call to Wirrina director regarding amendments to the Marina St Vincent debtors ledger and possible extension of the settlement date
04/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review and reconciliation of debtors ledger in preparation for settlement of the Marina St Vincent head lease
04/09/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Call from Consultant regarding further information to support claim against valuer of Carbrook property
05/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review and amendments to letter to liquidators of company regarding costs order
05/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding settlement extension request from buyer of Marina St Vincent head lease
05/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding conditions of granting extension to settlement of Marina St Vincent head lease

05/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement extension
05/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and consider terms of extension of settlement date for Marina St Vincent head lease and email to Gadens regarding same
05/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Wirrina Director regarding Marina St Vincent settlement extension
05/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Analysis of conditions to be imposed to agree to an extension to the settlement of the Marina St Vincent head lease and email to David Whyte regarding same
05/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Tucker & Cowen Solicitors regarding further information required for the proposed expert lender to prepare a report to support claim against valuer of the Carbrook property
05/09/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and analysis of further information and documentation to support claim against valuer of Carbrook property and to assist expert lender to prepare report. Email to David Whyte regarding same
08/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to valuer regarding updating draft valuations to support Wirrina land tax objections
08/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding decision of review valuer with respect to Wirrina land tax objection for FY2013
08/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Marina St Vincent agreement with respect to the demountables
08/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of Marina St Vincent cash flow funding
08/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Instructions to Dan Tipman regarding Marina St Vincent cash flow funding
08/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent insurance issues in relation to the contract of sale
08/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Wirrina director regarding cash flow funding for Marina St Vincent
08/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and analysis of the review valuer's decision with respect to the objection to the Wirrina land tax assessment for FY2013
08/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Wirrina director regarding Marina St Vincent issues regarding insurance and cash flow funding given settlement delay
08/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Meeting with David Whyte regarding Carbrook valuer proceedings and land tax objection for Wirrina Cove
08/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Email to Tucker & Cowen Solicitor regarding further investigations to support the claim against the valuer of the Carbrook property
08/09/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of status of guarantor proceedings. Review and analysis of costs incurred by guarantors bankruptcy trustee and consider increase in fee limit. Review and amendments to letter to lawyer of guarantors bankruptcy trustee
09/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Clout & Associates regarding proposed members voluntary liquidations of Wirrina Corporation Pty Ltd and Marina St Vincent Management Pty Ltd
09/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Ray White Marine regarding settlement extension for Marina St Vincent head lease
09/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Consultant regarding further investigations to support the claim against the valuer of the Carbrook property

09/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Discussion with David Whyte regarding the retrospective valuation to support the claim against the valuer of a property
09/09/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Investigations into advances made in reliance on a valuation. Email to Consultant regarding further investigations required to support the claim against the valuer of a property
10/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding proposed new settlement date for the Marina St Vincent head lease and information required for settlement
10/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding proposed new settlement date of the Marina St Vincent head lease
10/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Wirrina director regarding Marina St Vincent head lease settlement
10/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent head lease settlement
10/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White Marine regarding Marina St Vincent settlement issues
10/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Tucker & Cowen Solicitors regarding Carbrook valuer proceedings and expert report
10/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Wirrina director regarding Marina St Vincent settlement issues
10/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues and Wirrina water rates notices
10/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call to Gadens regarding Wirrina land tax objection, possession proceedings, director and officers insurance claims
26/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review status of guarantors proceedings and emails from Tucker and Cowen Solicitors regarding same
26/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Collate further information for valuer to finalise retrospective valuations of certain Wirrina lots to support the objection to the 2012 and 2013 land tax assessments and email to valuer regarding same
26/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Meeting with David Whyte regarding status of Collingwood Park and Carbrook valuation actions and claim filed against the directors for breach of duties
26/09/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Meeting with Dan Tipman regarding Marina St Vincent settlement issues, status of valuer claims and amendments to BAS's to account for reduced input tax credits
26/09/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of claim filed against certain directors for breach of duties and consider further information required to support same
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Gadens regarding Marina St Vincent settlement
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Consultant regarding further information required to support claim against a valuer of a property
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Marina St Vincent debtors
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Marina St Vincent insurance claim
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to David Whyte regarding assignment of borrower debt and securities

29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Ray White Marine regarding Marina St Vincent settlement
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Ray White Marine regarding Marina St Vincent settlement
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding notice of default in relation to Marina St Vincent contract of sale
29/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Ray White Marine regarding Marina St Vincent settlement issues
29/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Blue Broking regarding insurance claim with respect to Marina St Vincent storm damage
29/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement
29/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from Wilson Lawyers regarding retention monies held with respect to business sale. Email to Wilson Lawyers regarding same
29/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of report to creditors from trustee of bankrupt guarantor and instructions to Nicola Kennedy regarding same
29/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call to Wirrina director regarding Marina St Vincent settlement issues
29/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of status of land tax objections with respect to certain Wirrina lots for 2012 and 2013, consider merits of appeal and email to David Whyte regarding same
29/09/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and consider further information to support claim against certain directors for breach of duties with respect to the Sunset Cove loan
29/09/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Call to Consultant regarding retrospective valuation to support the claim against the value of a property and claim filed against certain directors for breach of duties
30/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement
30/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
30/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with David Whyte regarding Marina St Vincent settlement issues
30/09/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
30/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Wirrina director regarding Marina St Vincent settlement
30/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Wirrina director regarding Marina St Vincent settlement adjustments
30/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of Marina St Vincent settlement statement and discussion with Wirrina director regarding same
30/09/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues

30/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of tax invoice for Marina St Vincent settlement. Review of settlement statement. Email to Gadens regarding same
30/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to Gadens regarding settlement adjustments with respect to the Marina St Vincent head lease
30/09/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Attending to Marina St Vincent settlement issues
30/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Gadens regarding Marina St Vincent settlement issues
30/09/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Redchip Lawyers regarding guarantor proceedings and email to David Whyte regarding same
30/09/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Call from valuer regarding retrospective valuations to support a review of the Valuer general's valuation for 2012 and the objection for the 2013 land tax assessment of certain Wirrina lots
30/09/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and adjustments to debtors for Marina St Vincent in preparation for settlement. Review of stock takes. Review and amendments to assignment of debt notices. Review of draft settlement statement
01/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Ray White Marine regarding Marina St Vincent settlement
01/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to David Whyte regarding expert reports in the Carbrook and Collingwood Park valuer proceedings
01/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding Marina St Vincent settlement cheques
01/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Ray White regarding Marina St Vincent settlement cheques
01/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Email to Wirrina director regarding accounting for settlement of the Marina St Vincent head lease contract
01/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of insurance claim for Marina St Vincent and email to Wirrina director regarding same
01/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and consider further disclosure requirements in the Carbrook and Collingwood Park actions against the valuers
01/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Tucker & Cowen Solicitors regarding Carbrook and Collingwood Park valuer actions and further disclosure requested by the defendants
01/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Attending to post settlement issues in relation to the Marina St Vincent head lease including arrangements for the removal of the demountables from the marina site
01/10/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review and consider further disclosure requirements in the Carbrook and Collingwood Park valuer proceedings
02/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Wirrina water and sewerage agreement with council to release balance of retention monies
02/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Discussion with David Whyte regarding retrospective valuation to support claim against valuer of a property and possible conflict issue
02/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and analysis of conflict issues with respect to a retrospective valuation to support a claim against valuer of a property
02/10/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Analysis of original valuation and retrospective valuation to consider funds advanced against valuation and assessment of requirements provided in lending manual to support claim against valuer



02/10/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Preparation of file note with respect to claim against valuer of a property including conflict of interest issues, analysis of retrospective valuation, analysis of funds advanced in reliance on the valuation and analysis of lending manual
02/10/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review and amendments to retrospective valuation to support claim against valuer. Review and amendments to the critique of the valuation to support claim against valuer
02/10/2014	Somerville, John	Senior Manager	1.6	704.00	Assets	Review and investigations into lending files to identify documentation to support claim against the valuer of a property. Analysis of feasibility studies and cash flows
07/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding Marina St Vincent settlement statement
07/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of correspondence from Redchip Lawyers regarding final bill in guarantor proceedings and instructions to Nicola Kennedy regarding same
07/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding deed of variation to finalise the Wirrina water and sewerage contract with Yankalilla Council
07/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of email from Wirrina director regarding removal of demountables from Marina St Vincent. Email to David Whyte regarding same
07/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to David Whyte regarding further disclosure required in the Carbrook and Collingwood Park proceedings
07/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina director regarding proposal with respect to the Marina St Vincent demountables
07/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Letter to related party regarding assignment of debt and securities
07/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of letter from consultants regarding payments from borrower. Investigations into alleged transactions between third parties. Email to Consultant regarding same
07/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Wirrina director regarding post settlement issues with respect to the Marina St Vincent head lease and removal of the demountables
07/10/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and collate further documentation in relation to collateralised loans as requested by the defendants for disclosure in the Carbrook and Collingwood Park valuer proceedings
09/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of Marina St Vincent Management Pty Ltd and Wirrina Corporation Pty Ltd tax position and email to Wirrina director regarding same
09/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Discussion with David Whyte regarding draft valuation as at 1 January 2012 of certain Wirrina lots to support submission to South Australian Valuer General's office to reduce land tax payable
09/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Wirrina director regarding finalising Marina St Vincent accounts, cash flow and proposed members voluntary liquidations of Marina St Vincent Management Pty Ltd and Wirrina Corporation Pty Ltd
09/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of Wirrina Corporation Pty Ltd cash flow and email to Wirrina director regarding transfer of funds to the EIF
09/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to valuer regarding amendments to draft valuation as at 1 January 2012 of certain Wirrina lots to support submission to South Australian Valuer General's office to reduce land tax payable
09/10/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and amendments to draft valuation as at 1 January 2012 of certain Wirrina lots to support submission to South Australian Valuer General's office to reduce land tax payable
13/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Richards Commercial Lawyers regarding assignment of the Marina St Vincent head lease
13/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Update asset realisation summary

13/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Wirrina Corporation Pty Ltd director with respect to marina demountables
13/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of position with respect to water rates refund at Wirrina Cove and email to Gadens regarding same
13/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of amended valuation to support review of review valuer's valuation of certain Wirrina lots to reduce land tax payable and email to Gadens regarding same
14/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from valuer regarding retrospective valuation to support claim against the valuer of a property
14/10/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Meeting with proposed expert lenders regarding expert lenders report for Carbrook and Collingwood Park properties to support claim against valuer
15/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Gadens regarding retrospective valuation to support claim against valuer of a property and arrangements for meeting to discuss same
15/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Meeting with David Whyte regarding retrospective valuation to support claim against valuer of a property and issues regarding same
16/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Corporation Pty Ltd director regarding finalising Marina St Vincent Management Pty Ltd outstanding tax matters
16/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Wirrina Corporation Pty Ltd director regarding removal of demountables from Marina St Vincent property
16/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Investigation into loan and securities in the name of a borrower and email to Consultant regarding same
16/10/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	meeting with Gadens regarding claim against valuers of NSW property/retrospective valuation of same
20/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding water refund cheque for Marina St Vincent settlement
20/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Letter to consultants in response to their enquiry with respect to funds paid to borrower
20/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from Tucker & Cowen regarding further disclosure required in the Collingwood Park valuer proceedings. Instructions to Daniel Tipman regarding same
20/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Draft letter to expert valuer regarding queries in relation to retrospective valuation to support claim against valuer of a property
21/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to consultants regarding query with respect to borrower
21/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to valuer to discuss amendments to retrospective valuation of certain Wirrina lots to support an objection to the land tax assessment as at 1 January 2013
21/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of draft income tax returns for Wirrina Corporation Pty Ltd for FY2013 and FY2014 and email to Dan Tipman regarding same
21/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of amendments to retrospective valuation to support objection to the land tax assessment of certain Wirrina Cove lots as at 1 January 2013 and email to Gadens regarding same
21/10/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Amendments to draft letter to valuer with respect to retrospective valuation to support claim against valuer of a property. Email to Gadens regarding same
21/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of amended valuation of certain Wirrina lots to support an objection to the land tax assessment as at 1 January 2013

22/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Consultant regarding loan statements requested by the defendant for cross collateralised loans in relation to the Collingwood Park valuer proceedings
22/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to Tucker & Cowen Solicitors regarding further disclosure requested by the defendants in the Collingwood Park valuer proceedings. Instructions to Dan Tipman regarding disclosure documents required
23/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding post settlement issues for Marina St Vincent management pty ltd
23/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of order directing Wirrina water and sewerage debtor to pay balance of debt and email to Wirrina Corporation director regarding same
23/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and analysis of documentation in relation to the property security and email to David Whyte regarding same
23/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Wirrina Corporation director regarding post Marina St Vincent settlement issues and planning for voluntary winding up of Wirrina Corporation Pty Ltd
23/10/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call to Consultant regarding the property security and further disclosure required with respect to the Collingwood Park and Carbrook valuer proceedings
29/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Fox Tucker lawyers regarding amounts due under Order obtained with respect to Wirrina water and sewerage debtor
29/10/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and consider email from Gadens regarding valuation report to support objection to the land tax assessment of certain Wirrina lots for 2013/14. Review of notes from valuer and email instructions to Gadens regarding same
30/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of email from Tucker & Cowen regarding status of guarantor proceedings
30/10/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding public examination transcripts with Piper Alderman
03/11/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and amendments to letters to Cassowary Council and Receivers and Managers of Equititrust Limited and MM Holdings Pty Ltd regarding properties
04/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from valuer regarding issues with retrospective valuation to support claim against valuer
04/11/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Call to Consultant regarding further disclosure and loan statements to be prepared with respect to the proceedings against the valuer of the Collingwood Park property
05/11/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Consultant regarding further disclosure required in relation to the proceedings against the valuer of the Collingwood Park property
05/11/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call to Tucker & Cowen Solicitors regarding further disclosure requested by the defendants in the proceedings against the valuer of the Collingwood Park property
05/11/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call to Tucker & Cowen Solicitors in relation to draft response to defendants regarding further disclosure requests under the proceedings against the valuer of the Collingwood Park property
05/11/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and consider draft response to defendants regarding further disclosure requests under the proceedings against the valuer of the Collingwood Park property
05/11/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Conference call with Gadens and valuer regarding draft retrospective valuation to support a claim against the valuer of a property and comments and queries with respect to same
06/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Consultant regarding queries with respect to collating of further disclosure in relation to the proceedings against the valuer of the Collingwood Park property
06/11/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call from Consultant regarding further disclosure requested by defendant in Collingwood Park proceedings against valuer and draft response prepared by Tucker & Cowen Solicitors

11/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding conference call with expert valuer with respect to the proceedings against the valuer of a property
11/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to valuer regarding contact with valuer-general in relation to retrospective valuations to support land tax objections at Wirrina Cove
11/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding contact with valuer-general in relation to retrospective valuations to support land tax objections at Wirrina Cove
11/11/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of Wirrina Corporation Pty Ltd income tax returns for FY2014 and email to Dan Tipman regarding same
11/11/2014	Somerville, John	Senior Manager	0.9	396.00	Assets	Attendance at the offices of Gadens for a conference call with expert valuer with respect to the retrospective valuation to support a claim against the valuer of a property
11/11/2014	Somerville, John	Senior Manager	0.9	396.00	Assets	Review and amendments to draft letter to defendant's solicitor in relation to the Collingwood Park valuer proceedings. Review and consider further disclosure documents as part of response. Draft email to Tucker & Cowen regarding same
12/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen regarding draft response to the defendants solicitor with respect to disclosure in the Collingwood Park valuer proceedings
12/11/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Email to Tucker & Cowen Solicitors regarding draft response to the defendants solicitor with respect to further disclosure in the Collingwood Park valuer proceedings
13/11/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Tucker & Cowen Solicitors regarding response to defendant's solicitor in relation to the Collingwood Park valuer proceedings
17/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Receivers and Managers of MM Holdings Pty Ltd regarding borrower property
18/11/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Call from Wirrina Corporation director regarding matters to be finalised at Wirrina Cove prior to voluntary winding up
18/11/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of further disclosure required in relation to claim against valuer of the Cape Gloucester property. Instructions to Dan Tipman regarding same
19/11/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Instructions to Dan Tipman regarding further investigations required in relation to the claim against the valuer of a property and further analysis of the retrospective valuation required
20/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Gadens regarding timing of defence to be lodged by defendant in the Cape Gloucester valuer proceedings
20/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Wirrina Corporation director regarding final accounts for Marina St Vincent
24/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to former employee regarding borrower loan. Email to former employee regarding same
24/11/2014	Somerville, John	Senior Manager	0.6	264.00	Assets	Call to Consultant regarding further documents required for disclosure in the Collingwood Park valuer proceedings and the request for disclosure by the defendants in the Cape Gloucester valuer proceedings
26/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen solicitors regarding timing of further disclosure for Carbrook and Collingwood Park valuer proceedings and update required to judge
27/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Gadens regarding PE transcripts and obtaining the amended statement of claim filed by the Liquidators of Equititrust Ltd against the directors and officers
27/11/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call to Tucker & Cowen regarding further disclosure required in the Collingwood Park valuer proceedings
28/11/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Call to Tucker & Cowen solicitors regarding draft consent orders in relation to the Collingwood Park valuer proceedings and planning regarding expert reports and mediation

28/11/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Investigations into further documentation required to support statement of claim filed against the directors of the responsible entity of the fund
28/11/2014	Somerville, John	Senior Manager	0.7	308.00	Assets	Review and amend draft Answer to the Request for further and better particulars from defendant of the Cape Gloucester valuer proceedings. Review of material to support Answer to the Request. Review and amend email to Gadens regarding same. Discussion with Dan Tipman regarding same
01/12/2014	Somerville, John	Senior Manager	0.4	176.00	Assets	Review of discounted cash flow model to support retrospective valuation to support claim against the valuer of a property. Discussion with Dan Tipman regarding same
04/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Tucker & Cowen Solicitors regarding revised case management orders in the Collingwood Park valuer proceedings and further disclosure required by the defendants
04/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of revised case management orders in relation to the Collingwood Park and Carbrook valuer proceedings. Email to David Whyte regarding same
05/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Tucker & Cowen solicitors regarding amendments to draft case orders for the Carbrook and Collingwood Park valuer actions
09/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Instructions to Dan Tipman regarding further disclosure required in the Collingwood Park valuer proceedings
09/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of Wirrina Corporation BAS for the September 2014 quarter
10/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Tucker & Cowen solicitors regarding revised case flow timetable with respect to the Collingwood Park and Carbrook valuer proceedings
10/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Discussion with Dan Tipman regarding further disclosure material required in the Collingwood Park valuer proceedings
10/12/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of further disclosure for the Collingwood Park valuer proceedings. Review and amendments to letter to Tucker & Cowen regarding same
11/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review and consider email from David Clout and Associates regarding finalisation of a receivership and draft email response
11/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from Wirrina Corporation Pty Ltd director regarding outstanding queries with respect to income tax returns
11/12/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Investigations into further books and records required to progress claim against the directors and officers of the responsible entity of the fund
11/12/2014	Somerville, John	Senior Manager	0.8	352.00	Assets	Review of request from defendant for further and better particulars in the Cape Gloucester valuer proceedings. Review and amendments to draft answer to the request and discussion with Dan Tipman regarding same
16/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen solicitors regarding quantity surveyors report to support claim against the valuer of the Carbrook property
16/12/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and update summary of status of litigation matters
17/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding further information for the answer to the defendants request for further particulars in the Cape Gloucester valuer proceedings
17/12/2014	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of status of proceedings against directors and officers and auditors commenced by the liquidators of Equitrust Ltd and email to Gadens regarding same
18/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen solicitors regarding defendants expert report in the Collingwood Park proceedings
19/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Call from Tucker & Cowen Solicitors regarding amended list and supplementary lists of documents in the Carbrook and Collingwood Park valuer proceedings

19/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of amended list of documents and supplementary list of documents in the Carbrook valuer proceedings
19/12/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of amended list of documents and supplementary list of documents in the Collingwood Park valuer proceedings and review of draft letter to the defendant's solicitor regarding same
23/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to valuer regarding status of Wirrina Cove land tax objection
23/12/2014	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to Gadens regarding status of Wirrina Cove land tax objection
24/12/2014	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of defence filed by the defendant in the Cape Gloucester valuer proceedings
24/12/2014	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of the defence filed in the proceedings against the valuer of the Cape Gloucester property. Discussion with Dan Tipman regarding same and review of revised loan statement
05/01/2015	Somerville, John	Senior Manager	0.1	44.00	Assets	Discussion with Dan Tipman regarding status of claim against valuer of the Cape Gloucester property
06/01/2015	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of Dan Tipman's analysis of a NSW property's retrospective valuation. Consider merits in pursuing claim against valuer and email to David Whyte regarding same
06/01/2015	Somerville, John	Senior Manager	0.6	264.00	Assets	Investigations into countersigned copy of Cape Gloucester valuation. Review of variance in loan statement balance provided to support claim against valuer of the Cape Gloucester property. Email to our solicitors regarding further information to support claim against the valuer of the Cape Gloucester property
12/01/2015	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from our solicitors regarding expert reports in the Carbrook and Collingwood Park valuer proceedings. Email to our solicitors regarding same
13/01/2015	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of outstanding queries to finalise the Wirrina Corporation Pty Ltd income tax return for financial year 2014 and email to Dan Tipman regarding same
14/01/2015	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of draft letter to the defendants solicitor in the Cape Gloucester valuer proceedings and email to our solicitors regarding same
14/01/2015	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to our solicitors regarding draft letter to a third party in relation to a non-party disclosure request in the Carbrook and Collingwood Park valuer proceedings
14/01/2015	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of email from our solicitors regarding draft letter to a third party in relation to non-party disclosure request in the Carbrook and Collingwood Park valuer proceedings. Review of draft request for further particulars to the defence and email to David Whyte regarding same
15/01/2015	Somerville, John	Senior Manager	0.1	44.00	Assets	Review of draft email to owner of a Wirrina Cove lot regarding building encumbrance on title
22/01/2015	Somerville, John	Senior Manager	0.1	44.00	Assets	Email to David Clout & Associates regarding finalisation of the Windsor Turf receivership
22/01/2015	Somerville, John	Senior Manager	0.2	88.00	Assets	Review of email from Clout & Associates regarding finalisation of Windsor Turf receivership and email to David Whyte regarding same
22/01/2015	Somerville, John	Senior Manager	0.5	220.00	Assets	Review of decision of the Valuer General regarding the objection to the 2013/14 land tax assessment for Wirrina Cove. Analysis of decision and consider merits in seeking an appeal of the decision. Email to David Whyte regarding same
27/01/2015	Somerville, John	Senior Manager	0.3	132.00	Assets	Review and consider issues in relation to finalising the land tax objection to the 2012/13 and 2013/14 land tax assessments for lots at Wirrina Cove and email to our solicitors regarding same
28/01/2015	Somerville, John	Senior Manager	0.2	88.00	Assets	Call from our solicitors regarding proposed expert lender to support the Collingwood Park and Carbrook valuer proceedings and instructions to Dan Tipman regarding seeking PI cover for proposed expert lender
28/01/2015	Somerville, John	Senior Manager	0.4	176.00	Assets	Review and update status of legal proceedings against valuers of Collingwood Park, Carbrook and Cape Gloucester properties

29/01/2015	Somerville, John	Senior Manager	0.6	264.00	Assets	Review and amendments to the Reply to the Defence and the Further Amended Statement of Claim in the Cape Gloucester valuer proceedings. Email to our solicitors regarding same
30/01/2015	Somerville, John	Senior Manager	0.3	132.00	Assets	Review of amendments to the Reply to the Defence in the Cape Gloucester valuer proceedings and email to our solicitors regarding same
30/01/2015	Somerville, John	Senior Manager	0.7	308.00	Assets	Meeting with Daniel Tipman to address outstanding queries to finalise the Income tax returns for Wirrina Corporation for the 2012/2013/2014 tax years
30/01/2015	Somerville, John	Senior Manager	0.8	352.00	Assets	Review of status of Equititrust Liquidator's claim against the auditors and directors and officers. Review of amended statement of claim and consider overlap with the EIF claim. Review of orders regarding court timetable
08/10/2014	Hogbin, Tom	Manager	0.2	63.00	Assets	Review 2013 Income Tax Return for Marina St Vincent
08/10/2014	Hogbin, Tom	Manager	0.4	126.00	Assets	Review 2013 Income Tax Return for Marina St Vincent
08/10/2014	Hogbin, Tom	Manager	0.4	126.00	Assets	Review 2014 Income Tax Return for Marina St Vincent
08/10/2014	Hogbin, Tom	Manager	0.4	126.00	Assets	Review 2014 Income Tax Return for Marina St Vincent
05/11/2014	Hogbin, Tom	Manager	0.4	126.00	Assets	Final review of 2013 Income Tax Return for Marina St Vincent
05/11/2014	Hogbin, Tom	Manager	0.2	63.00	Assets	Review - query on assets upon cessation of trading re Marina St Vincent
07/11/2014	Hogbin, Tom	Manager	0.4	126.00	Assets	Final review of 2014 Income Tax Return for Marina St Vincent
10/11/2014	Hogbin, Tom	Manager	0.4	126.00	Assets	Review letter addressed to director of Marina St Vincent
11/11/2014	Hogbin, Tom	Manager	0.8	252.00	Assets	Finalise 2014 Income Tax Return for Marina St Vincent
11/11/2014	Hogbin, Tom	Manager	0.3	94.50	Assets	Finalise 2014 Income Tax Return for Marina St Vincent
24/11/2014	Hogbin, Tom	Manager	0.2	63.00	Assets	Review requirements for 2012 Income Tax Return for Wirrina Corporation
01/12/2014	Hogbin, Tom	Manager	0.7	220.50	Assets	Revision of queries with Damien Hicks re 2012 Income Tax Return for Wirrina Corporation
08/12/2014	Hogbin, Tom	Manager	0.6	189.00	Assets	Review initial work on 2012 Income Tax Return for Wirrina Corporation
08/12/2014	Hogbin, Tom	Manager	0.6	189.00	Assets	Review initial work on completing 2013 Income Tax Return for Wirrina Corporation
08/12/2014	Hogbin, Tom	Manager	0.6	189.00	Assets	Review initial work on completing 2014 Income Tax Return for Wirrina Corporation
09/12/2014	Hogbin, Tom	Manager	0.3	94.50	Assets	Review queries prepared by Damien Hicks to be sent to financial controller of Wirrina Corporation
09/12/2014	Hogbin, Tom	Manager	0.3	94.50	Assets	Review queries prepared by Damien Hicks to send out to Financial Controller of Wirrina Corporation

09/12/2014	Hogbin, Tom	Manager	0.2	63.00	Assets	Review queries prepared by Damien Hicks to send out to Financial Controller of Wirrina Corporation
13/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Assets	Review email from our solicitors regarding legal action against valuer of the Cape Gloucester property
13/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Assets	Review email from John Somerville regarding action against valuer of NSW property. Commence drafting letter to Gadens regarding same.
13/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Assets	Access investor database and attend to effect change of details for two investors. Verify accuracy of changes. Collate and file supporting documentation in appropriate folder.
14/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Assets	Draft and send email to purchaser of property at Wirrina Cove.
14/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Assets	Field call from BDO Adelaide office regarding email sent from purchaser of Wirrina Cove lots. Review and draft email response.
14/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Assets	Finalise letter to our solicitors regarding claim against valuer of NSW property. Forward to John Somerville for review.
14/01/2015	Tipman, Daniel	Supervisor	0.9	324.00	Assets	Draft letter to our solicitors regarding claim against valuer of Murwillumbah property. Forward to John Somerville for review
15/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Assets	Finalise email to purchaser of lot at Wirrina Cove re encumbrance on title
15/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Assets	Draft email to purchaser of Wirrina lot regarding discharge of encumbrance on lots.
15/01/2015	Tipman, Daniel	Supervisor	0.4	144.00	Assets	Finalise email to purchaser of lot at Wirrina Cove regarding encumbrance on title, send same.
19/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Assets	Liaison with BDO Advisory re queries to finalise Wirrina Corporation Pty Ltd income tax returns
28/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Assets	Review and consider email from John Somerville regarding PI policy for an expert lender to support claim against valuer of Carbrook and Collingwood Park properties.
28/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Assets	Email to Tom Hogbin regarding Wirrina Corporation Pty Ltd and queries in relation to completion of income tax returns
29/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Assets	Review contents of hardcopy books and records. Draft email to John Somerville regarding contents, confirm how he wishes to proceed with same.
29/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Assets	Review contents of hardcopy books and records. Draft email to John Somerville regarding contents, confirm how he wishes to proceed with same.
29/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Assets	Draft email to insurance broker seeking PI insurance for proposed expert lender regarding Collingwood Park and Carbrook valuer claims
29/01/2015	Tipman, Daniel	Supervisor	0.5	180.00	Assets	Revision of Reply to the Defence in relation to the claim against valuer of Cape Gloucester property
30/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Assets	Prepare for meeting with John Somerville in relation to finalise income tax returns for 2012 and 2013 and 2014.
30/01/2015	Tipman, Daniel	Supervisor	0.8	288.00	Assets	Meeting with John Somerville regarding Wirrina Corporation income tax returns for 2012, 2013, 2014,. Discussion regarding treatment and how to progress.
01/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Email directors of Wirrina Corporation Pty Ltd regarding impending sale of Marina head lease and settlement checklist prepared by Gadens with tasks allocated by John Somerville



01/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Assets	Review transfer documents and release of mortgages prepared by Gadens re Collingwood Park property. Call to Gadens to query same. Submit to David Whyte for execution
02/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Collection of books and records related to borrower loan from reception. Records retrieved from archives
02/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call from Consultant regarding borrower legal action and present loan balance
02/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Revision of emails sent by Consultant regarding Collingwood Park valuer action disclosure
02/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Assets	Prepare invoice for sale of Collingwood Park property to be provided to purchaser on 5 May 2014
02/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Assets	Review draft settlement statement forwarded through by Gadens regarding settlement of Collingwood Park Property. Call to Gadens re same
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Call to Richards solicitors re status of deeds at Marina St Vincent
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Field call from Gadens regarding location of contract of sale for Tweed Central property to assist with retrospective valuation
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Field call from Gadens re settlement cheques for sale of Collingwood Park security
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Call to John Somerville regarding settlement details of under lease berths at Marina St Vincent
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Email to Gadens regarding release of cheques on settlement of Collingwood Park Property
05/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Email to Tucker and Cowen re disclosure obligations on Carbrook legal action
05/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call from Gadens regarding sale of Marina St Vincent head lease
06/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call from Gadens regarding sale of marina head lease and further financial information required by the minister to consent to transfer of head lease
07/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Issue instructions to Dermot O'Brien re scanning of deeds of settlement and confirmation of schedule of amounts payable by marina berth owners at Marina St Vincent
07/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Call to director of Wirrina Corporation re email authority for Gadens to sign on behalf of Wirrina Corporation pursuant to POA held
07/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Finalise letter to Richards Commercial lawyers re execution of deeds with Marina St Vincent Berth Owners
07/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call to Gadens. Address queries regarding finalisation of Receiver's affidavit to court for approval of remuneration
07/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Amend schedule of arrears of Marina St Vincent berth owners to be sent to Richards Group re Deeds of Settlement
07/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Scan Deeds/letters and annexures to file in relation to the Marina St Vincent settlement with certain berth owners. Arrange to send via email to Richards Commercial Lawyers
07/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Call to Gadens re execution of deeds on behalf of Wirrina Corporation

07/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Assets	Attendance at Gadens re execution of Deeds of Settlement for Marina Berth Owners pursuant to power of attorney held
07/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Assets	Draft letter to Richards Commercial Solicitors re execution of deeds of settlement with marina berth owners
07/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Assets	Prepare schedule of Marina Berth Owners arrears and amounts payable under deeds of settlement
13/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Call to Yankalilla council re contract for construction of Water treatment sheds at Wirrina Cove
13/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Call to purchaser of land re construction of dwelling on residential land at Wirrina Cove
13/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Review email from Yankalilla Council re contract for construction of shed at Wirrina Cove. Forward to John Somerville/David Whyte seeking instructions on same
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Review email from Richards Commercial solicitors re power of attorney for Wirrina Corporation Pty Ltd, conduct search for same
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Call to Gadens solicitors. Discussion regarding power of attorney for Wirrina Corporation Pty Ltd and progression of legal actions
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call from Yankalilla Council re contract for construction of shed at Wirrina Cove
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Return call from Yankalilla Council re construction of shed at Wirrina Cove
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Review email from Gadens re power of attorney given by Wirrina Corporation Pty Ltd. Attend to emailing same to Richards commercial lawyers as requested
13/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Assets	Finalise email to database manager re interim dividend to investors
14/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Draft and send email to David Clout & Associates re petitioning creditors costs on borrower liquidation
14/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Review email from David Clout & Associates re petitioning creditors costs on borrower winding up
14/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Further consideration of email from David Clout & Associates re petitioning creditors costs on borrower
14/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Review email/letter from Richards Commercial lawyers regarding 2014 outgoings for Marina St Vincent
14/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Review email from director of Wirrina Corporation re records located at Marina for Wirrina Corporation Pty Ltd. Email to John Somerville seeking instructions on same
15/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Assets	Field call from Clout and Associates re original certificates of title for Windsor turf farm. Locate same. Arrange for certificates to be collected from reception
16/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Liaison with Tucker and Cowen solicitors regarding signing of transfer forms re sale of turf farm
16/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Assets	Liaison with Tucker and Cowen solicitors regarding notices of exercising power of sale. Conduct search of EIF database and locate same. Forward to Tucker and Cowen as requested
16/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Assets	Liaison with Tucker and Cowen re execution of Windsor turf transfer forms. Revision and verify accuracy of forms prepared. Arrange for execution and witnessing of same

19/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Call to Clout and Associates to discuss impending settlement of Checkling turf farm. Review email re same
19/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call from Tucker and Cowen re impending settlement of Checkling Turf farm and issues to be attended to on settlement
19/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call from Tucker and Cowen to discuss issues with settlement of Checkling Turf Farm
19/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Assets	Review and confirm draft settlement figures for the Checkling turf farm. Discussion with John Somerville and David Whyte re same. Confirm agreement with draft settlement figures with Tucker and Cowen
20/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Review email from Tucker and Cowen re removal of caveats on Windsor Turf Farm
20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Call to Tucker and Cowen to discuss settlement issues with Turf Farm
20/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Assets	Address query raised by David Whyte re caveats on Windsor Turf property from Rural Holdings Pty Ltd
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Liaison with Consultant re determining petitioning creditors costs for borrower's liquidation
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Field call from Tucker and Cowen solicitors re settlement of Windsor Turf Farm
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Consideration of emails re settlement of Checkling Turf Farm
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Email to Gadens re contents of Borrower security packet
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Field call from Tucker and Cowen re impending settlement of Checkling turf farm
23/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Field call from Gadens re contents of security packet relating to borrower
27/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Review email from database manager re preparing script to process interim distribution to investors in Finpower investor management database
27/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Assets	Draft letter to investor re addressing query about investigations into the conduct of former directors of Equititrust Limited as responsible entity for the EIF
27/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Assets	Review correspondence from investor requesting value of units in fund. Access investor database and locate unit holding. Confirm estimated value of units and draft letter to investor re upcoming distribution to investors
27/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Assets	Finalise letter to Gadens re delivery of records relating to two borrowers. Collate records and arrange for hand delivery of documents to Gadens office
28/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Email to Receiver and Manager re information required to minimise income tax payable on sale of Checkling Turf farm
28/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Field call from property owner re encumbrance on title at Wirrina Corporation and removal of same
28/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Phone call to Consultant to discuss issues around two borrowers
03/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Assets	Finalise letter and schedule to a lawyer re encumbrances on Wirrina Cove lots

03/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Assets	Draft letter re further information required to satisfy architectural code on lot 37 the esplanade pursuant to the Wirrina Cove building encumbrance
03/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Assets	Draft second letter re further information required to satisfy architectural code on lot 27 the esplanade pursuant to the Wirrina Cove building encumbrance
03/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Assets	Field call from Consultant. Discussion regarding payment of petitioning creditor costs for borrower
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Respond to queries from David Whyte regarding borrower bonds outstanding and how they relate to loan
04/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Assets	Review borrower loan statement. Identify expense incorrectly allocated and fix same in Finpower database
17/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Assets	Amend annexure (Receipts and Payments) for form 524 for the EIF as requested by David Whyte/John Somerville. Brief discussion with John Somerville re reasons for same
20/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Assets	Review email received from Mackay regional council re call up of bonds. Consider response to same
23/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Assets	Liaison with Blue Broking re insurance on property. Relay information to David Whyte
07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review emails and correspondence from Mackay Regional Council regarding call up of bank guarantees for borrower
08/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Field call from Tucker and Cowen. Address query on Proof of Debt submitted by the EIF
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amend letter to trustee in Bankruptcy of guarantor re Proof of Debt submitted by the EIF
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amend letter to David Clout & Associates re borrower and payment of petitioning creditor costs
11/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Review email from Tucker and Cowen re requestion notice for Water licences re Windsor Turf Farm. Review file. Email to John Somerville re same. Email to Tucker and Cowen in response
16/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email from Financial Controller of Wirrina Corporation re outstanding lodgements. Respond to same. Email to John Somerville re same
16/07/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Assets	Manually complete annexure to be included in form 524 for controllership of Corymbia Corporation Pty Ltd for period ending 20 June 2014. Complete form 524 and submit for review by John Somerville/David Whyte
07/08/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Assets	Draft letter to Redchip lawyers re increased in future legal fees and payment of current invoices. Review letter in relation to bankrupt estate and proceedings against third party.
07/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Email from Tucker & Cowen re LPI and release of 1st and 2nd mortgage registered on title
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amend letter to Redchip lawyers as requested by John Somerville
08/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email from John Somerville re tasks to complete in preparation for settlement of Marina St Vincent
15/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Consider email from John Somerville re outstanding BAS for Marina ST Vincent. Draft and send response to same
18/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Email to director of Wirrina Corporation re draft letters to suppliers for impending settlement of Marina St Vincent

19/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to financial controller to discuss preparation of outstanding BAS for Wirrina Corporation Pty Ltd
22/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Nicola Kennedy and John Somerville re contact details for a guarantor
22/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email from Tucker and Cowen solicitors re Checkling Pty Ltd and discharge of mortgagees on water licences. Respond to same
22/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Assets	Review documentation and file notes on outstanding performance bonds provided by Equititrust Limited in its own capacity and as RE for the EIF. Prepare file note in with proposed course of action for each bond outstanding
22/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Assets	Continue revision of documentation and file notes on outstanding performance bonds provided by Equititrust Limited in its own capacity and as RE for the EIF and preparation of file note in with proposed course of action for each bond outstanding
25/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Nicola Kennedy re contact details for guarantor
27/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review BAS lodged on ATO portal for Wirrina Corporation Pty Ltd by Tom Hogbin
27/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review and completion of discharge of mortgages on water allocation licences re Checkling Pty Ltd
27/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Assets	Review and consider request for information on borrower. Access EIF database and locate requested information. Review same and confirm debt outstanding. Draft letter to ArmstrongWilly addressing queries raised
28/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Tom Hogbin and financial controller of Marina St Vincent Management Pty Ltd re lodgement of outstanding income tax returns
28/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Review management accounts prepared by financial controller of Marina St Vincent Management Pty Ltd
01/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Sarah Cunningham re lodgement of form 524 (receipts and payments accounts for ASIC) for ICA controllership
01/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Sarah Cunningham re late fee for ASIC. Review file and locate lodgement receipt confirming correct date of lodgement
02/09/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Assets	Finalise outstanding uncompleted works bonds file note. Provide to John Somerville for review
04/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with John Somerville re status of valuation of property
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amendments to letter to ArmstrongWilly as requested by John Somerville re borrower
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to valuers re status of valuation of property. Discussion re market in the area generally
04/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Assets	Draft letter to ArmstrongWilly re borrower and proceedings on foot between the company and Suncorp Metway
08/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Attend to scanning and emailing letter and supporting documentation to KPMG Hong Kong re liquidation of Rockcliffe Limited
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Revision of cash flow and funding requirements re Wirrina Corporation Pty Ltd through to 19 September 2014
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Attend to scanning and emailing letter and supporting documentation to ArmstrongWilly re borrower and caveat registered over 232 Cornwallis road

09/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with David Whyte re legal action on foot and fees charged to date by Redchip Lawyers
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Redchip Lawyers re legal action on foot
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with John Somerville re impending settlement of Marina St Vincent
11/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Call to Gadens re settlement of Marina St Vincent
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review email from Real estate agent re proposal to settle on Friday. Email to Gadens querying status of bank guarantee to be provided minister
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from investor with re offer received. Discussion regarding same
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Gadens re settlement of Marina St Vincent and status of bank guarantee
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with manager re settlement of Marina St Vincent and outstanding debtors
11/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Field call from Gadens re settlement of Marina head lease. Discussion regarding outstanding issues and status of bank guarantee
11/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Revision of debtor ledger as at 3 September 2014 for Marina St Vincent. Email to Marina St Vincent re current debtor ledger
11/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review handover document in relation to settlement of the Marina Head lease and required tasks for completion
12/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email from Gadens re proposed settlement of marina on Tuesday 16 September 2014
12/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Draft and send email to directors of Wirrina Corporation Pty Ltd re funding requirements
12/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Call from Redchip lawyers re legal action on foot
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review executed contract of sale for Marina and agreement with hirer re demountables on site
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Draft and send email to Gadens re settlement issues for Marina St Vincent
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review and consider settlement issues for Marina St Vincent and charging default interest as purchaser had failed to settle
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Respond to query from David Whyte re treatment of Marina St Vincent outgoings for 2014/2015 financial year
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Return call to Gadens re Marina St Vincent settlement issues
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review amended tax invoice prepared by Real estate agent re agent's commission on sale of marina
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from Gadens re settlement of Marina head lease

12/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Call to Hirer re demountables at Marina St Vincent
12/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review debtors' ledger as at 10 September 2014 and consider settlement adjustments required at settlement of marina head lease
12/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review settlement adjustments re settlement of Marina St Vincent head lease
15/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Field call from Gadens re Notices of Assignment of Debt for marina head lease
15/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Call from general manager re settlement issues of Marina St Vincent head lease
15/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Draft and send email to Gadens re status of demountables owned by Fleetwood on site at Marina St Vincent
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Return call to Gadens re impending settlement of Marina St Vincent and preparation of Notices of Attornment and Assignment of debts
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review and consider emails from Marina manager re purchaser not wishing to continue with rental of demountables
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Draft and send email to Marina manager re demountables and removal of same
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from Ray White Marine re purchaser not looking to continue with rental of the demountables. Review and consider email forwarded
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call from Gadens re preparation for Marina St Vincent head lease settlement
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to general manager at Marina St Vincent re discussion on settlement issues
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with general manager of Marina St Vincent re debtor ledger and settlement adjustments
15/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Telecon with Gadens re impending settlement of Marina St Vincent
15/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Revision of contract of sale for marina head lease and handover from John Somerville re requirements in order to prepare for settlement of Marina St Vincent head lease
15/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Revision and amendments to debtor ledger for Marina St Vincent as at close of business at 15/09/14
15/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Prepare Notice of Assignment of Debt as at 16 September 2014 and Notices of Attornment in preparation for settlement of Marina St Vincent head lease
15/09/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Assets	Following query from Gadens re Notice of Assignment of Debt for pending settlement of Marina St Vincent, attend to identifying debts which need to be assigned. Attend to producing notices for only these debts
16/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with financial controller of Wirrina Corporation Pty Ltd re lodgement of outstanding income tax returns
16/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Discussion with Nicola Kennedy re valuation of property
16/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Tom Hogbin re drafting of Income Tax Returns for Marina St Vincent Management Pty Ltd

16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Teleconference with Marina manager re tasks needed to be completed in order to finalise the settlement statement
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Email to marina manager re settlement adjustments in preparation for settlement in relation to 2014/2015 outgoings
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Gadens re amendments to debtor ledger for inclusion in the settlement statement for the Marina St Vincent head lease
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Email to marina manager re stocktake, floats and status of purchaser's representative for sign off
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with marina manager re settlement and issue of office demountables at Marina St Vincent
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with manager of Marina St Vincent re settlement adjustments as proposed settlement date has been delayed to 17 September 2014
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review email from manager of marina re settlement adjustments for proposed settlement date on 17 September 2014
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Gadens re delay of settlement to 17 September 2014. Discussion regarding how this impacts settlement figures
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with manager of Marina St Vincent re delays in settlement
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with manager of Marina re stock/float figures and removal of demountables
16/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Draft and send email to manager at Marina re settlement adjustments in preparation for settlement
16/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review email from Marina manager re stocktake and Float sign off. Email to Gadens re same
16/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Revision of proposed settlement statement prepared by Gadens, review and ensure calculations are correct
16/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Liaison with Gadens and director of Wirrina Corporation re debtors and any debtors which need to be pro-rated
16/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Amendments to debtors' ledger following comments from manager in regards to debtors. Attend to removing certain debts from ledger which relate to period after proposed settlement date and pro-rata others which partially relate to a period after settlement
16/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Amendments to debtors' ledger following comments from marina manager in regards to debtors and certain debts from the ledger which relate to period prior to 30 June 2012 and should be allocated and adjusted by 30%
17/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Teleconference with marina manager re settlement issues
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Telecon with marina manager re impending settlement of marina head lease
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review and consider comments from marina manager re debtor ledger and proposed draft settlement adjustments.
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Draft and send email to Gadens re removal of short term licences from debtors and corresponding settlement adjustments of marina head lease
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Teleconference with Gadens re removal of debtors with short term licences which impact on settlement adjustments for marina head lease



17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Gadens re settlement adjustments and potential issue with debtor ledger re non-removal of debtors with short term licences. Revision of executed contract of sale, to assist with determining what is defined as a "short term licence"
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Email to Marina manager querying if the debtor adjustments at settlement do not include the Short term Licences or any Dry Dock Licences
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with marina manager re revision of debtors' ledger and adjustments made on Tuesday, 16 September 2014
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Revision of draft settlement statement for the Marina St Vincent head lease prepared by Gadens
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Telecon with Gadens re impending settlement of Marina head lease
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Gadens and marina manager re settlement
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Revision of amended settlement statement for the Marina St Vincent head lease provided by Gadens
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to Gadens to discuss settlement of head lease and notices of assignment of debt to be provided on settlement to purchaser
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amendments to invoice to be provided upon settlement of marina head lease
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Email to Gadens re remaining notice of assignment of debts
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Marina St Vincent re demountables and impending settlement of marina head lease
17/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Telecon with Marina manager re debtor ledger and removal of those debts which are classed at Short Term licences. Review executed contract of sale and email to Marina St Vincent re same
17/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Compile remaining notice of assignment of debts (casual) in preparation for settlement of Marina St Vincent
17/09/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Assets	Review and consider advice from Gadens re removal of debtors with short term licences from ledger. Proceed to make amendments to ledger following Gadens advice and Marina manager's advice. The adjustments impact on the settlement adjustments
18/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review and consider email from real estate agent re settlement of Marina St Vincent head lease and proposal from purchaser of reduction in purchase price
18/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with David Whyte re continuing delays to settlement of Marina St Vincent head lease
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Marina manager re demountables agreement and arrangements made by former Marina manager
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Draft and send emails to David Whyte re banking details for Equititrust Income Fund re property settlement and Wirrina Corporation re payment of outstanding debt of Marina Berth Owner
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from manager at Marina. Discussion regarding continuing delays to settlement and removal of demountables from marina
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with IT consultant re accessing EIF server
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Gadens re demountables and agreement currently in place at Marina St Vincent

18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to Gadens to discuss expected settlement of Marina St Vincent and query reasons for delay in settlement. Discuss drafted response prepared regarding purchaser's advice that he has insufficient funds to effect settlement
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Return call to real estate agent re delays to settlement. Discussion as to current financial capacity of purchaser to have sufficient funds to complete settlement
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Draft and send email to Marina manager and David Whyte re continuing delays to settlement of marina head lease
18/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Liaison with David Whyte and real estate agent re proposal from Purchaser re reduction in amount payable at settlement
18/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Draft and send email to marina manager re quote for removal of demountables and other outstanding issues
18/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Draft and send email to Gadens re removal of demountables and Wirrina Corporation Pty Ltd's exposure in regards to the demountables removal and repair
18/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Teleconference with Gadens re delays to settlement of Marina St Vincent head lease
19/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Email reply to Gadens and issuing of instructions to Nicola Kennedy re delivery of executed deeds re property settlement
19/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Field call from marina manager re continuing delays in settlement of marina St Vincent head lease
19/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Email to Gadens and Marina St Vincent re delays in settlement of marina head lease settlement
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to Gadens to discuss possibility of settlement of Marina St Vincent occurring in near future. Obtain update on same
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to marina manager to discuss possibility of settlement occurring today
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from Gadens re Marina St Vincent settlement
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Email to Marina St Vincent re settlement and outstanding issues with Fleetwood demountables
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Discussion with Nicola Kennedy and email exchange re valuation of property
19/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Field call from manager of Marina St Vincent re demountable and ongoing delays to settlement of marina
19/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Perusal of previous agreement for demountables signed by ICA (SA) Pty Ltd, summarise information provided by Director of Wirrina Corporation and send email to Gadens to assist with their review of the agreement.
22/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with David Whyte re proposal for extension of settlement date of Marina St Vincent head lease
22/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Gadens re proposal to extend settlement of Marina St Vincent head lease
22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Place call to Blue Broking re ongoing insurance requirements for Marina St Vincent. Discussion regarding rejection of insurance claim
22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Revision of email re reasons for rejection of insurance claim for Marina St Vincent, forward to director of Wirrina Corporation for comment

22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to director of Wirrina Corporation re impending settlement of Marina St Vincent head lease
22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Arrange for authority to be executed by David Whyte re release of books and records held by Nyst Legal. Forward authority to Gadens lawyers as requested
22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review and consider itemised quote for removal of demountables forwarded by director of Wirrina Corporation re demountables
22/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review correspondence from executor of deceased estate re transfer of units. Access investor database and confirm unit holdings. Print same. Complete internal control documentation confirming that all required documentation has been received. Submit to David Whyte to authorise transfer
22/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Liaison with Gadens re proposal for extension to extend settlement of Marina St Vincent head lease
23/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Field call from Gadens re extension of settlement for marina head lease and if a response had been received from the purchaser
23/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Sarah Cunningham re statutory lodgements of ICA (South Australia) Controllershship
23/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from Gadens re extension of settlement and if a response had been received from the purchaser of Marina St Vincent head lease
23/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Update statutory lodgement control spread sheet with remaining Controllershships and lodgement dates
23/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Teleconference with director of Wirrina Corporation re insurance, impending settlement of marina head lease and status of quotes to remove demountables from the Marina once settlement has taken place
24/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Call to Gadens re Marina St Vincent head lease settlement and if response had been received from Purchaser/Purchaser's solicitor
24/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Draft and send response to Gadens re refund of State Valuation Office for residential lots formerly owned Wirrina Corporation Pty Ltd
24/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to Yankalilla council to discuss execution of deed re water treatment shed
25/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Respond to query from Gadens re further details from Valuer General's Office to process land tax refund
25/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to director of Wirrina Corporation Pty Ltd re insurance issue and delays in settlement of Marina St Vincent
25/09/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Assets	Revision of insurance claim for Marina St Vincent and reasons for rejection provided by Lumley, the insurance claims underwriter. Attend to drafting letter to the broker blue broking
26/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Field call from Gadens re Marina St Vincent head lease settlement
26/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with John Somerville re impending settlement of Marina St Vincent head lease
20/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Draft and send email to Liquidators of Rockcliffe Limited re follow up to letter of 5 September 2014 and lodgement of Proof of Debt in Liquidation
21/10/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Assets	Conduct search of loan files for facilities which were cross-collateralised in respect to the Collingwood Park and Carbrook valuer legal proceedings. Draft and send email to John Somerville re findings of same. Seek confirmation from John Somerville on how to proceed
21/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email from Financial Controller of Marina St Vincent re income tax return for FY2013 and FY2014

21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from investor re winding up and estimated unit value as at 30 June 2014 for income tax purposes
21/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review of answers provided by financial controller for Marina St Vincent and outstanding income tax returned for FY2013 and FY2014. Email to John Somerville re comments on same
21/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review draft income tax returns prepared for Marina St Vincent by Tom Hogbin. Reply and also request drafting of income tax returns for Wirrina Corporation Pty Ltd for FY2012, FY2013 and FY2014
21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Draft email to KMPG Hong Kong re liquidation of Rockcliffe Limited
04/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amendments to letter to investor as requested by John Somerville
05/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from council re documentation returned to sender in relation to real property owned by borrower
05/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Amendments to letters re Cassowary Coast Regional council's proposed sale of properties due to unpaid rates
06/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Address query from Tom Hogbin re income tax returns for Marina St Vincent Pty Ltd
07/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Email to Tom Hogbin re income tax returns for FY2013 and 2014 for Marina St Vincent Pty Ltd
07/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amendments to letter as requested by John Somerville
07/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Attend to copying and sending letters to various parties re sale of properties by Cassowary Coast Regional Council. Liaison with Gerald Collins re possible claim by MM Land in properties
12/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review finalised Income Tax Returns for Marina St Vincent Pty Ltd. re FY2013 and FY2014. Forward to Financial Controller to review same
18/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Judy Nguyen re queries in relation to FY2014 income tax return for Wirrina Corporation Pty Ltd
18/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Liaison with John Somerville re progression of legal actions against valuer of Cape Gloucester property. Review material forwarded by John Somerville. Address queries from solicitor in regards to further and better particulars request
18/11/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Assets	Draft letter and prepare listing of Books and Records to be forwarded to Tucker and Cowen Solicitors re Carbrook and Collingwood Park Valuer Actions
19/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email from ASIC re business name renewal for Marina St Vincent. Liaison with John Somerville re same
19/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with John Somerville re Two Valuer claims
19/11/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Assets	Finalise letter to Tucker and Cowen Solicitors re Carbrook and Collingwood Park Valuer Actions
20/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Liaison with Directors of Marina St Vincent Pty Ltd re lodgement of FY2013 and FY2014 Income Tax Returns and lodgement of outstanding BAS for Wirrina Corporation Pty Ltd
20/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Amendments to letter to Tucker and Cowan Solicitors re Collingwood Park disclosure for Valuer Action and schedule for list of records
24/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with BDO Advisory re lodgement of Income Tax Returns for Marina St Vincent Pty Ltd

24/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Advisory re lodgement of outstanding Income Tax Returns for Wirrina Corporation Pty Ltd and Marina St Vincent
24/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Arrange for couriering of records to Tucker and Cowen solicitors re Collingwood Park Valuer Action
25/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Respond via email to John Somerville re borrower matter
25/11/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Conduct search of archives in attempt to locate any boxes relating to borrower matter. Draft and send email to John Somerville re results of findings
25/11/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Assets	Liaison with Consultant re Valuer Claim
26/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Admin staff re recalling books and records form archives
26/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Financial Controller re completion of BAS for Wirrina Corporation Pty Ltd
26/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Financial Controller re outstanding BAS for Wirrina Corporation Pty Ltd
26/11/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Assets	Revise material provided by Consultant regarding legal action against valuer of Cape Gloucester property. Access investor database and review documentation saved to investor folder. Locate and review hardcopy documents to respond to queries raised by Gadens
26/11/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Assets	Further revision of material provided by Consultant regarding legal action against valuer of Cape Gloucester property. Access investor database and review documentation saved to investor folder. Locate and review hardcopy documents to respond to queries raised by Gadens
27/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Revision of material re legal action
27/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Attend to lodgement of form 524s with ASIC. Scan and save copy in the EIF server
27/11/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Review archive box received for Borrower. Draft email to John Somerville re same
27/11/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Call to Consultant re two legal actions and collation of data
27/11/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Place additional call to Consultant re two legal actions
27/11/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Assets	Continue revision of material. Draft response to Gadens re Cape Gloucester Valuer Action
27/11/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Assets	Finalise draft response to Gadens re legal action against valuer of Cape Gloucester property
28/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Email to Gadens re progression of legal action against valuer of Cape Gloucester property
28/11/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Review email from John Somerville re Cape Gloucester valuer claim. Access EIF server and review loan files to determine date that the EIF took possession of property
01/12/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Assets	Revision of valuer claim/retrospective valuation for property. Review cash flow and comparable sales
01/12/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Assets	Prepare reconciliation/analysis of lots between 5,000m2 and 10,000m2 re Valuer claim. Information to be used to modify cash flow prepared by valuer in a retrospective valuation

01/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with BDO Advisory re review of Wirrina Corporation Pty Ltd income tax returns for FY2013 and FY2014
01/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with financial controller of Marina St Vincent re deposit of cheque received from the ATO
01/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review BAS for qtr ending 30 September 2014 prepared by Financial Controller for Wirrina Corporation Pty Ltd
01/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Field call from Director re lodgement of outstanding income tax returns for Marina St Vincent Pty Ltd
01/12/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Assets	Further revision of valuer claim/retrospective valuation for property. Review cash flow and comparable sales schedule
04/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Email to John Somerville re guarantor Bankruptcy
04/12/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Modify cash flow re property to take into account sale of lots between 5000m2 and 10000m2 re valuer claim. Review and consider impact on gross realisations and IRR/Developer Margin
04/12/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Assets	Review and consideration of cash flow models re differences in Internal Rate of Return adopted by valuer of property and expert valuer in order to progress claim against valuer
04/12/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Assets	Further review and consideration of cash flow models re differences in Internal Rate of Return adopted by valuer of property and expert valuer in order to progress claim against valuer
04/12/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Modify cash flow model re sale of lots to assess rate per sqm adopted for lots between 5000m2 and 10000m2 re Valuer Claim
04/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with Nicola Kennedy re conducting searches for Trustee in Bankruptcy of guarantor
04/12/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Assets	Further modification and analysis to cash flow model re sale of lots to take into account a revised rate per sqm for lots between 5000m2 and 10000m2 re Valuer Claim
05/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with Nicola Kennedy re contacting guarantor's bankruptcy trustee to determine the likelihood of a dividend to creditors
08/12/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Assets	Review BAS for September 2014 quarter. Make amendments to same and submit to John Somerville for review re Wirrina Corporation Pty Ltd
09/12/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Assets	Review amended Answer to Better and Further Particulars request in a valuer action. Draft and send email to John Somerville re same.
09/12/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Assets	Call to consultant re update on valuer action disclosure. Review location of files and discussion with John Somerville to confirm how to proceed
09/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Consider email from Gadens re Valuer Claim. Draft email to John Somerville re same
09/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review and consider email from Gadens re Valuer claim
10/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with financial controller re cancellation of December 2014 BAS for Marina St Vincent Pty Ltd
10/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Review and consider queries from Advisory team re income tax returns for 2012, 2013 and 2014. Forward to financial controller of Wirrina Corporation Pty Ltd re input on same
10/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Amend letter to Tucker and Cowen re electronic records for Valuer Action as requested by John Somerville

10/12/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Assets	Attend to copying electronic records to USB drive for Tucker and Cowen. Overcome several issues copying data due to size of data. Verify that all electronic files have been copied correctly and are not corrupted
10/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Arrange for courier to transport USB data stick to Tucker and Cowen solicitors re Collingwood Park legal action
10/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Liaison with admin staff re procurement of USB drive. Draft letter to Tucker and Cowen attaching USB drive containing all electronic records for borrower
15/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Field call from Consultant re reconciliation and preparation of a loan statement for the Cape Gloucester Valuer Claim
15/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Assets	Place call to Gadens re reconciliation of loan statement for the Cape Gloucester valuer action. Draft and send email to consultant re same
15/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Place calls to consultant and draft email to consultant re Cape Gloucester valuer action
15/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Return call from Gadens re Cape Gloucester Valuer action and further information required to finalise response to defendant
15/12/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Assets	Locate original contract of sale re Cape Gloucester Valuer Action. Scan and forward to Gadens to Accompany Answer to Particulars request from the defendant
15/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Field call from Gadens re Cape Gloucester valuer action and Draft Answer
18/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with BDO Advisory Re Wirrina Corporation Pty Ltd Income Tax Return queries
19/12/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Prepare manual receipts and payments annexure to accompany form 524 re Wirrina Corporation Pty Ltd controllership over ICA (SA) Pty Ltd for 6 month period ending 24 November 2014
19/12/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Assets	Prepare form 524 re Wirrina Corporation Pty Ltd controllership over ICA (SA) Pty Ltd for 6 month period ending 24 November 2014
22/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Liaison with John Somerville re lodgement of form 524 for Wirrina Corporation re ICA (SA) Pty Ltd. Attend to emailing the Director of Wirrina Corporation Pty Ltd to sign and lodge form with ASIC by due date
22/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Draft and send email to Gadens re payment of legal costs in application to wind up the EIF
23/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Respond to BDO Advisory re Income Tax Queries for Wirrina Corporation Pty Ltd for FY2012, FY2013 and FY2014
23/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email from Director of Wirrina Corporation Pty Ltd re lodgement of form 524 for ICA (SA) Pty Ltd controllership.
23/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Liaison with consultant re loan statement for Cape Gloucester Loan
24/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Call to Consultant re Cape Gloucester loan statement for valuer action
24/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Assets	Review email from Gadens and attached defence filed by the defendants re Cape Gloucester Valuer Action
24/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Assets	Review email and amended loan statements from Consultant re Cape Gloucester Valuer Action
08/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	Scan correspondence re guarantor bankruptcy, prepare email to Tucker and Cowen

15/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	Email to Dermot O'Brien re preparing letters to valuers
15/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	reviewing Dermot O'Brien letter to valuers and amend
15/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	review Dermot O'Brien's updated valuer letters
15/07/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Assets	Review Dermot O'Brien letters to valuers seeking quote to value Gold Coast Property
30/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	Amending valuer letters re Gold Coast property
30/07/2014	Kennedy, Nicola	Accountant I	0.6	135.00	Assets	Updating letters to valuers re Gold Coast property
31/07/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Assets	preparing payment for 4 x Gadens invoices
31/07/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Assets	preparing payment of further 4 x Gadens invoices, checking invoices had not already paid
01/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	Scan and post letters to Valuers re Gold Coast property. Attend to collating attachments
01/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	Post cheque to Gadens for legal fees and file cheque requisition and invoices
08/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	Update letter to Redchip lawyers re Spottiswood bankruptcy
08/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	reviewing 2x valuation quotes received for residential property on Gold Coast
11/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	Phone call from HTW re valuation quote on residential property at Gold Coast
14/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	phone call to valuer re valuation of gold coast residential property
14/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	Further call to valuer re quote for property - gold coast
14/08/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Assets	Preparing summary of quotes for David Whyte to review in relation to valuing gold coast property
15/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	review amended quote from valuer and email to Daniel Tipman re preparing acceptance letter - gold coast property
15/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	review amended quote from valuer and email Daniel Tipman re preparing letters
18/08/2014	Kennedy, Nicola	Accountant I	0.6	135.00	Assets	preparing 3 x letters to valuers advising of appointment/use of another valuer - residential property
20/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	review and forward email from valuer
20/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	scanning correspondence to valuers confirming appointment of another valuer in relation to Gold Coast property



20/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	amending letter to valuer to include comments on repairs and maintenance - Gold Coast property
20/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	entering cheque received from Receiver in MYOB and generate deposit slip
21/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	scanning and emailing correspondence to valuer
22/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	review email from valuer re valuation of gold coast property
25/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	review and forward emails from valuer in relation to contacting tenant of residential property on the Gold Coast
25/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Assets	emailing valuer re contact details for tenant of Gold Coast property
26/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	phone call with valuer re contact details for tenant of residential property on Gold Coast. Discussion with Daniel Tipman re same
16/09/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Assets	review valuation report from valuer
19/09/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Assets	phone call from valuer re real estate agent and garage sale at property, update David Whyte and Daniel Tipman
22/09/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Assets	preparing 2 x payments to Gadens
10/06/2014	Kennedy, Nicola	Accountant II	0.5	95.00	Assets	researching special clearance for cheques, phone calls to nab, discussion with John Somerville and admin staff. Reviewing website details and place call to NAB, emailing to John Somerville confirming we are able to request special clearance for \$15 per cheque
12/06/2014	Kennedy, Nicola	Accountant II	0.1	19.00	Assets	Reviewing EIF operating bank account for cleared cheques following settlement with the EPF
13/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Assets	phone call to NAB re special clearance and funds not in account
17/06/2014	Kennedy, Nicola	Accountant II	0.4	76.00	Assets	printing and collating invoices to be paid
20/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Assets	review bank account for payment in MYOB and NAB to ensure invoice has not already been paid
20/06/2014	Kennedy, Nicola	Accountant II	0.1	19.00	Assets	review account receivable statement, discussion with Daniel Tipman re obtaining invoices
24/06/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Assets	review email from Daniel Tipman re funding advance for Windsor Turf, prepare payment
24/06/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Review 2013/2012 wp for Div 7A, calculation of 2014 Div 7A min repayment, update 2014 Div 7A spreadsheet (where applicable) for Marina St Vincent
07/10/2014	Nguyen, Judy	Consultant	0.5	97.50	Assets	Updating depreciation on paper work and referencing
07/10/2014	Nguyen, Judy	Consultant	0.5	97.50	Assets	Drafting of 2013 Income Tax Return for Marina St Vincent
07/10/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Drafting of 2013 Income Tax Return for Marina St Vincent

07/10/2014	Nguyen, Judy	Consultant	0.6	117.00	Assets	Drafting of 2014 Income Tax Return for Marina St Vincent, updating depreciation on work paper
08/10/2014	Nguyen, Judy	Consultant	0.3	58.50	Assets	draft queries and update review points
08/10/2014	Nguyen, Judy	Consultant	0.3	58.50	Assets	Prepare coversheet, tax checklist and referencing
08/10/2014	Nguyen, Judy	Consultant	0.2	39.00	Assets	Prepare coversheet, tax checklist and referencing
08/10/2014	Nguyen, Judy	Consultant	0.3	58.50	Assets	draft queries and update review points
28/10/2014	Nguyen, Judy	Consultant	0.6	117.00	Assets	Update 2013 Income Tax Return for Marina St Vincent and accompanying work paper
28/10/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Liaison with Maree Griffin re queries on Draft 2014 Income Tax Return for Marina St Vincent
28/10/2014	Nguyen, Judy	Consultant	0.5	97.50	Assets	Update 2014 Income Tax Return for Marina St Vincent and work paper
28/10/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Update 2014 Income Tax Return for Marina St Vincent and work paper
29/10/2014	Nguyen, Judy	Consultant	0.5	97.50	Assets	Write off assets, inventories , update 2014 Income Tax Return and work paper per discussion with Tom Hogbin
05/11/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Update 2013 Income Tax Return form Marina St Vincent. Convert to PDF and forward to Tom Hogbin
07/11/2014	Nguyen, Judy	Consultant	0.2	39.00	Assets	Draft letter re Income Tax Returns for the 2013 and 2014 financial years to director of Marina St Vincent
11/11/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Update the Balance Sheet and Letter to director of Marina St Vincent
11/11/2014	Nguyen, Judy	Consultant	0.3	58.50	Assets	Update the Balance Sheet and Letter to director of Marina St Vincent
11/11/2014	Nguyen, Judy	Consultant	0.3	58.50	Assets	Draft letter re Income Tax Returns for the 2013 and 2014 financial years to director of Marina St Vincent
11/11/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Attend to converting to PDF 2013 and 2014 Income Tax Returns for Marina St Vincent
18/11/2014	Nguyen, Judy	Consultant	0.2	39.00	Assets	Prepare updated work papers re 2014 Income Tax Return for Marina St Vincent
18/11/2014	Nguyen, Judy	Consultant	0.2	39.00	Assets	Prepare updated work papers re 2014 Income Tax Return for Marina St Vincent
19/11/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Prepare updated work papers re 2014 Income Tax Return for Marina St Vincent
19/11/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Forward to Daniel Tipman work papers prepared for the 2014 Income Tax Return for Marina St Vincent
24/11/2014	Hicks, Damien	Consultant	0.4	88.00	Assets	Initial job meeting/job overview with Tom Hogbin re 2012,2013 and 2014 Income Tax Returns for Wirrina Corporation

26/11/2014	Hicks, Damien	Consultant	2.6	572.00	Assets	Creating file within software system, reviewing client provided balance sheet and profit and loss, review for any tax reconciliation items and other tax issues, complete tax reconciliation, finalise 2012 income tax return for Wirrina Corporation
26/11/2014	Hicks, Damien	Consultant	0.8	176.00	Assets	Creating file within software system, reviewing client provided balance sheet and profit and loss, review for any tax reconciliation items and other tax issues, complete tax reconciliation, finalise 2012 income tax return for Wirrina Corporation
26/11/2014	Hicks, Damien	Consultant	1.5	330.00	Assets	Completing review and queries of 2013 client provided balance sheet and profit and loss statement for Wirrina Corporation. Completing 2013 tax reconciliation and income tax return.
27/11/2014	Hicks, Damien	Consultant	0.5	110.00	Assets	Creating file within software system, reviewing client provided balance sheet and profit and loss, review for any tax reconciliation items and other tax issues, complete tax reconciliation, finalise 2012 income tax return for Wirrina Corporation
01/12/2014	Hicks, Damien	Consultant	0.6	132.00	Assets	Review initial queries raised with Tom Hogbin for 2014 Income Tax Return re Wirrina Corporation.
08/12/2014	Hicks, Damien	Consultant	1.0	220.00	Assets	Draft query email for Dan Tipman, review management accounts. Identify accounts requiring further information to complete 2012 Income Tax Return for Wirrina Corporation Pty Ltd.
08/12/2014	Hicks, Damien	Consultant	1.5	330.00	Assets	Draft query email for Daniel Tipman. Review management accounts in order to identify accounts requiring further information to complete 2013 Income Tax Return and Tax reconciliation for Wirrina Corporation.
08/12/2014	Hicks, Damien	Consultant	2.0	440.00	Assets	Draft query email for Daniel Tipman. Review management accounts in order to identify accounts requiring further information to complete 2014 Income Tax Return and Tax reconciliation for Wirrina Corporation.
09/12/2014	Hicks, Damien	Consultant	1.0	220.00	Assets	Updating review points/queries with Tom Hogbin to be sent to financial controller of Wirrina Corporation re 2012 Income Tax Return
09/12/2014	Hicks, Damien	Consultant	0.5	110.00	Assets	Further updating of list of queries. Forward to Daniel Tipman in BRI which will be in turn forwarded to financial controller of Wirrina Corporation.
09/12/2014	Hicks, Damien	Consultant	1.0	220.00	Assets	Updating review points/queries with Tom Hogbin to be sent to financial controller of Wirrina Corporation re 2013 Income Tax Return
09/12/2014	Hicks, Damien	Consultant	0.5	110.00	Assets	Updating review points/queries with Tom Hogbin to be sent to financial controller of Wirrina Corporation re 2013 Income Tax Return
09/12/2014	Hicks, Damien	Consultant	0.5	110.00	Assets	Finalise updating review points/queries with Tom Hogbin to be sent to financial controller of Wirrina Corporation re 2013 Income Tax Return
09/12/2014	Hicks, Damien	Consultant	0.5	110.00	Assets	Update list of queries to be sent to Financial Controller of Wirrina Corporation. Forward to Daniel Tipman.
09/12/2014	Hicks, Damien	Consultant	0.5	110.00	Assets	Update list of queries and send to Daniel Tipman re 2014 Income Tax Return for Wirrina Corporation
09/12/2014	Nguyen, Judy	Consultant	0.1	19.50	Assets	Query assets with Damien Hicks re 2014 Income Tax Return for Marina St Vincent
07/05/2014	O'Brien, Dermot	Undergraduate	0.8	124.00	Assets	Scanning and saving documents to file re Deeds of Settlement entered into with several Marina Berth Owners. Review outstanding invoices against schedule as requested by Daniel Tipman
01/07/2014	O'Brien, Dermot	Undergraduate	0.2	32.00	Assets	Commence reconciling EIF bank accounts
15/01/2015	Hattingh, Moira	Team Assistant	2.1	168.00	Assets	Filing
22/01/2015	Hattingh, Moira	Team Assistant	0.2	16.00	Assets	Filing
41964	Gregory, Rebecca	Practice Assistant	0.1	13.00	Assets	Handling of ATO notice

24/11/2014	Gregory, Rebecca	Practice Assistant	0.1	13.00	Assets	Attend to Lodgement of 2013 Income Tax Return for Marina St Vincent
41967	Gregory, Rebecca	Practice Assistant	0.1	13.00	Assets	Review and handling of ATO notice re Marina St Vincent
41967	Gregory, Rebecca	Practice Assistant	0.1	13.00	Assets	Attend to Lodgement of 2014 Income Tax Return for Marina St Vincent
41981	Gregory, Rebecca	Practice Assistant	0.2	26.00	Assets	Place phone call to ATO re late lodgement notice for 2013 & 2014 Income Tax Returns for Marina St Vincent
02/05/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Gadens to costs assessor in relation to assessment of Piper Alderman's costs and current status of decision
08/05/2014	Whyte, David	Partner	0.2	112.00	Creditors	reviewed correspondence from Gadens, the costs assessor and Piper Alderman in relation to costs being assessed on Piper Alderman's fees
12/05/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from costs assessor, Gadens and Piper Alderman regarding cost assessment/further objections by Piper Alderman
20/05/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Gadens and the cost assessor in respect of Piper Alderman's costs
20/05/2014	Whyte, David	Partner	0.2	112.00	Creditors	reviewed correspondence from Gadens and Hall Chadwick's lawyers regarding claims by liquidators and proposed resolution of claims/drafted response to Gadens
27/05/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Gadens, Piper Alderman and costs assessor in relation to finalisation of costs assessment
29/05/2014	Whyte, David	Partner	0.2	112.00	Creditors	reviewed correspondence with Mackay Regional Council regarding demand under guarantee issued by Equititrust Ltd/reviewed previous correspondence/email Consultant in relation to same
05/06/2014	Whyte, David	Partner	0.2	112.00	Creditors	reviewed correspondence from Consultant in relation to bonds outstanding/reviewed schedule/forward to John Somerville to action as necessary
09/07/2014	Whyte, David	Partner	0.6	336.00	Creditors	meeting with Gadens regarding potential claims from liquidators of Equititrust Ltd/potential setoff issues/costs order against the liquidators/next steps to try and resolve the position
18/07/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Gadens regarding cost assessment of Piper Alderman's claim and costs awarded in my favour/calculation of costs
22/07/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Gadens regarding Hall Chadwick position/reviewed draft email to Hall Chadwick's lawyers regarding reports to investors
22/07/2014	Whyte, David	Partner	0.2	112.00	Creditors	reviewed correspondence from Gadens and including draft letters to Tucker & Cowen and Nyst Lawyers regarding costs assessments to be undertaken in relation to two proceedings/provide instructions in relation to same
29/07/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Gadens, costs assessor and Piper Alderman in relation to finalisation of costs assessment on Piper Alderman's fees
29/07/2014	Whyte, David	Partner	0.2	112.00	Creditors	reviewed working papers in relation to payments to investors for interest for the year ended 30 June 2010/reviewed thirteen outstanding payments/authorised same
25/09/2014	Whyte, David	Partner	0.5	280.00	Creditors	reviewed summary of bank guarantees issues and status of same/reviewed copies of bank guarantees/consider strategy in relation to finalising each guarantee
08/10/2014	Whyte, David	Partner	0.3	168.00	Creditors	reviewed terms of bank guarantees issued to councils in respect of incomplete works/considered strategy in relation to paying out/cancelling same/discussed with John Somerville
13/10/2014	Whyte, David	Partner	0.4	224.00	Creditors	reviewed correspondence to/from liquidators of Equititrust Ltd's solicitors regarding claims against the fund/set off in relation to same/discussed with John Somerville in relation to progressing position/proposed meeting with our solicitors

13/10/2014	Whyte, David	Partner	0.5	280.00	Creditors	reviewed counsel's advice in relation to potential claim against the fund
28/10/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Ipswich City Council regarding release of bank guarantees and payment of cash in lieu/email John Somerville regarding arrangements in relation to same
06/11/2014	Whyte, David	Partner	0.1	56.00	Creditors	reviewed correspondence from Ferrier Hodgson regarding investor payments by MM Holdings/reviewed response to same
06/01/2015	Whyte, David	Partner	0.2	112.00	Creditors	reviewed correspondence from our solicitors regarding legal costs to be assessed relating to several court hearings/confirmed instructions in relation to same
29/01/2015	Whyte, David	Partner	0.3	168.00	Creditors	reviewed report to investors
30/01/2015	Whyte, David	Partner	0.5	280.00	Creditors	reviewed/finalised report to investors
20/05/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review and amendments to letter to Receivers of MM Holdings regarding hardship payments and ranking for distribution
20/05/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Review and consider matters to be resolved with respect to an interim distribution to investors and discussion with Dan Tipman regarding same
20/05/2014	Somerville, John	Senior Manager	0.7	297.50	Creditors	Meeting with David Whyte and Dan Tipman regarding interim distribution to investors, matters to be resolved in terms of treatment of investor classes and issue with offer by Babgenta to purchase investors' units
21/05/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of offer from Babgenta to investors to purchase units in the fund
21/05/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Email to Gadens regarding offer from Babgenta to purchase investor units in the Fund
21/05/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Meeting with David Whyte regarding offer received from Babgenta to purchase investor units and response required
21/05/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Discussion with Dan Tipman regarding requirements for update report to investors
21/05/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Discussion with Dan Tipman regarding amendments to update report to investors
21/05/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Review and amendments to update report to investors
21/05/2014	Somerville, John	Senior Manager	0.4	170.00	Creditors	Review and analysis of funds available for an interim distribution to investors and funds to be retained for contingent claims
21/05/2014	Somerville, John	Senior Manager	0.5	212.50	Creditors	Draft the legal proceedings and asset sections of the 19th update report to investors
21/05/2014	Somerville, John	Senior Manager	0.5	212.50	Creditors	Review and amendments to the 19th update report to investors
22/05/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Review and amendments to draft letters to investors regarding payment of interest for FY2010 and interim distribution declaration
23/05/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review and amendments to draft letter to investors regarding interim distribution
23/05/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review and amendments to draft letter to investors regarding payment of interest from FY2010

02/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of outgoing correspondence to investors regarding change of detail requests
02/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Discussion with Dan Tipman regarding interim distribution to investors
02/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Discussion with Dan Tipman regarding interim distribution to investors
03/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of outgoing correspondence to investors
05/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of investor change of detail control forms
05/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Discussion with Dan Tipman regarding distribution to investors and requirements of same
05/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Review and amendments to draft letter to investors with respect to the Babgenta offer
05/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Review and amendments to letters to investors regarding change of detail requests and deceased estates
06/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of outgoing correspondence to investors regarding change of detail requests
06/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of internal control forms to update Finpower database for investor change of detail requests
06/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investors
06/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Discussion with Dan Tipman regarding interim distribution to investors and Finpower database issues
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Discussion with Michael Dharmaratne regarding enquiries from unit holders
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Email to Intersoft regarding processing interim distribution to investors in the Finpower investor management database
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Discussion with Michael Dharmaratne regarding investor change of detail requests
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor
10/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Instructions to Michael Dharmaratne regarding responding to a query from an investor
10/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Call to Intersoft regarding processing of interim distribution to investors through Finpower investor management database
10/06/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Amendments to draft letters to investors who have submitted a transfer form in response to the offer from Babgenta Pty Ltd and email to Gadens regarding same
10/06/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Review of letters to accompany interim distribution to investors and reports for those investors to receive payment by EFT or by cheque
10/06/2014	Somerville, John	Senior Manager	0.4	170.00	Creditors	Review of Finpower investor management reports with respect to interim distribution to investors

11/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of incoming correspondence from investors regarding deceased estates and change of detail requests
11/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review and amendments to letter to Babgenta regarding offer to investors
11/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review and consider incoming mail from investors regarding deceased estates
11/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Instructions to Michael Dharmaratne regarding responding to investor enquiries
11/06/2014	Somerville, John	Senior Manager	0.4	170.00	Creditors	Review and amendments to letters to investors regarding Babgenta offer to purchase units
11/06/2014	Somerville, John	Senior Manager	0.4	170.00	Creditors	Review of email from Intersoft regarding processing interim distribution to investors in Finpower investor management database. Call to Intersoft regarding same
12/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Email to Babgenta regarding offer to investors
12/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Email to Gadens regarding letter to Babgenta Pty Ltd
12/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of outgoing correspondence to investors regarding change of detail requests
12/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Draft letter to investor regarding transfer of units request
13/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor with respect to interim distribution to investors
13/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor with respect to interim distribution to investors and update on winding up
13/06/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Discussion with David Whyte regarding investor replies to Babgenta offer. Email to Gadens regarding draft replies to investors who had accepted the Babgenta offer to purchase units in the Fund
13/06/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Review of further data to be input into Finpower investor management database in order to process interim distribution to investors
16/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Call to Gadens regarding Babgenta offer to investors
16/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review and amendments to outgoing correspondence to investors
16/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Discussion with Dan Tipman regarding letter from Babgenta in relation to offer to investors to purchase units and treatment in terms of interim distribution
16/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Instructions to Dan Tipman regarding response to Babgenta with respect to offer to investors
16/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Discussion with Dan Tipman regarding processing of interim distribution to investors
16/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Review of letter from Babgenta Pty Ltd regarding offers to purchase investor units. Discussion with David Whyte regarding same. Email to Gadens regarding same
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of internal control form for investor change of detail requests to update investor management database (Finpower)

17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review and consider email from Gadens regarding Babgenta offer and draft response to investors
17/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Discussion with Dan Tipman regarding requirements for interim distribution to investors
17/06/2014	Somerville, John	Senior Manager	0.4	170.00	Creditors	Review of interest distribution to investors relating to the 2010 financial year and file note and discussion with Dan Tipman regarding same
18/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Review of draft response to Babgenta regarding offer to purchase investor units
18/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from investor with respect to timing of interim distribution
18/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor regarding timing of interim distribution
18/06/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Meeting with David Whyte and Daniel Tipman regarding processing of interim distribution to investors and payment of outstanding interest due to certain investors for the FY2010
19/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Discussion with Dan Tipman regarding outstanding matters to be finalised before processing of interim distribution
19/06/2014	Somerville, John	Senior Manager	0.6	255.00	Creditors	Review of interim distribution to investors, file note, aba file and supporting schedules. Discussion with Dan Tipman regarding same
20/06/2014	Somerville, John	Senior Manager	0.3	127.50	Creditors	Discussion with Dan Tipman regarding interim distribution to investors and Finpower investor management database
20/06/2014	Somerville, John	Senior Manager	0.5	212.50	Creditors	Review of interim distribution to investors and meeting with David Whyte with respect to same
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor
23/06/2014	Somerville, John	Senior Manager	0.2	85.00	Creditors	Review of correspondence from Babgenta regarding offer to investors and discussion with David Whyte regarding same
24/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor regarding interim distribution
25/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor regarding interim distribution
26/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Discussion with Dan Tipman regarding issues with remitting balance of interim distribution to investors by cheque
26/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor with respect to interim distribution
27/06/2014	Somerville, John	Senior Manager	0.1	42.50	Creditors	Attend to telephone enquiry from EIF investor regarding interim distribution
02/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding interim distribution
02/07/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Review of interim distribution to investors to be paid by cheque. Review of file note and reconciliation. Discussion with Dan Tipman regarding same
03/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Discussion with Dan Tipman regarding payment of interim distribution by cheque and issues re same



03/07/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review of interim distribution to investors paid by cheque and discussion with Dan Tipman regarding same
04/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	review of outgoing correspondence to investors
04/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of internal control forms to update Finpower investor database for investor change of detail requests
04/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to investors regarding change of detail requests
04/07/2014	Somerville, John	Senior Manager	0.5	220.00	Creditors	Call from Consultant regarding outstanding bonds on various property developments and strategy with respect to same
04/07/2014	Somerville, John	Senior Manager	0.6	264.00	Creditors	Review and analysis of outstanding bonds of certain developments and email to Consultant regarding same
07/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors in response to queries to the interim distribution
07/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Discussion with Dan Tipman regarding bonds being called up by Mackay Regional Council and treatment of same
07/07/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review of position with respect to outstanding bonds and consider strategy with respect to dealing with same
07/07/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Meeting with Dan Tipman regarding next update report to investors, Finpower investor database issues and responding to investors with respect to capital distribution made in the 2011 financial year
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of incoming mail from investors regarding change of details and queries with respect to the interim distribution
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding interim distribution
09/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of responses received from investors who received offer from Babgenta and instructions to Dan Tipman regarding same
09/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to investors regarding number of units held after receipt of interim distribution
09/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of outgoing correspondence to investors regarding number of units held and discussion with Dan Tipman regarding same
10/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of incoming mail and instructions to Dan Tipman regarding same
10/07/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Meeting with Dan Tipman regarding deficiencies in investor account statements produced by Finpower investor management database
10/07/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Review and amendments to letters to investors regarding equalisation payment queries and current unit balances
10/07/2014	Somerville, John	Senior Manager	0.5	220.00	Creditors	Review of outgoing correspondence to investors regarding equalisation payment for investments maturing annually. Review of issues with annual maturity investors compounding monthly that elected to reinvest interest and capital distributions. Discussion with Daniel Tipman regarding same
11/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of winding up
11/07/2014	Somerville, John	Senior Manager	0.5	220.00	Creditors	Review and consider strategy with respect to outstanding bonds and bank guarantees with respect to various borrower developments. Discussion with Consultant regarding same

14/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of responses received with respect to Babgenta offer and email to David Whyte regarding same
14/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of email to Gadens regarding offer from Babgenta to acquire investor units and treatment of same
16/07/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review of interest distribution to investors due for FY2010 to be paid by cheque as a result of EFT being returned
17/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of incoming mail from investors and instructions to Dan Tipman regarding same
17/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone inquiry from investor regarding amount of Interim distribution
18/07/2014	Somerville, John	Senior Manager	0.5	220.00	Creditors	Review and amendments to update report #20 to investors
21/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and consider update report from the liquidators of Equititrust Limited
21/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Call from investor regarding amount of Interim distribution
21/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of updated estimated return to unit holders and unit value as at 30 June 2014
21/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Call from Investor regarding amount of Interim distribution and number of units held
21/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to update report to investors
21/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Discussion with Dan Tipman regarding amendments required to 20th update report to investors
21/07/2014	Somerville, John	Senior Manager	0.5	220.00	Creditors	Review and amendments to 20th update report to investors
22/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of incoming mail from investors regarding change of detail requests
23/07/2014	Somerville, John	Senior Manager	0.6	264.00	Creditors	Meeting with David Whyte regarding amendments required to 20th update report to investors
24/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of incoming mail from investors regarding change of detail requests and updates
24/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding amount of Interim distribution received
24/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Discussion with Dan Tipman regarding amendments required to the 20th update report to investors
25/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Instructions to Nicola Kennedy regarding updating Finpower investor management database
25/07/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and amendments to 20th update report to investors

28/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of incoming mail from investors regarding change of detail requests
28/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to 20th update report to investors
29/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of email from Gadens regarding interim distribution to investors who did not accept Babgenta offer
29/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of email from Gadens regarding investors request to transfer units and requirements of same
29/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Discussion with Dan Tipman regarding further information required from investors to process interim distribution
31/07/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of incoming mail from investors regarding change of details and deceased estates and instructions to Dan Tipman regarding same
31/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Meeting with Dan Tipman regarding investor transfer forms and registration issues following Babgenta offer
31/07/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors regarding change of detail requests and deceased estates
31/07/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Review and consider response to Babgenta regarding registering a transfer of units from investors. Consider requirements under the Act and further information required from investors. Discussion with Dan Tipman regarding same
01/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to investors regarding change of detail requests and deceased estates
01/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Discussion with Dan Tipman regarding responses required to investors with respect to Babgenta offer and email to David Whyte regarding same
01/08/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and approval of control forms in relation to updating Finpower investor management database for change of details
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to investors regarding amount of interim distribution and explanation of variance with previous statement
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Discussion with David Whyte regarding investor change of detail requests and signature verifications
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Discussion with Dan Tipman regarding investor change of detail requests and signature verifications
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to an investor regarding a query with respect to interim distribution amount
04/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding balance of unit holding
04/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to draft letters to investors who incorrectly completed the acknowledgement regarding the Babgenta offer and discussion with Dan Tipman regarding same
05/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to investors regarding deceased estates
06/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Instructions to Dan Tipman regarding amendments to letter to investors regarding unit price for Centrelink purposes
06/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to an investor regarding interim distribution query and equalisation payment query

06/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and amendments to outgoing correspondence to an investor querying unit balance
06/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Discussion with Dan Tipman regarding investor transfer form issues
07/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of advice from Gadens regarding investor transfer forms and discussion with Dan Tipman regarding same
07/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors regarding unit transfer requests relating to deceased estates
07/08/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review of internal control forms to update Finpower investor database for investor transfer requests and deceased estate notifications. Discussion with Dan Tipman regarding same
08/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Discussion with David Whyte regarding Babgenta and transfer of units
08/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Discussion with Dan Tipman regarding Babgenta and transfer of units and further information required from Gadens prior to agreeing to transfer
11/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and authorisation of cheque requisition for re-issued dividend cheques to investors
12/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Instructions to Dan Tipman regarding investor transfer forms
14/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of issue with recalling dividend payment from an insolvent lawyers trust account. Discussion with Dan Tipman regarding same
14/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to Investor regarding query in relation to balance of units held and amount of distribution
14/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to investor regarding unit balance and capital payments made in 2011
14/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to an investor regarding transfer of unit holding request and further information required
14/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of letter to investor regarding transfer of interim distribution
14/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and approval of internal control forms for investor change of detail requests and deceased estates for updating the Finpower investor management database
14/08/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Analysis of bank guarantees securing bonds over various failed property developments
15/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to investor regarding forms required to transfer units from deceased estate
15/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of internal control forms for investor change of address and bank detail requests for updating in the Finpower investor management database
15/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of internal control forms for investor change of address and bank detail requests for updating in the Finpower investor management database
18/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor with respect to quantum of interim distribution
19/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of outgoing correspondence to investor regarding deceased estates and transfer of unit requests

19/08/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Meeting with Dan Tipman regarding outstanding bank guarantees supporting uncompleted works bonds on various developments and strategy to deal with same
19/08/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Investigations into outstanding bank guarantees supporting uncompleted works bonds on various developments and consider strategy to deal with same. Review and update bank guarantee schedule
19/08/2014	Somerville, John	Senior Manager	0.7	308.00	Creditors	Investigations into outstanding bank guarantees supporting uncompleted works bonds on various developments and consider strategy to deal with same. Review and update bank guarantee schedule
20/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of outgoing correspondence to an investor regarding query in relation to the no. of units held and capital distributions in FY2011
20/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of email from Gadens regarding issues with transfer of units to Babgenta Pty Ltd and discussion with Dan Tipman regarding same
21/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from investor with respect to interim distribution and status of winding up
21/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of incoming mail regarding investor change of detail requests and deceased estates
21/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of internal control forms for transfer of units of deceased estates to update the Finpower investor management database
21/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of internal control forms for change of detail requests to update the Finpower investor management database
21/08/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review of letters to investors and cheque requisitions regarding interim distribution. Review of file note regarding delay of interim distribution noting investors originally accepted Babgenta offer which was subsequently withdrawn
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of status of investors who received hardship payments and draft letter to the receivers and managers of MM Holdings Pty Ltd regarding same
26/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Call from Ferrier Hodgson regarding receivers and managers of Equititrust Ltd claim against the liquidators of Equititrust Ltd
26/08/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Review and update summary of bonds position held by certain councils over failed property developments
27/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and amendments to letter to investor with queries regarding register of investors
28/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of investor FAQ's
28/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Call from Ferrier Hodgson regarding NAB bank guarantees
29/08/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of winding up
02/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and amendments to letters to investors regarding deceased estates
02/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and approval of internal control forms with respect to deceased estates to enable the Finpower investor management database to be updated
03/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Discussion with David Whyte regarding response to Babgenta and distribution to MM Holdings
03/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Instructions to Dan Tipman regarding response to Babgenta regarding transfer of units and distribution

03/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of the winding up
03/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and approval of internal control forms for change of detail requests to enable Finpower investor management database to be updated
03/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to letter to liquidators of MM Holdings regarding subrogated claim in relation to amounts paid to investors for hardship claims
04/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of letter to Babgenta regarding transfer of units and interim distribution
04/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of letter to receivers and managers of MM Holdings Pty Ltd regarding hardship payments
04/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to update report to NAB and discussion with Dan Tipman regarding same
04/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors regarding transfer of unit requests and further documentation required
05/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of winding up
05/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and amendments to letter to investors regarding disputed unit holding
05/09/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and analysis of outstanding guarantees on various property developments and consider strategy to release same
05/09/2014	Somerville, John	Senior Manager	0.7	308.00	Creditors	Review and analysis of outstanding guarantees on various properties and consider strategy to deal with same
08/09/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and summary of pending matters and consider timing of update report to investors
08/09/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and analysis of the position with respect to bonds outstanding on various property developments and consider strategy for a release of guarantees securing bonds
08/09/2014	Somerville, John	Senior Manager	0.8	352.00	Creditors	Review and analysis of the position with respect to bonds outstanding on various property developments and consider strategy for a release of guarantees securing bonds
09/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and approval of internal control forms to enable an update of the Finpower investor management database for investor change of detail requests
09/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to letters to investors seeking transfer of units for deceased estates
09/09/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and amendments to receivers and managers of MM Holdings regarding ranking of hardship payments to investors and discussion with Dan Tipman regarding same
09/09/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and amendments to file note regarding status of uncompleted works bonds on various properties and discussion with Dan Tipman regarding same
26/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of internal control forms for change of detail requests and deceased estate notifications to enable the Finpower investor management database to be updated
29/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Instructions to Dermot O'Brien regarding responding to investor queries and updating the Finpower investor management database
29/09/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and approval of internal control forms for investor change of detail requests for the purposes of updating the Finpower investor management database

30/09/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor
30/09/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and approval of reissued cheques to investors with respect to the interim distribution (cheques had not cleared due to non receipt following change of address). Discussion with Dermot O'Brien regarding same
30/09/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Review and consider strategy with respect to NAB bank guarantees and claims against the liquidators of Equititrust Limited and email to David Whyte regarding same
01/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor
01/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of investor change of detail forms and internal control forms to enable an update of the Finpower investor management database
02/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of accounts payable and instructions to Nicola Kennedy
02/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Discussion with David Whyte regarding outstanding bonds on various properties and strategy with respect to same
08/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of winding up
08/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Instructions to Nicola Kennedy regarding preparation of update report to investors
08/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Discussion with David Whyte regarding NAB bank guarantees and determining same
08/10/2014	Somerville, John	Senior Manager	0.4	176.00	Creditors	Investigations into outstanding bank guarantees and bonds on certain properties and consider strategy with respect to dealing with same
08/10/2014	Somerville, John	Senior Manager	0.5	220.00	Creditors	Draft 21st update report to investors
09/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor
09/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Call to Ferrier Hodgson regarding NAB bank guarantees supporting bonds on Henty Drive and Tweed Central properties
09/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Call from Ipswich City Council regarding Henty Drive bonds
10/10/2014	Somerville, John	Senior Manager	0.5	220.00	Creditors	Draft 21st update report to investors
13/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and amendments to outgoing letter to investor regarding change of address request
13/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor with respect to status of winding up of fund
13/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Call Ferrier Hodgson regarding interim distribution due to MM Holdings Pty Ltd in relation to hardship payments made to investors and further documentation required to evidence payments to investors that have not acknowledged receipt
13/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and updated estimated return to investors
13/10/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and calculation of updated estimated return to investors

13/10/2014	Somerville, John	Senior Manager	0.6	264.00	Creditors	Review and amendments to 21st update report to investors
14/10/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and amendments to 21st update report to investors and discussion with David Whyte regarding same
16/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Email to Ferrier Hodgson regarding I13 investor claims and NAB bank guarantees
20/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor
24/10/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Instructions to Dan Tipman regarding responding to investor queries
24/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and consider correspondence from the Ipswich City Council regarding proposal to deal with bonds held in relation to the Henty Drive property
27/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors regarding change of detail requests and queries with respect to interim distribution amount
27/10/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and consider correspondence from the Ipswich City Council with respect to the uncompleted works bonds for the Henty Drive property and email to David Whyte regarding same
28/10/2014	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and consider correspondence from Gadens regarding claims against liquidators of Equititrust Ltd and set off issues and email to David Whyte regarding same. Review of receipts and payments accounts for liquidators of Equititrust Ltd
30/10/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of internal control forms to verify investor change of detail requests and deceased estates for updating the Finpower investor management database
05/11/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and amendments to draft email to receivers of MM Holdings Pty Ltd regarding further information required to claim hardship payments made to investors on behalf of EIF
18/11/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of internal control forms to update Finpower investor management database for change of details
18/11/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors regarding change of detail requests
28/11/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor seeking update on legal proceedings
28/11/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of internal control form for investor change of detail request to update Finpower investor database
02/12/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of costs assessor's certificate regarding Piper Alderman's assessed costs and email to David Whyte regarding same
02/12/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of winding up and legal actions
03/12/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of email from Gadens regarding Piper Alderman's costs. Email to Gadens regarding same
09/12/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of outstanding correspondence to investors regarding deceased estate notifications and change of detail requests
11/12/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and consider email from Gadens regarding Tucker SF Pty Ltd assessment of costs incidental to the winding up of the fund
15/12/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of change of details form for updating Finpower investor management database for deceased estate



16/12/2014	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from investor seeking update on timing of further distributions
16/12/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review and amendments to outgoing correspondence to investors regarding change of detail requests
22/12/2014	Somerville, John	Senior Manager	0.2	88.00	Creditors	Review of control forms to update the Finpower investor management database for investor change of detail requests
05/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of draft email to receiver of MM Holdings Pty Ltd in relation to distribution (hardship subrogated claim)
06/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of internal control forms for change of investor details for updating the Finpower investor database
07/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of litigation matters
16/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of investor change of detail requests control forms to enable the Finpower investor management database to be updated
19/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of email from Dan Tipman regarding annual distribution recipient investors entitled to an equalisation payment. Email to Dan Tipman regarding same
20/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review and approval of internal control forms to update the Finpower investor management database for investor change of detail requests
21/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Review of cheque requisitions and accounts payable. Review of internal control form for an investor change of detail request to update Finpower investor management database
27/01/2015	Somerville, John	Senior Manager	0.3	132.00	Creditors	Review and consider position with respect to outstanding uncompleted works bonds held by a Council with respect to a property at Redbank Plains and email to our solicitors regarding same
28/01/2015	Somerville, John	Senior Manager	0.5	220.00	Creditors	Review and amendments to 22nd update report to investors and discussion with Dan Tipman regarding same
28/01/2015	Somerville, John	Senior Manager	0.9	396.00	Creditors	Review and amendments to 22nd update report to investors
29/01/2015	Somerville, John	Senior Manager	0.4	176.00	Creditors	Review and amendments to 22nd update report to investors and discussion with Dan Tipman regarding same
30/01/2015	Somerville, John	Senior Manager	0.1	44.00	Creditors	Attend to telephone enquiry from investor seeking an update on the winding up
30/01/2015	Somerville, John	Senior Manager	0.6	264.00	Creditors	Review and amendments to 22nd update report to investors. Draft section 1.3 Liquidators claim against the auditors and directors and officers
05/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Review emails from investors received over holiday break consider responses to same.
05/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Access investor database, attend to processing change of details for deceased investor in fund at request of executor of estate. Verify accuracy of changes, scan and save supporting documentation to investor file for future reference.
05/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Liaison with Tom Hogbin re BA5 for Wirrina Corporation for period ending 30 September 2014.
05/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Creditors	Access investor database, attend to processing change of details for 4 investors in fund. Verify accuracy of changes, Scan and save supporting documentation to investor file for future reference.
06/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Field call from public trustee on behalf of investor. Address queries regarding distribution made in June 2014. Draft and send email to Public trustee confirming telephone conversation.

07/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Attend to telephone call from investor regarding status of winding up of fund
07/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Instructions to Nicola Kennedy regarding payment of outstanding invoices.
07/01/2015	Tipman, Daniel	Supervisor	0.9	324.00	Creditors	Access investor database. Attend to entering new investors (2x beneficiaries into database. Open new deposits and attend to transferring units from deceased estate to beneficiaries. Verify accuracy of transfers. Scan and save supporting documentation to file
07/01/2015	Tipman, Daniel	Supervisor	1.4	504.00	Creditors	Revision of variances picked up by BDO Indirect Tax team on voluntary disclosure material to be lodged with the ATO regarding a claim for reduced input tax credits. Prepare summary to John Somerville detailing and commenting on same
07/01/2015	Tipman, Daniel	Supervisor	1.4	504.00	Creditors	Further revision of variances picked up by BDO Indirect Tax team on voluntary disclosure material to be lodged with the ATO regarding a claim for reduced input tax credits. Finalise summary to John Somerville detailing and commenting on same
08/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Respond to investor query regarding change of details request.
08/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Field call from investor requesting update on winding up and to update contact details for investments in fund. Explain requirements on how to effect same.
09/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Address investor queries regarding status of winding up when further distributions will be made
09/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Collate further documents be attached to David Whyte's affidavit to support application to court for approval of the receiver's remuneration
09/01/2015	Tipman, Daniel	Supervisor	0.5	180.00	Creditors	Access investor database. Attend to updating change of details for 3 investors. Print investor summaries and verify changes have been entered correctly. Collate supporting documentation and scan and save to appropriate investor file for future reference.
09/01/2015	Tipman, Daniel	Supervisor	0.9	324.00	Creditors	Review and provide commentary in response to queries prepared by a director of Wirrina Corporation Pty Ltd in relation to queries to prepare the income tax return for the 2012 Financial Year.
09/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Creditors	Review and provide commentary in response to queries prepared by a director of Wirrina Corporation Pty Ltd in relation to queries to prepare the income tax return for the 2013 Financial Year. Attend to reviewing file in order to address queries
12/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	respond to investor query.
12/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Attend to call from Investor call seeking update on further distributions
12/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Return call from relative of investor regarding change of details for elderly investor and how to effect same.
13/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Collate further documents be attached to David Whyte's affidavit to support application to court for approval of the receiver's remuneration
13/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Access investor database and confirm unit holding of investor pursuant to a request.
13/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Review email from executor/beneficiary of estate. Access investor database and confirm that units have been transferred into beneficiaries of the estate. Draft email in response.
13/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Return call from relative of investor. Provide update on winding up of fund and timing of further interim distributions to investors.
13/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Creditors	Return call from relative of investor. Provide update on winding up of fund and timing of further interim distributions to investors.
14/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Review letter from solicitor regarding overdue invoices for Wirrina Corporation. Instructions to Nicola Kennedy to follow up same.

14/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Address query from investor re unit holding value.
14/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Field call from investor in fund re winding up, timing of future distributions to investors and how to effect change of details for units in fund.
14/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Attend to emailing investor change of details forms and instructions to complete same.
15/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Field call from investor in fund re winding up.
15/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Liaison with Reception regarding missed calls from investors. Review and consider email from Jaydon Coulston regarding call received from investor.
15/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Attend to investor query regarding timing of next distribution to investors.
15/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Address queries from David Whyte regarding historical management fees charged in 2010 and Receiver's costs during the first year of the Receivership
15/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Creditors	Review email from investor re change of details. Access investor database and verify accuracy of signature of investors. Print supporting documentation and complete internal control checklists. Forward to John Somerville for review and approval
16/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Attend to investor query re winding up and change of details.
16/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Review change of details request prepared by Dermot O'Brien
20/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Liaison with Dermot O'Brien regarding addressing queries from investor in relation to legal actions on foot
21/01/2015	Tipman, Daniel	Supervisor	1.0	360.00	Creditors	Further analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit holdings which were closed in the period 1 July 2010 to 30 March 2011 and that had the units transferred to another account.
22/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Field call from investor, access investor database and confirm unit holdings.
22/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Creditors	Further analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit holdings which had transfers into the unit holding during the period 1 July 2010 to 30 March 2011. Access investor database and review unit holdings.
22/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Creditors	Further analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit holdings which were closed in the period 1 July 2010 to 30 March 2011 and that had the units transferred to another account.
22/01/2015	Tipman, Daniel	Supervisor	1.4	504.00	Creditors	Further analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit holdings which had transfers into the unit holding during the period 1 July 2010 to 30 March 2011. Access investor database and review unit holdings.
23/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Review and consider email from executor of estate. Review attached supporting documentation
23/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Field call from investor.
23/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Field call from relative of investor in fund (executor). Explain current timing of winding up and how to effect transfer of units to a corporate Trustee.
27/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Field call from investor in fund re winding up, timing of future distributions to investors and how to effect change of details for units in fund.
27/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Review investor query re unit holding, access investor database and locate unit holdings. Address query re same.

27/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Creditors	Update estimated Return to investors for inclusion in 22nd update to investors.
27/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Creditors	Update estimated Return to investors for inclusion in 22nd update to investors.
27/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Creditors	Prepare remuneration report for inclusion in the 22nd update report to investors
27/01/2015	Tipman, Daniel	Supervisor	0.9	324.00	Creditors	Finalise Receipts and Payments for 22nd update to investors
27/01/2015	Tipman, Daniel	Supervisor	1.2	432.00	Creditors	Draft 22nd update report to investors.
28/01/2015	Tipman, Daniel	Supervisor	1.0	360.00	Creditors	Final review and amendments to draft 22nd update to investors. Forward to John Somerville for review and comment.
29/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Minor amendments to EIF 22nd update to investors.
29/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Creditors	Finalise work papers for 22nd update to investors. Print, collate and submit for JS to review
29/01/2015	Tipman, Daniel	Supervisor	1.0	360.00	Creditors	Amendments to 22nd update to investors, estimated return as at 31 December 2014 and 26 January 2014. Liaison with John Somerville regarding same.
30/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Liaison with BDO Advisory re timing of comments in relation to income tax returns for 2012, 2013 and 2014.
30/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Creditors	Review email from creditor. Email to Nicola Kennedy re instructions to action same.
30/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Liaison with IT consultant regarding lodgement of report on the EIF websites and generation of investor listing.
30/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Liaison with administration staff regarding obtaining quote for outsourcing of printing
30/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Creditors	Field call from investor in fund re winding up; discussion regarding ongoing legal actions, timing of future distributions to investors and timeframe for winding up of fund.
30/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Creditors	Further amendments to 22nd update to investors.
30/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Creditors	Attend to electronic mail out of 22nd update to investors
30/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Creditors	Amendments to 22nd update report to investors, revisit and amendments to unit price as at 31 December 2014 and 26 January 2015. Submit to John Somerville to review and comment.
01/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Email to David Whyte regarding attendance of Accountants to inspect records relating to guarantor of outstanding loan
01/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Review emails from IT Consultant re server maintenance and issues relating to same
01/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review archive register and locate archive boxes relating to borrower Loan. Arrange to request same from archives
02/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor enquiring into settlement of Collingwood Park Property

02/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review email from software provider re processing interim distribution to investors. Draft and send response via email
02/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and upcoming settlement of Collingwood Park property
05/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and timing of interim distribution to investors
05/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and timing of interim distribution
08/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and timing of interim distribution to investors
12/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re winding up
12/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review correspondence re estates of deceased investors x2. Access investor database, locate incomplete transfer requests. Print and complete checklists. Submit to David Whyte to authorise transfers to sole surviving account holders.
12/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Draft letter to investor regarding transfer of units from a Self Managed Superannuation Fund. Attend to drafting pro-forma statutory declaration
12/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Review correspondence from multiple investors re change of details. Access investor database and locate unit holdings. Print PDS and verify signatures of requests and complete internal control checklists. Submit to David Whyte for review and authorisation of changes
12/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Draft letters to solicitors x2 regarding deceased estates. Access investor database. confirm unit holdings. Attend to supplying investor summaries for reference
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from accountant re unit value. Email to accountant re same
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and timing of capital distribution. Access investor database and confirm current unit holding for investor
13/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up
13/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft email to investor re change of details
13/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to executor of deceased estate re further information required to complete transfer of units to beneficiaries
13/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Effect change of details for 3 investors in investor database. Verify accuracy of changes. Scan and save supporting documentation and file office copies
13/05/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Review correspondence from 4 investors re change of details. Access investor database and locate same. print PDS, verify signatures of requests and complete internal control checklists. Submit to David Whyte for review and authorisation of changes
14/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Call to accountants to discuss legal fee invoices received re borrower legal action on foot
14/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and timing of interim distribution to investors
14/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft pro-forma letters to investors re interim distribution of capital and interest accrued as at 30 June 2010
14/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Finalise draft pro-forma letters to investors re interim distribution of capital and interest accrued as at 30 June 2010

14/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Attend to updating addresses and banking details for five investors. Access investor database, make changes and verify accuracy of changes. Scan and save supporting documentation to appropriate folder. File office copy in appropriate folder
14/05/2014	Tipman, Daniel	Senior Accountant I	1.1	341.00	Creditors	Access investor database and process transfer of units from deceased estate to sole surviving account holder (2x deceased investors). Verify accuracy of transfers. Scan and save documentation to appropriate investor file
15/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Return missed call from investor re winding up
15/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amendments to file note re 'I13' investors and treatment in interim distribution
15/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Finalise file note re 'i13' investors and treatment in interim distribution
15/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from investor, discussion regarding winding up and timing of interim distribution to investors
15/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re discussion regarding timing of interim distribution to investors
15/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Attend to scanning and saving investor correspondence to appropriate investor file
15/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Draft letter to Ferrier Hodgson re "i13" investors and confirming advance of monies and position with respect to subrogated claim
16/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and timing of interim distribution to investors. Discussion regarding quantity of same
16/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor. Discussion regarding change of details and winding up
19/05/2014	Coulston, Jayden	Senior Accountant I	0.1	31.00	Creditors	Phone call from investor, querying offer received from Babgenta in relation to offer to purchase units held. Email to Daniel Tipman.
19/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Issue instructions to Nicola Kennedy/Dermot O'Brien regarding payment of overdue accounts
19/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re Babgenta offer of 2 cents per unit
19/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from advisor re investor details for client
19/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter investor re change of details
19/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to unit holder re confirmation of transfer of units
19/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Field/return calls from 3 investors re Babgenta offer of 2 cents discussion re same
19/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Field/return calls from 5 investors in relation to the Babgenta offer of 2 cents. Discussions regarding upcoming interim distribution and timing of same
20/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re Babgenta offer
20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Access investor database and update Finpower licence details as requested by database manager

20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor regarding offer received from Babgenta Pty Ltd
20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from executor of estate re deceased investor. Discussion regarding process for transferring units and winding up of fund generally
20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer received from Babgenta Pty Ltd. Discussion regarding offer and upcoming interim distribution
20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer received in mail of 2 cents per unit. Discussion with investor re same
20/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Return calls to two investors regarding offer received from Babgenta Pty Ltd. Discussion regarding same and explanation of upcoming interim distribution to investors
20/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to unit holder in response to queries re transfer of units from a self managed superannuation fund
20/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Access investor database and locate unit holding of deceased investor. Review same. Draft letter to executor of deceased estate re requirements to transfer units to sole surviving account holder
20/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Meeting with David Whyte and John Somerville to discuss upcoming interim distribution to investors
20/05/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Field calls and return calls from 5 investors. Investors had all received offer from Babgenta Pty Ltd.
20/05/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Return calls from 4 investors. Discussion with investors regarding offer by Babgenta Pty Ltd and timing of interim distribution to investors
21/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Liaison with administrative staff re formatting of investor listing for upcoming mail out to investors
21/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Finalise letter to executor of deceased estate
21/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Discussion with John Somerville regarding aged payables ledger for EIF in pre-appointment MYOB
21/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review and consider response to emails received from investors re upcoming Receiver's remuneration application on 3 June 2014
21/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Meeting with David Whyte and John Somerville re offer received from Babgenta Pty Ltd to purchase units in the fund
21/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Prepare summary of receipts and payments for period 19 March 2014 to 20 May 2014 for inclusion in 19th update to investors
21/05/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Return calls from 5 investors regarding offer received by Babgenta Pty Ltd and timing of interim distribution to investors
21/05/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Return calls from a further 5 investors regarding offer received by Babgenta Pty Ltd and advising of timing of interim distribution to investors
21/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Finalise receipts and payments for period 19 March 2014 to 20 May 2014 for inclusion in 19th update to investors
21/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Complete estimated return to investors as at 20 May 2014 for inclusion in 19th update to investors
21/05/2014	Tipman, Daniel	Senior Accountant I	1.1	341.00	Creditors	Complete interim distribution to investors as at 20 May 2014 for inclusion in 19th update to investors and review draft report. Make amendments where necessary

21/05/2014	Tipman, Daniel	Senior Accountant I	1.2	372.00	Creditors	Draft 19th report to investors
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re offer received from Babgenta Pty Ltd
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Attend to scanning and emailing letter to Babgenta Pty Ltd
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re interim distribution to investors
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re winding up
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review email from relative of investor. Review file and address query via email
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review payments prepared by Dermot O'Brien
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from investor re offer received from Babgenta Pty Ltd and timing of interim distribution to investors
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amendments to letter to investor as requested by John Somerville
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer received from Babgenta Pty Ltd and article published in the Gold Coast Bulletin
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Finalise draft letter to Ferrier Hodgson re subrogated claim for investors who received hardship payments. Include acknowledgment of receipt of monies from MM Holdings Pty Ltd received from certain investors
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer received from Babgenta Pty Ltd and notice received regarding Receiver's remuneration
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Attend to distributing 19th update to investors via email
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer received to purchase units for 2c per unit discussion regarding same
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend letter as requested by John Somerville
22/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Amend pro-forma draft letters to investors for interest distribution and capital distribution which is expected to be made in June 2014
22/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Arrange for 19th update to investors to be uploaded on the Equititrust websites
22/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor re confirming unit holdings details
22/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Amend letter to Ferrier Hodgson re subrogated claim for investors who received hardship payments
22/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor re confirming transfer of units
22/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Draft letter to executor re deceased estate



22/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Field calls/return calls from 3 investors re offer received from Babgenta for 2 cents per unit
22/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Field calls/return calls from 4 investors re interim distribution to investors and offer received from Babgenta.
23/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review emails received from investors following issuing of 19th update to investors. Forward to Nicola Kennedy where appropriate and consider responses to same
23/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Email to database manager to proceed with calculating distribution to investors
23/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re receipt of 19th update to investors. Discussion regarding contents of same and receipt of offer of 2c per unit
23/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review emails received from investors following issuing of 19th update to investors. Consider responses to same
23/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field calls from 2 investors re contents of 19th update to investors and offer received from Babgenta. Discussion with investors re same
23/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field calls from 2 investors re contents of 19th update to investors and advising offer received from Babgenta Pty Ltd. Discussion with investors re same
23/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Finalise letter to accountants re copying of records in respect to guarantor of loan
23/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Field calls from three investors re winding up of fund, timing of interim distribution and receipt of offer from Babgenta Pty Ltd to purchase units
23/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Return telephone calls from four investors re receipt of offer of Babgenta to purchase units and discussions regarding same. Review of emails received from investors re same
23/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Format investor listing into separate address lines to allow for the printing of investor addresses onto envelopes for mailing 19th update to investors
26/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review emails from investors in response to Babgenta offer received over the weekend. Consider responses to queries
26/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field call from investor re winding up of fund and receipt of offer from Babgenta
26/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Respond to investor query re email
26/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review email from database manager re interim distribution to investors. Draft email in response
26/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up of fund and receipt of offer from Babgenta. Discussions with investor regarding same
26/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Respond to investor query received via email. Attach 19th update to investors
26/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Field/return calls from investors (4) re receipt of offer from Babgenta. Discussions with investors regarding same and forthcoming interim distribution to investors
26/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Attend to uploading updated copy of investor database to database manager as requested
26/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from 2 investors advising of receipt of Babgenta offer and progress of winding up of fund

26/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Respond to investor query via email re deceased investor
26/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to investor re addressing query in relation to 19th update to investors
26/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return calls to investors re Babgenta offer
26/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field calls from investors re 19th update to investors, timing of interim distribution to investors and offer received from Babgenta
26/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Review and respond to emails received over past 5 days in response to offer received from Babgenta. Instructions to Nicola Kennedy to document same. Approx. 40 emails
26/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Further review of and respond to emails received over past 5 days in response to offer received from Babgenta. Instructions to Nicola Kennedy to document same. Approx. 45 emails in total. Flag those which require a detailed response
27/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field/return calls from investor re 19th update to investors
27/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer received from Babgenta
27/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and receipt of offer from Babgenta. Discussion surrounding same
27/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Attend to depositing settlement proceeds received from sale of Checkling Turf Farm and arranging for authority to be signed by David Whyte to release funds held in trust
27/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re 19th update and receipt of Babgenta offer
27/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Field/return calls from 4 investors re 19th update to investors and receipt of offer received from Babgenta Pty Ltd. Review and consider emails from investors re same
27/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Draft letter to investor querying how Babgenta had received contact addresses for investors and Receivers most recent fee application
27/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Draft letter to investor requesting to transfer units held in a SMSF to themselves individually. Access investor database and locate unit holding. Confirm value of units and draft pro-forma-form declaration to accompany transfer
27/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Return call from 3 investors re offer received from Babgenta and contents of 19th update to investors
27/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Review email from investor, querying how Babgenta was able to obtain the contact details for so many investors. Access investor database and confirm banking details are as per those emailed. Draft response to same
27/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Field calls from 4 investors re receipt of 19th update to investors and offer received from Babgenta. Discussion regarding upcoming distribution to investors
28/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re receipt of offer from Babgenta
28/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor
28/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend 2 letters to investors as requested by David Whyte
28/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Finalise letter to investor re transfer of units from SMSF

28/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review emails received from investors. Consider responses to same
28/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend letters to investors as requested by David Whyte. Resubmit same for execution by David Whyte
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls from investors re receipt of 19th update to investors and receipt of offer from Babgenta
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review email from investor. Investor wanting to confirm current unit balance in fund. Access investor database, locate unit holding and print same. Draft letter confirm same
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review email from investor. Investor was querying if she had units in fund. Access investor database, locate unit holding of investor and print same. Draft letter to confirm unit balance. Address query regarding access to unit holding details online
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field and return calls from 2 investors re receipt of 19th update to investors and offer from Babgenta Pty Ltd
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor querying number of units in fund. Access investor database and locate same
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from 2 investors re winding up and timing of interim distribution
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor re change of details in fund
28/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor querying ongoing receiver's costs to wind up fund
28/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review email from investor re purported decrease in value of units held. Draft letter to investor advising that the interim distribution will be approximately 5 cents while the overall estimated return is between 11 and 12 cents per unit
28/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field calls from 2 investors re timing of interim distribution and offer received from Babgenta
28/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to investor querying why the EIF collapsed and rapid reduction in the value of units in the fund
28/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to investor querying how Babgenta was in receipt of contact details of so many investors and how an investor may obtain a copy of the members' register for the EIF
28/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to investor re substantiation of most recent application to court for remuneration approval
28/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Draft letter to investor querying most recent fee application. Address queries in relation to same
29/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Email to investor re change of details for investment in fund
29/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Return call from investor re offer received from Babgenta and contents of 19th update to investors
29/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend letter to investors as requested by David Whyte
29/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Attend to scanning letters to investors and forwarding via email and/or post. Scan and save letters in appropriate investor file and file office copies in appropriate folder
29/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor

29/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls to two investors regarding 19th update to investors. Investors wanted to advise that they had received the offer. Also provide details of upcoming distribution to investors
29/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field call from investor re Receiver's fees charged to date. Discussion with investor regarding how the fees are accrued and the work involved in winding up the fund.
29/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor confirming change of details for investment
29/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from 2 investors re offer received from Babgenta. Discussion regarding interim distribution and timing of same
29/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor in response to query received regarding Receiver's remuneration to date
29/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review email from investor re change of banking details. Access investor database and verify signature of investor. Draft letter to investor confirming details will be updated in due course
29/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review email/letter from investor re offer received from Babgenta. Draft letter to investor in response to same
29/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review email from investor wishing to confirm bank details for 3 investments. Access investor database and locate unit holdings, print and review same. Draft letter to investor confirming details reflect that of their email
29/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review email from investor re winding up and querying payment of outstanding interest. Draft letter to investor addressing query in relation to same
29/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Review email from investor re query regarding upcoming distribution to investors and past conduct of directors. Draft letter addressing queries
29/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Review email from investor re query regarding upcoming distribution to investors and possibility of receiving an equalisation payment. Draft letter addressing queries
29/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Field/return calls from investors 3 regarding receipt of offer from Babgenta and timing of interim distribution to investors in June of this year
29/05/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Collate and review emails received from investors in previous 3 days. Collate and review same. Respond to each email thanking investor for information. Approximately 60 emails in total. Instructions to Nicola Kennedy to enter into excel spread sheet
30/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Attend to scanning letters to investors and emailing same addressing investor queries. 5 letters in total. File office copies in appropriate folder
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from 2 investors advising of receipt of Babgenta Pty Ltd offer
30/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend letter to investor as requested by David Whyte
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Amend letter to investor as requested by David Whyte re addressing query regarding Receivers most recent fee application to court
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Attend to scanning letters to investors and emailing same addressing investor queries 3 in total
30/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review emails from investors re offer received from Babgenta. Respond to same
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Amend letters to investors as requested by David Whyte addressing various queries
30/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft letter to investor addressing query in relation to Babgenta offer received

30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field call from investor re current unit holding in fund. Discussion advising how the unit balance has decreased and timing of interim distribution to investors
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls to two investors re receipt of Babgenta offer
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor re change of details for investor
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Letter to investor re change of details
30/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re offer received from Babgenta
30/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Review and respond to emails received from investors re winding up and receipt of offer received from Babgenta Pty Ltd
30/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Field/return calls to 4 investors re offer received from Babgenta and timing of interim distribution. Discussions with investors re same
30/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Letter to investor re Babgenta offer and unit holding details
30/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor
30/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amendments to letter to investor
30/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls to unit holders re Babgenta offer and interim distribution
02/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor advising of position in relation to offer received from Babgenta
02/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer from Babgenta
02/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Return calls to three investors re winding up of fund, processing of interim distribution to investors and offer received from Babgenta
02/06/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Review correspondence from executors/investors re deceased estates. Access investor database, confirm unit holding details and complete checklists. Collate supporting documentation and submit to John Somerville/David Whyte for authorisation. 3 transfers in total
02/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re timing of interim distribution
02/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review investor correspondence, draft letter advising of current balance of unit holding and how to effect change of details
02/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from 2 investors re offer received from Babgenta
02/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up
02/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field calls from 2 investors re offer received from Babgenta
02/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Review correspondence from investors x3 re change of details. Access investor database, locate unit holdings and verify signatures against PDS on file. Complete checklists and submit to John Somerville/David Whyte for review and authorisation

02/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Review correspondence received from investors via email. Consider responses to same
02/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Email to investor re how to effect change of details for investor
02/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor/relative of investor advising that a change of details must be signed by the authorised signatory on the account or under an EPOA
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review mail from investors consider responses to same
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from Consultant re interest payable on Checkling loan and preparation of loan statements
03/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Review payments prepared by Dermot O'Brien
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call to investor re winding up and offer received from Babgenta
03/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Finalise processing of change of detail requests for 2 investors
03/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field call from investor. Discussion regarding Babgenta offer, winding up of fund, timing of interim distribution and balance of unit holding in the fund
03/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor confirming banking details recorded reflect that of letter received
03/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to relative of investor advising of requirements in order to effect change of details in fund
03/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Review mail received from investors
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re distribution to investors and offer received from Babgenta. Review email from investor re same
03/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Review correspondence from investors (3). Access investor database and locate unit holdings and verify signatures of requests, collate supporting documentation and complete internal control checklists
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review letter from investors requesting confirmation of current banking details confirm same. File letter in appropriate folder
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend letter to investor as requested by John Somerville
03/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Review investor email. Access investor database, locate and review draft correspondence to investor re change of details and unit holding in the fund. Submit to John Somerville/David Whyte to authorise
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up
03/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Review correspondence from investors 5 in total. Access investor database and locate unit holdings. Verify signatures of requests, collate supporting documentation and complete checklist. Submit to David Whyte and John Somerville for review and authorisation
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Instructions to Nicola Kennedy re payment of outstanding invoices
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and receipt of offer from Babgenta

04/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review emails from John Somerville and David Whyte re outstanding bonds re borrower review EIF server
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review and approve payments prepared by Nicola Kennedy
04/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review change of details for two investors. Locate unit holdings and verify signatories. Collate supporting documentation and submit to David Whyte/John Somerville for review and authorisation
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor, current balance of unit holding and timing of interim distribution to investors
04/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review correspondence from solicitor acting for executors of estate. Draft letter to executors confirming requirements to effect change of details
04/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review correspondence from solicitor of deceased investor. Review grant of probate. Access investor database and locate unit holding in fund. Ensure that all requirements have been met to transfer units to sole surviving account holder
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up of fund
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor, re current balance of unit holding and timing of interim distribution to investors
04/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Draft letter to investors who submitted signed transfer forms to BDO re Babgenta offer
04/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Draft letter to investors who submitted signed transfer forms to Babgenta
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and receipt of Babgenta offer
04/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Review correspondence from solicitors acting for the estate of a deceased investor. Review file and locate unit holdings. Draft letter to solicitor advising of requirements to effect transfer of units
04/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Review correspondence from investors re change of details (4) in total. Access investor database and print off unit holding details. Verify signatures, complete checklists and submit to John Somerville/David Whyte to authorise transfer of units
04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Scan and send letters to investors signed by David Whyte. Save to appropriate investor folder and file same
05/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Finalise letter to investors who submitted signed transfer forms to BDO re Babgenta offer
05/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Finalise letter to investors who submitted signed transfer forms to Babgenta Pty Ltd
05/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Call to David Clout and associates to discuss petitioning creditor costs for borrower. Email to John Somerville re same
05/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and receipt of offer from Babgenta
05/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field call from investor re timing of interim distribution to investors and other queries
05/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review correspondence from 2 investors re change of details. Access investor database, locate unit holdings and print PDS, review and verify signatures of request and submit to John Somerville/David Whyte
05/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re offer received from Babgenta

05/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend letters to investors as requested by John Somerville
05/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Review correspondence from 3 investors re change of details. Access investor database, locate unit holdings and print PDS, verify signatures complete checklists and submit to John Somerville/David Whyte
05/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re winding up
05/06/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Effect Change of details for 4 investors. Review accuracy of changes, ensure that changes are correct. Scan and save documentation into respective investor folder and file office copies
05/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review correspondence from investor re winding up of fund. Call to investor to respond to same
05/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Amendments to draft letters to investors to accompany interim distribution to investors. Forward same to Intersoft
05/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up, offer received from Babgenta and timing of interim distribution
05/06/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Review transaction listing prepared by Intersoft re payment of outstanding as at 30 June 11. Identify transactions with problems. Draft and send email to intersoft re advising how to correct same
05/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor
05/06/2014	Tipman, Daniel	Senior Accountant I	1.5	465.00	Creditors	Effect change of details for 8 investors. Review accuracy of changes, ensure that changes are correct, scan and save documentation into respective investor folder and file office copies
06/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Address investor query via email re change to banking details and how to effect same. Also provide investor summary for review as requested by investor
06/06/2014	Tipman, Daniel	Senior Accountant I	1.4	434.00	Creditors	Effect transfer of units for deceased investors (4 in total). Review and ensure accuracy of transfers. Scan and save documentation into respective investor folder and file office copies
06/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and offer received from Babgenta
06/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review email from Intersoft re proposed changes to accrued interest distribution to investors
06/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Attend to uploading updated database to Intersoft server
06/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re winding up
06/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Review correspondence from 2 investors re change of details. Access investor database, locate details of unit holding, verify accuracy of signatures and collate supporting documentation. Submit to John Somerville and David Whyte to authorise change
06/06/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Effect Change of details for 4 investors. Review accuracy of changes, ensure that changes are correct, scan and save documentation into respective investor folder and file office copies in respective investor file
06/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return calls to two investors re winding up, offer received from Babgenta Pty Ltd and timing of interim distribution to investors
06/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor
06/06/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Effect change of details for investors. Review accuracy of changes, ensure that changes are correct and scan and save documentation into respective investor folder



06/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Review correspondence from investors. Consider response to same
06/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amendments to letter as requested by John Somerville
10/06/2014	Dharmaratne, Mich	Senior Accountant I	0.3	93.00	Creditors	Telephone call from two investors regarding timing of dividend and offer from Babgenta.
10/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor providing updated bank details for distribution.
10/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Creditors	Telephone call from investor regarding latest report to investors and Babgenta offer. Forwarding copy of report to investor.
10/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor to confirm account details.
10/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor requesting for account details to be updated.
10/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding timing of dividend.
11/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor to confirm timeframe of interim distribution.
11/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Email from investor attaching change of bank details form.
11/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor confirming account details on file for the distribution.
11/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Creditors	Telephone calls from two investors regarding time frame for distribution.
12/06/2014	Dharmaratne, Mich	Senior Accountant I	0.4	124.00	Creditors	Preparing and sending two Emails to investors attaching change of details form to update their bank details. Telephone call from investor regarding changing details.
12/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding time frame for distribution.
12/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding time frame for distribution.
12/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor to check current bank details on file.
12/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Emailing correspondence to investor regarding Babgenta offer.
13/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding time frame for distribution.
13/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Forwarding correspondence to investor regarding Babgenta offer.
13/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor to confirm bank details for distribution.
13/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor to confirm bank details for distribution.

16/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding reason for delay in distribution.
16/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up of fund and expected timing of interim distribution to investors
16/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review emails from investors received over previous week. consider responses to same
16/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Return calls from investor expected timing of interim distribution to investors
16/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Draft letter to investor re follow up
16/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field calls from 2 investors re distribution to investors
16/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Review interim distribution payment and interest payment prepared by intersoft. Review transaction listing, aba file and modified investor database for which the distribution has been made
16/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Further revision interim distribution payment and interest payment prepared by intersoft. Review transaction listing, aba file and modified investor database for which the distribution has been made
16/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Commence testing of ABA file re interest distribution payment to investors and modifications to same
16/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review correspondence received from investors re change of details, deceased estate and other queries. Sort accordingly
16/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re principal distribution to investors
16/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amendments to letter to investors
16/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Review correspondence received from investors re change of details, review documentation and access EIF server. Locate and review unit holdings. Verify signatures against PDS, print and collate information, complete internal control checklists for 5 investors
17/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding interim distribution.
17/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding timing of interim distribution.
17/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Creditors	Telephone calls from investors regarding timing of payment of interim dividend.
17/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Amend letter to investor re winding up of fund
17/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re query regarding timing of interim distribution to investors
17/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls to two investors re timing of interim distribution to investors
17/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re distribution to investors confirming banking details and contact address details
17/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Draft letter to investors who accepted offer from Babgenta of 2 cents per unit

17/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Draft letter to Babgenta advising course of action with investors who accepted offer from Babgenta of 2 cents per unit
17/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Return calls to 4 investors re winding up fund and timing of interim distribution to investors
17/06/2014	Tipman, Daniel	Senior Accountant I	1.1	341.00	Creditors	Amendments and testing of ABA file re interest distribution payment to investors
17/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Preparation of payment of accrued interest outstanding as at 30 June 2010, review of transactions listing and file note of same
17/06/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Review correspondence received from investors re change of details, review documentation and access EIF server. Locate unit holdings, and verify signatures against PDS. Complete checklists for 4 investors
17/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re timing of interim distribution to investors. Discussion regarding timing of same
17/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re timing of interim distribution to investors.
18/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Preparing aba file for principal distribution to investors. contains approximately 2500 individual transactions
18/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investors re timing of interim distribution to investors
18/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Meeting with David Whyte and John Somerville re distribution to investors
18/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Lodgement of form 524 with ASIC
18/06/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Creditors	Identify investors that have accepted offer from Babgenta in investor database, transpose investment details into control spread sheet along with addresses 25 in total. These investments to be omitted from the distribution to investors
18/06/2014	Tipman, Daniel	Senior Accountant I	1.1	341.00	Creditors	Letters to investors that have accepted offer from Babgenta. 25 in total
18/06/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Finalise letters to investors that have accepted offer from Babgenta. 25 in total confirm accuracy of information contained within. Submit for execution by John Somerville/David Whyte
18/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return calls to investors re Babgenta offer
18/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Identify investors that had submitted a compliant transfer form, however did not have their details updated in the fund. Identify all investments impacted and enter details in control spread sheet
18/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Identify further payments in aba file, that upon further inspection are invalid, attend to entering details of transactions into control spread sheet
18/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Final preparation of payment of accrued interest outstanding as at 30 June 2010. Attend to printing letters to investors which will accompany distribution to investors
19/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Forwarding form to investor regarding updating bank details.
19/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Modifying and testing aba file for principal distribution to investors which contains approximately 2500 individual transactions. Remove payments identified as being invalid or which require removal as previously identified in master control spread sheet
19/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls to investors re interim distribution and timing of same

19/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Draft letter to Babgenta re offer made to unit holders
19/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Prepare file note which disclose amendments made to ABA file and transactions removed, including reconciliation of same submit to John Somerville for review
19/06/2014	Tipman, Daniel	Senior Accountant I	1.3	403.00	Creditors	Finalise file note which details principal distribution of 5 cents per unit and detail amendments made to ABA file and transactions removed, including reconciliation of same submit to John Somerville for review
19/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Amendments to file note as requested by John Somerville which details principal distribution of 5 cents per unit and details amendments made to ABA file and transactions removed, including reconciliation of same. Submit to John Somerville for review
19/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call to investor re timing of interim distribution
19/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Attend to organising for letters to investors re payment of outstanding interest as at 30 June 2010
19/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review payments Nicola Kennedy re supplier payments
19/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Further modifying and testing aba file for principal distribution to investors. contains approximately 2500 individual transactions, Removing payments identified as being invalid or which require removal as previously identified in control spread sheet
19/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field calls from investor re timing of interim distribution to investors
19/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Return call from investor
19/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	return calls to investor re timing of interim distribution
20/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re timing of interim distribution to investors
20/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Review email from investor in fund. Consider response to same
20/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Modifying principal distribution letters to investors and instructions to administrative staff re printing of principal letters following processing of EFT for interim distribution to investors by David Whyte
20/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls from investors re timing of interim distribution to investors
20/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return further calls from investors re timing of interim distribution to investors
20/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re non-receipt of principal distribution
20/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Amend letters to investors re Babgenta offer. Instructions to admin staff re issuing same
20/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Finalise amendments to ABA file for principal distribution to investors. Amendments to file note which disclose amendments made and transactions removed, including reconciliation of same
20/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re interest payment received yesterday. Discussion regarding same and timing of principal distribution to investors
20/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field calls from investor re timing of principal distribution to investors, confirm bank account details on file

20/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re receipt of money from Babgenta. Discussion regarding same
20/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amendments to letter to investor
20/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Further amendments to file note for principal distribution to investors, reconciliation of same with Finpower investor database
23/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field calls from 2 investors querying if monies paid into account were correct
23/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return calls to investors re distribution paid into bank account
23/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return further calls to investors re distribution paid
23/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Amend letter to investor addressing query on unit holding
23/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Review and respond to email from investor re change of details
23/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re 5 cent distribution paid
23/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Review and respond to investor via email re calculation on payment of 5 cent distribution
23/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from two investors re monies distributed via Direct Deposit. Investors both querying how distribution has been calculated
23/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Draft and send response to investor via email
23/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field call from authorised third party re request for unit holding details of investor. Access investor database, confirm that details are correct and email response re same
23/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field/return calls to investors querying if unit holding is accurate
23/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor
24/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor regarding distribution received.
24/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Liaison with admin staff re transporting of boxes from Wirrina Cove South Australia
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Amend form 524 re Wirrina Corporation Pty Ltd. Forward to director for execution and lodgement
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and receipt of monies in account
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from 2 investors. First one querying status of interim distribution and second investor reporting change of details for investment
24/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re interest payment received on Friday 20 June 2014

24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Attend to posting out blank change of details forms to investors as requested by investors (3) in total
24/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Review payment prepared by Nicola Kennedy. Submit John Somerville for review
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Revision of further payments prepared by Nicola Kennedy. Submit John Somerville for review
24/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field/return calls to investors re payment of outstanding interest to investors. Liaison and explanation regarding how distribution was calculated
24/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Liaison with IT consultant re EIF Finpower database
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from investor re payment received. Access investor database, confirm identity of investor and address queries around distribution calculations
24/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Testing of data import into MYOB insolvency to prepare cheque payments to investors of outstanding interest as at 30 June 2010
24/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Meeting with investor on level 11
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor querying if interim distribution received into bank account was correct
24/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Return call to investor re interim distribution paid
24/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field calls from investors re interim distribution payment received
24/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Liaison with admin staff re mail out of letters. Attend level 11 and instruct office admin staff to assist with same. (setup folding machine)
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re Babgenta. Discussion re same and offer received
24/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor
24/06/2014	Tipman, Daniel	Senior Accountant I	1.1	341.00	Creditors	Preparing/reviewing how best to pay distribution via cheque and how to process same. Discussions with Sarah and Alastair re same
24/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Preparing/ reviewing testing how best to pay remaining funds via cheque and how to process same in MYOB Insolvency
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Call to Intersoft to discuss processing of cheques to investors for whom EFT payments were returned
25/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Field call from 3 investors re receipt of interim distribution liaison with each investor
25/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Prepare schedule of returned electronic payments to be sent to intersoft for assistance to be paid via cheque
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re distribution received
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Prepare template to be sent to intersoft to assist with payments to be made via cheque

25/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Draft and send email to intersoft re assistance in preparing payments to investors via cheque
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from investor re offer received from Babgenta Pty Ltd
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Address query from investor re change of details and distribution received via EFT
25/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Email to Babgenta and Gadens re offer of 2 cents per unit
25/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field/return calls to two investors re timing of distribution to investors
25/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Amending MYOB Insolvency cheque template. Process distribution through MYOB Insolvency
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from investor re 5 cent interim distribution
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Testing and review of MYOB cheque template prepared to pay distribution to investors
25/06/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Prepare file note to accompany payment of interest accrued as at 30 June 2010 to be made via cheque to investors
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and querying balance of units held in fund
25/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Identifying transactions returned via EFT due to account closures/invalid account details in respect of payment to investors for outstanding interest as at 30 June 2010
25/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re receipt of interim distribution. Investor querying number of units held. Access investor database and relay information to investor
25/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Creditors	Identify further transactions returned via EFT due to account closures/invalid account details in respect of payment to investors for outstanding interest as at 30 June 2010
25/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls from investors re distribution of capital
25/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Liaison with admin staff re mail out to investors
26/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Creditors	Telephone call from investors to confirm distribution payment amount.
26/06/2014	Tipman, Daniel	Senior Accountant I	1.3	403.00	Creditors	Reconciliation and verification of payments to be made via cheque to investors for 5 cent distribution. approximately 298 investors in total
26/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field calls from investors re winding up of fund
26/06/2014	Tipman, Daniel	Senior Accountant I	1.2	372.00	Creditors	Reconciliation and data entry/verification of payments to be made via cheque to investors for 5 cent distribution. Approximately 298 investors in total. Data to be used to import into MYOB insolvency and to produce mail merge to investors
26/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls from investors re receipt of letter of 5 cent distribution. Investors querying why number of units is held is less than thought. Explain why
26/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re winding up and receipt of monies following payment of 5 cent distribution

26/06/2014	Tipman, Daniel	Senior Accountant I	0.8	248.00	Creditors	Data entry into control spread sheet and MYOB insolvency re payment of interest accrued as at 30 June 2010 to be made via cheque to investors
26/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Instructions to admin staff re emailing of letters to investors
26/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Liaison with Intersoft re generation of excel spread sheet to assist with cheque distribution to investors. Review same
26/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call to investors re distribution paid into bank account
26/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re payment of interest accrued. Access investor database, confirm amount paid and relay information to investor
26/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Identify how best to input payments to investors into control spread sheet/myob insolvency for generation of cheques. Test batch payment
26/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Data entry into control spread sheet and MYOB insolvency re payment of interest accrued as at 30 June 2010 to be made via cheque to investors
26/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor
26/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from investor re 5 cent distribution to investors
27/06/2014	Tipman, Daniel	Senior Accountant I	1.3	403.00	Creditors	Reconciliation and data entry/verification of payments to be made via cheque to investors for 5 cent distribution. Approximately 298 investors in total
27/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Field/return calls to 4 investors re 5 cent interim distribution to investors. Discussions with investors querying unit holdings
27/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Reconciliation and data entry/verification of payments to be made via cheque to investors for 5 cent distribution. Approximately 298 investors in total. Identify problem transactions and remove from planned distribution
27/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return calls to investor re winding up
27/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls to investor re receipt of letter advising of 5 cent distribution to investors
27/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Return calls to investors re interim distribution. Investors all querying number of units held
27/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Identify and format deposit identification numbers of investors who will be paid via cheque into a format which is accepted by Finpower software
27/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Access Finpower and investor database. Identify and generate reports to assist with reconciliation/verification of distributions to be paid via cheque. 298 in total. Review same
27/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Creditors	Field call from investor re winding up
27/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Finalise reconciliation/verification of distributions to be paid via cheque. 298 in total. Review and amendments to same
27/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Return calls to two investors re winding up of fund and receipt of interim distribution to investors
27/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Access Finpower investor database. Identify and generate reports to assist with mail merge of letters to investors to accompany distributions to be paid via cheque. Export into excel and amend formatting accordingly



27/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Creditors	Identify and generate further reports to assist with mail merge of letters to investors to accompany distributions to be paid via cheque. Export into excel and amend formatting accordingly
30/06/2014	Dharmaratne, Mich	Senior Accountant I	0.1	31.00	Creditors	Telephone call from investor advising that the distribution payment was not received.
30/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Creditors	Telephone calls from two investors regarding not receiving the distribution payment.
30/06/2014	Dharmaratne, Mich	Senior Accountant I	0.3	93.00	Creditors	Returning investor calls in relation to distributions not received and responding to their queries.
30/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Call from investor re unit balance and receipt of monies in distribution
30/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Return call from investor re 5 cent distribution
30/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Creditors	Field call from investor re 5 cent distribution
30/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from investors re interim distribution and calculations re same
30/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field calls from investors re receipt of money and querying how current unit balance has been calculated
30/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Creditors	Field/return calls from investors re 5 cent distribution
30/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Consider and respond to emails from investors over previous days. re interim distribution, change of details and timing of posting interim distribution cheques
30/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Creditors	Return calls from investors re interim distribution. Provide detailed explanation as to how current unit balance has been calculated. Discussions with investors surrounding same
30/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Creditors	Testing of importing list of investors to receive payment of 5 cent distribution via cheque into MYDB insolvency. Amend template as required
30/06/2014	Tipman, Daniel	Senior Accountant I	1.0	310.00	Creditors	Finalise mail out template to accompany letter/cheque to investors for 5 cent distribution. Test same
30/06/2014	Tipman, Daniel	Senior Accountant I	1.1	341.00	Creditors	Amend Payee names of certain investors to receive 5 cent distribution
01/07/2014	Dharmaratne, Mich	Senior Accountant I	0.1	32.00	Creditors	Telephone call from investor to confirm amount received in distribution.
01/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
01/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re related party's investment. Respond to same
01/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re non-receipt of interim distribution monies
01/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Instruct Admin staff to place trace on payment of interim distribution
01/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Return calls from investors x3 re unit holding queries on how the interim distribution has been calculated. Address queries and access investor database as and when required

01/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Field/return calls from investors x4. Address unit balance queries
02/07/2014	Dharmaratne, Mich	Senior Accountant I	0.1	32.00	Creditors	Telephone call from investor requesting confirmation of distribution amount to be received.
02/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re status of distribution of cheques
02/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re unit balance query
02/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Respond to investor re unit query
02/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor requesting confirmation when cheques for interim distribution will be posted confirm timing of same
02/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re funds received
02/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Email to trustee in bankruptcy of guarantor re payment of invoices
02/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Email third party representative. Address query regarding unit valuation purposes for Centrelink
02/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from third party re unit balance of investor. Access investor database and confirm identity of caller. Release details surrounding same
02/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re change of bank account details. Address queries on how to effect same
02/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field call from investor complaining about incorrect interim distribution being received. Address investor's queries and attend to sending out transaction listings for investor's reference and file
02/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Return calls to investors re interim distribution received and how unit balance was calculated for interim distribution of 5 cents per unit
02/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Field calls from investors x2 who had queries regarding their unit balance
02/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review letter from investor re unit holding query. Access investor database and draft letter in response addressing query
02/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Finalise letters to investors re interim distribution paid via cheque attached. Attend to inserting David Whyte's electronic signature on same and printing
03/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re unit holding query
03/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re query regarding interim distribution and units held in fund
03/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
03/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re unit balance query
03/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with admin staff re mail out of cheques to investors

03/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re querying balance of units held and calculation of interim payment
03/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter addressed to investor as requested by John Somerville
03/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review correspondence and access investor database re change of details for 2 investors
03/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Return calls from investors re interim payment
03/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Return calls to investors re interim payment to investors
03/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Return calls x3 from investors re interim payment
03/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Finalise mail out to investors re principal payment via cheque
03/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Change of details x 2 for investors. Review correspondence and access investor database. Review PDS and verify signature of investors
03/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from investors. Access investor database re change of details for 3 investors in fund
03/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review investor correspondence, access investor database and locate unit holdings. Draft letter to investor explaining why there was a decrease in their unit holdings in the 2011 financial year
03/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Draft letter to investor addressing query regarding unit holding value and change of details. Access investor database and review same
03/07/2014	Tipman, Daniel	Senior Accountant I	1.5	480.00	Creditors	Finalisation and final review of cheques to be sent to investors re 5 cent principal distribution via cheque
04/07/2014	Dharmaratne, Mich	Senior Accountant I	0.2	64.00	Creditors	Email to investor regarding distribution received.
04/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re receipt of cheque re interim distribution
04/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re unit holding query
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Address unit balance query
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re interim distribution
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re receipt of monies in bank account and provide explanation to same
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence received from investors in mail consider response to same
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to solicitor acting for executors of deceased estate as requested by John Somerville

04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of estate. Address query regarding interim distribution and payment of same
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re current value of units in fund and explanation surrounding same. Investor had several queries regarding how Centrelink deems value of investment
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor's mother re explanation as to why unit holding decreased in the 2011 financial year
04/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor querying payments made in 2011 financial year
04/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Call from investor re unit balance query. Access investor database and locate unit holding. Address queries. Arrange to forward investment summaries via post for investor's reference
04/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review letter from investor. Draft letter to investor re change of details and how to effect same
04/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Return calls to 2 investors. Address queries regarding payment of interim distribution
04/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review letter from executor of estate of deceased estate. Access investor database and review details. Draft letter advising of balance of units in fund and how to effect a change of details
04/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review investor letter querying how unit value was derived and why interest was paid on 30 June 2010 interest. Access investor database and review unit holdings. Print same. Draft letter in response
04/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Letter to investor re principal payment and how unit value has been derived. Access investor database and review unit holdings
04/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to investor in response to letter received from investor. Investor had several unit holdings and requested clarification on how unit balance was derived. Access investor database review investor summaries and confirm same in letter
04/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review letter from executor of estate of deceased estate. Access investor database and review details. Draft letter advising of balance of units in fund and how to effect a change of units
04/07/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Draft letter to investor addressing queries in relation to how current unit balance has been derived. Access investor database and review unit holdings
07/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review emails from investors over weekend. Consider responses to same
07/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re winding up
07/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re query regarding unit holding
07/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor re unit balance query as requested by John Somerville
07/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field/return calls to investors re multiple queries in relation to interim distribution paid
07/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning, saving and sending letters to investors attend to postage/emailing of same
07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field calls to investors x 2 re various queries regarding winding up and payments received
07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field call from investor re deceased estate and cheque received.

07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft response to investor via email regarding investment and addressing query regarding unit balance
07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft email to investor confirming number of units held for Centrelink purposes
07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Return calls to 2 investors re interim distribution to investors
07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Attend to making amendments to letters as requested by John Somerville
07/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review email from investor. Draft and send response to same
07/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Field/return calls to investors x 4 to address various queries
07/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to David Clout & Associates re petitioning creditors costs for borrower
07/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Draft letter to investor addressing unit holding query. Access investor database to confirm details of same
07/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Field call from executor re deceased estate. Locate and review correspondence from executor re deceased estate. Draft response to same
08/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re unit holding queries
08/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Collate and review responses received from investors in relation to Babgenta offer
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re unit holding query and winding up generally
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re unit holding query. Explanation surrounding same
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor via email re addressing query regarding unit holding
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence and begin drafting response to investor re addressing query on units held in fund
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re querying number of units held
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Investor believed that unit balance was incorrect and that they should have received more money in interim distribution to investors
08/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Letter to investor re change of details in fund
08/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field calls from 2 investors re querying if amount of distribution received is correct. Access investor database and confirm same

08/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review correspondence from relative of investor requesting change of details pursuant to EPOA held. Draft response to same
08/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review correspondence from executor of estate of deceased investor. Review unit holdings held by deceased investor and draft response to same
08/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Prepare schedule of responses received. Draft and send email to John Somerville for review
09/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Scan and save signed investor correspondence to file. Attend to posting same and filing office copy
09/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
09/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter as requested by John Somerville
09/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re addressing query regarding interim distribution
09/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re addressing query regarding interim distribution
09/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor query via email
09/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Address query regarding unit balance in interim distribution to investors
09/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field calls from investors, both querying how current unit balance has been derived
09/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Make amendments to letter as requested by John Somerville
09/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to further letter to investor as requested by John Somerville
09/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field call from investors, detailed discussion regarding how current unit balance has been derived
09/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Draft letter to investor re change of details in fund
09/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Draft letter to investor after preparing summary on how unit holdings have been impacted in 2011 financial year
09/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to investor including summary of analysis of how unit balance has been derived as queried by investor
09/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review investor correspondence. Access investor database and review transactions/accounting ledgers. Prepare summary of how units have been impacted in 2011 financial year
09/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence from executor of estate, access investor database and review unit holdings of deceased estate. Draft letter to executor detailing requirements to effect transfer of units
09/07/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Conduct analysis of how unit holding balance has decreased for investor as requested. Access investor database and review transactions/accounting ledgers. Investor has multiple investments with transactions. Prepare summary
10/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up

10/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor and consider response to same
10/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re winding up
10/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and querying interim distribution received
10/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor re unit holding query
10/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Return call from investors re addressing queries regarding unit holding balance and changes to same in 2011 financial year
10/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Draft letter to investor explaining how unit holding balance was impacted in 2011 financial year. Attach analysis of same
10/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review comments from John Somerville re analysis of letter to unit holding. Amendments to letter/analysis and table detailing same. Submit for review to John Somerville
10/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise letter to investor including table detailing changes to investor's unit holding
10/07/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review correspondence from investor requesting details of how unit holding balance has decreased. Access investor database and conduct analysis of investor's unit holdings and impact on unit holdings in 2011 financial year
10/07/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Creditors	Analysis of Investor's unit holdings and changes to same in 2011 financial year
10/07/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Review correspondence from investor, access investor database and conduct analysis of investor's unit holdings and impact of unit holdings in 2011 financial year. Draft letter to investor detailing same
11/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re query regarding unit holding
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letters as requested by John Somerville
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and save letter and supporting documentation to investor addressing query regarding number of units held. File office copy and save soft copy attend to postage of same
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor regarding non-receipt of monies. Respond to same
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review letter from executor of estate, re transfer of units. Draft response to same
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from financial advisor querying details in relation to investor's unit holding. Review email from same
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Verify identity of investor and respond to query regarding unit holding number
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up of fund
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor who had rejected offer from Babgenta. Investor was querying timing of payment of 5c distribution.
11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field additional call from investor who had also rejected offer from Babgenta. Address queries regarding timing of payment of 5c distribution

11/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and send letter to investor signed by David Whyte. Email same to investor and save supporting documentation in investor file. File office copy in appropriate folder
11/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review email and draft email response to investor re addressing unit holding query and number of units held
11/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amend letters to investors as requested by John Somerville/David Whyte. Resubmit for review and execution
11/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Scan and save letters and supporting documentation of various investors. File office copies and save soft copies to appropriate folders. Email letters and attend to postage of same
11/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to investor in response to letter received re change of bank account details
11/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Finalise analysis of investors unit holdings and impact in 2011 financial year. Finalise letter to investor detailing same. Changes and explanation and clarification requested by John Somerville
11/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from investor re change of details. Access investor database and review unit holdings and signed PDS. Draft letter to investor advising that no EPOA is on file
11/07/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review correspondence from investors re change of details. Access investor database and review unit holding and signed PDS. Complete internal control spread sheets and submit to John Somerville/David Whyte for review and authorisation
14/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re interim distribution paid
14/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Respond to query from David Whyte re email from purported investor
14/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor querying number of units held
14/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor querying interim distribution and number of units held
14/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re winding up of fund
14/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor addressing query re unit holdings in fund and payment of interim distribution
14/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review email from investor re winding up. Access investor database, locate unit holding and draft and send response to investor re same
14/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Access Finpower and generate multiple reports detailing the proposed payments to investors who had originally accepted Babgenta offer and who had now rejected the offer. Review same
14/07/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Creditors	Access MYOB Insolvency and enter payment details of investors who had originally accepted Babgenta's offer and who had now rejected the offer
14/07/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Creditors	Preparation of and amendments to spread sheet detailing investors who had originally accepted Babgenta's offer and who had now accepted/rejected offer
15/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor querying if a distribution will be received, brief discussion regarding same
15/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Nicola Kennedy and Dermot O'Brien re preparation of quotes seeking new valuations of property
15/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor



15/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review correspondence received from investors via mail and draft a response
15/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor, respond to same
15/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor querying balance of units held
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Issue instructions to Nicola Kennedy re payment of outstanding scheme expenses
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re interim distribution and query regarding interim distribution to investors
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re interim distribution paid to investors
15/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft email to Gadens seeking advice on how to proceed with responses from Babgenta Pty Ltd
15/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Finalise mail out of letters to investors who have now advised that they no longer wish to accept the offer from Babgenta
15/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Setup mail merge of letters to investors re outstanding interest payment via cheque to investors who were unable to receive monies via EFT
15/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Conduct review and check of cheques and cheque requisitions and amendments to same prepared on Monday, 14 July 2014 in relation to the interim distribution to investors
15/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to investors who have now advised that they no longer wish to accept the offer from Babgenta
15/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Prepare mail out of letters to investors who have now advised that they no longer wish to accept the offer from Babgenta
15/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise file note re payment to investors who have now advised that they no longer wish to accept the offer from Babgenta.
15/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise file note, print reports in Finpower investor management database and work papers to accompany cheque requisitions/payments to investors re payment of outstanding interest as at 30 June 2010
15/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise cheque payments to investors re outstanding interest as at 30 June 2010 in MYOB Insolvency and print same
15/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Draft letter to investors re outstanding interest payment via cheque to investors who were unable to receive monies via EFT
16/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
16/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
16/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor
16/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field/return calls to investors re winding up

16/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to letter addressed to investor re winding up
16/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re change of details and how to effect same
16/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Complete statement of estimated return to investors as at 30 June 2014
16/07/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Finalise outstanding interest payment via cheque to investors who were unable to receive monies via EFT
16/07/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Complete estimated return to investors as at 30 June 2014
16/07/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Creditors	Complete the Receipts and Payments for the period 21 May 2014 to 15 July 2014
17/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up
17/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up
17/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re address unit holding query
17/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field further call from additional investor re address unit holding query and how interim distribution was calculated
17/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re change of details. Review emails forwarded through and file accordingly
17/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Listen to voice mail received from relative of investor. Attend to replying to same
17/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor. Access investor database, locate unit holding and draft response to same
17/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and query regarding unit holding value
17/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Access investor database and implement change of details for 5 investors in fund. Assist Nicola Kennedy with effecting changes
17/07/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Creditors	Review and finalise draft 20th update to investors
17/07/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Draft section 1 and 2 of 20th update to investors
17/07/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Finalise section 4 and formatting of tables in draft 20th update to investors
17/07/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Draft section 5 of 20th update to investors
21/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor call received over weekend
21/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor. Attend to addressing query in relation to same

21/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
21/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence from investors. Consider responses to same
21/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor query via email
21/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
21/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Respond via email to investor query received over the weekend. Access investor database and confirm unit holding details respond to same
21/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re how to effect change of details in fund
21/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Amendments to 20th update to investors as requested by John Somerville
21/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Update receipts and payments to accompany 20th update to investors as requested by John Somerville
21/07/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Amendments to 20th update to investors as requested by John Somerville
22/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re change of details query
22/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email received from investor re processing interim distribution via international wire transfer. Consider same
22/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Email to Financial Controller re intercompany transactions for Wirrina Cove for period 1 January 2014 to 30 June 2014
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Email to David Clout & Associates re invoice received for Checkling Pty Ltd
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email received from investor re change of details and cheque received incorrectly. Draft and send response to same
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor. Address query in regards to unit holding
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re unit holding query and how number of units in fund has been derived
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Process reissuing of cheque as requested by investor re interim distribution
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re winding up
22/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Attend to drafting letter to investor addressing query surrounding unit holding
22/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review transfer of units request submitted by an investor. Review same, access investor database, review unit holdings and print PDS, investor checklist. Complete same. Submit to John Somerville for review

24/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor
24/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re interim distribution
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Issue instructions to Nicola Kennedy/Dermot O'Brien re processing change of bank account/contact address details
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Reconcile operating account up to 23 July 2014
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with admin staff re processing a payment to investor re Interim distribution to a US bank account
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Listen to voicemails received over previous week. Take down details of investors to be called back
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return missed call from investor address query regarding unit holding distribution
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return missed call from investor re unit holding query. Explanation regarding same
24/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Email to investor addressing query regarding issuing of tax statements for end of financial year
24/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Amendments to 20th update to investors as requested by David Whyte
24/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Further amendments to 20th update to investors as requested by David Whyte
24/07/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Finalise amendments to 20th update to investors as requested by David Whyte
28/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re timing of updated unit price as at 30 June 2014
28/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re winding up. Draft and send response to same
28/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor received over the weekend re documentation not received in relation to interim distribution received. Locate documentation in investor database and attend to mailing out same to investor as requested
28/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re interim distribution received. Address query regarding how unit holding has been derived and the amount paid. Access investor database and confirm contact and bank account details
28/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re progress of winding up and interim distribution received
28/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review emails from Gadens re Babgenta Offer and transfer of units to a third party
28/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Further amendments to 20th update to investors by David Whyte
28/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Update Receipts and payments to accompany 20th update to investors and amendments to tables in update

28/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Attend to drafting letter to investor re unit holding balance for unit holdings and how interim distribution has been derived. Access investor database, locate unit holdings and review same
28/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to 20th update to investors by David Whyte
28/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Instructions to Dermot O'Brien re change of details for investors
28/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Receive call from investor. Address query on how unit balance has been derived
28/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Receive call from investor. Address query on how unit balance has been derived and how interim distribution was calculated
28/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendment to letters as requested by John Somerville
29/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Final amendments to 20th update to investors as requested by David Whyte
29/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Instructions to Admin staff re mail out of report and email to IT Consultant re publishing report on websites
29/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Final amendments to 20th update to investors as requested by David Whyte
29/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email received from investor re Interim distribution. Respond to same
29/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review quote to mail out re report. Email to David Whyte re approval of same. Instruct admin staff to proceed
29/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re interim distribution and how unit value has been derived
29/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor re status of effecting transfer of units
29/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Obtain updated client listing from IT consultant re mail out to investors. Attend to removing the clients that are on the returned mail register. Identify and remove those investors who do not have a current holding in the EIF
29/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Attend to formatting client listing from IT consultant to allow for addresses to be printed onto envelopes reducing costs. Forward amended address list to admin staff to be forwarded to Worldwide printing to commence mail out
29/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Consider further advice from Gadens re transfer form and draft letter to investor explaining issues with transfer form submitted and how to correct same
29/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
29/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend transfer form pursuant to advice submitted by Gadens
29/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review websites to confirm 20th update to investors has been updated accordingly
29/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re interim distribution and 20th update to investors
29/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendment to letter as requested by John Somerville

29/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Scan and save letters received back from signing to appropriate investor folder. Attend to emailing/sending same
29/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor query via email
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to mail out of investor cheques re accrued interest as at 30 June 2014
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re status of transfer of units. Draft response to same
30/07/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review change of detail checklists and supporting documentation prepared by Dermot O'Brien. Review and check off same. Approximately 50 internal control checklists in total
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor query via email
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence from executor of estate. Review and consider documentation provided, complete checklist and submit to John Somerville for review and approval to effect change of details for deceased estate
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence from investor re change of trustee. Review and consider documentation provided. Complete checklist and submit to John Somerville for review
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 20th update to investors. Address query regarding unit holdings in fund
30/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Draft letter to executor of deceased investors x2. Access investor database and locate the deceased investors' unit holdings in fund. Review same and finalise letter to executors advising of requirements to effect change of details/transfer of units
30/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re 20th update to investors
30/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review letter from relative of deceased investor. Access investor database and draft letter to investor re deceased estate and requirements to effect changes pursuant to a power of attorney held
30/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review letter from executors of deceased investor re advising of passing of investor and requesting information on how to effect changes to unit holding and transfer units to beneficiaries. Draft response
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence received from investor re offer from Babgenta. Scan and save to investor file
30/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Draft letter to Babgenta re update on investor responses and issues with transfer form previously used
31/07/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review letter from investor re unit holding query. Access investor database and locate unit holding in investor database. Draft letter to investor responding to query
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re query on Babgenta. Discussion regarding same
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with John Somerville re Babgenta response and issue with transfer form as advised by Gadens
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Call to Gadens to discuss draft response to Babgenta
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with John Somerville and Nicola Kennedy regarding fielding queries from investors moving forward
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and timing of interim distribution

31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor as requested by John Somerville
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor via email re query received regarding winding up of fund
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor who had left message on phone
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to draft letter as requested by David Whyte
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor following issuing of 20th update to investors
31/07/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Draft letter to investor requesting confirmation of current value of units as at 30 June 2014
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Issue instructions to Nicola Kennedy re payment of outstanding invoices
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Respond to investor re email
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amendment to letter to investor re winding up of fund
01/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review letter from investor re unit holding query. Access investor database, print and review unit holding. Draft letter responding to queries raised in letter
01/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re non-receipt of interim distribution
01/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Scan signed letters and other documentation received from back from David Whyte, attend to mailing and emailing documentation out to investors. Scan and save documents in appropriate investor folder
01/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re contents of 20th update to investors
01/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Respond to letter from investor re unit holding query. Access investor database and review unit holdings. Draft letter responding to query re incorrect unit calculation
01/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Nicola Kennedy re payment of outstanding invoices
01/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up discussion regarding same
01/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor as requested by John Somerville
01/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re 20th update to investors and contents of same
01/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Revision of mail received from investors. Consider responses to same
01/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Email to investor re confirmation of EFT of funds re 5 cent distribution

01/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor. Respond to same
01/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review outstanding invoices - respond to Nicola Kennedy re queries on same
01/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter as requested by John Somerville
01/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Email to investor responding to query raised in relation to 20th update to investors
04/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Draft and send email to investor in response to email query re overseas payment
04/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 20th update to investors
04/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to making call to investor in response to email received
04/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call to investor in response to email received. Discussion re addressing queries in relation to interim distribution and contents of 20th update to investors.
04/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review letter from investor re query in relation to how unit holding for investment has been derived. Access investor database and locate unit holding. Review same and verify signature against PDS. Draft letter to investor explaining current unit balance
04/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re 20th update to investors
04/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review letter from investor re query in relation to how unit holdings for investment have been derived. Access investor database and locate unit holding/PDS. Verify signature and draft letter to investor explaining how unit balance was impacted in FY2011
04/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to investor who had not completed the questionnaire or responded re Babgenta offer. Submit to John Somerville for review
04/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up
04/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Scan and save letters/correspondence signed by David Whyte to respective investor file. Attend to postage and emailing of same
04/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to investor who had not properly completed the questionnaire re Babgenta offer. Submit to John Somerville for review
04/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re winding up and progress of same. Discussion regarding how to effect change of details
05/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from executor of estate of deceased investor. Access investor database and locate unit holdings print and review same. Draft letter to executor's solicitor advising our requirements in order to effect transfer of joint unit holding
05/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise letter to solicitor re deceased estate advising our requirements in order to effect change of details or transfer of units
05/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re 20th update to investors
05/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from executor of deceased investor. Locate unit holdings in investor database and print and review same. Draft letter to executor advising of remaining documentation required to effect change or transfer of unit holding
05/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Discussion regarding winding up of fund, current progress of investigations into conduct of directors and timing of future distributions



05/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from investor. Access investor database and print off and review unit holdings. Access and verify signature of investor. Draft and send letter to investor explaining how current unit balance has been derived
05/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email received from investor re non-receipt of money. Respond to same
05/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Discussion regarding winding up of fund, current progress of investigations into conduct of directors and timing of future distributions
05/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review correspondence from investor re unit balance query. Access investor database and locate unit holding. Access investor file and verify signature against PD5 signed. Draft letter to investor and prepare schedule of current unit balances to accompany letter
05/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor. Place call to investor to discuss query
05/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review correspondence and enclosures from investor re queries regarding unit holding balance and annual distribution payment. Access investor database and review PDS, and EPOA documentation. Start drafting response to investor
05/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor re winding up
05/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving signed letters to investor file and proceeding to mail/email out to respective investors
05/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 20th update to investors and contents of same
05/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Amend letter to investors who had not responded to original request of 18 June 2014 re Babgenta offer. Finalise and amend letter accordingly for other 3 investors. Collate supporting documentation and submit to John Somerville/David Whyte for review and approval
05/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Amend letter to investors who had filled out the questionnaire confusingly. Finalise and amend letter accordingly for 3 other investors re Babgenta offer. Collate supporting documentation and submit to John Somerville/David Whyte for review and approval
06/08/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Creditors	Finalise letter to investor addressing queries regarding unit holding balance and annual distribution payment. Investor has submitted 30 pages of enclosures to support position and had multiple unit holdings
06/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor. Consider response to same
06/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re 20th update to investors
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Draft response to investor queries via email
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving signed letters to investor file and proceeding to mail/email
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor as requested by John Somerville
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from financial advisor re non-receipt of interim distribution. Respond to same
06/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review documentation forwarded by relative of deceased investor. Transfer of units to sole surviving account holder. Complete internal checklist and collate. Submit to John Somerville for review and authorisation. Relative also holds EPOA on surviving account holder
06/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review documentation from investor re transfer of units from SMSF to a related holding. Locate documentation already submitted and review. Print PDS to verify signatures for transferee and transferor. Complete internal control form and submit for authorisation
06/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise letter to investor addressing queries raised in relation to 20th update to investors

06/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from investor re winding up. Access investor database and locate unit holding, review same. Verify signature and draft letter to investor addressing query regarding how current unit balance has been derived
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re progress of winding up and 20th update to investors
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re winding up
06/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review correspondence received from investors x4. Access investor database and review unit holdings. Identify further documentation required for these investors to effect a change of details and list same
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re unit holding query
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Draft email to investor in response to email
06/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with John Somerville re non-compliant transfer form
06/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amendment to letter as requested by John Somerville
06/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Liaison with Sarah Cunningham re trace of funds following interim distribution
06/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review email from investor re several queries in relation to unit holding. Access investor database and locate unit holding. Review same. Start drafting letter to investor addressing queries raised
06/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review documentation forwarded by executors of estate re transfer of units to beneficiaries. Locate incomplete transfer documentation and review same. Complete internal checklist and collate. Submit to John Somerville for review and authorisation
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 20th update to investors
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call from investor re interim distribution of capital. Discussion regarding Tax treatment and requirements to disclose payment to ATO as assessable income
07/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from investor who holds a joint holding with a deceased estate. Access investor database and locate and review unit holding Draft letter advising of requirements to transfer unit holding into name of sole surviving account holder
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor to discuss status of transfer. Advise on status of same
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving to respective investor folder. Attend to distributing to investors and attend to postage of same
07/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor. Consider and respond to same
07/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review email from investor who had several queries following issue of 20th update to investors. Access investor database and verify identify of investor. Draft response to same addressing queries
07/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amendments to letter as requested by John Somerville
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor re deceased estate. Advise of requirements to effect change of details/transfer of units. Brief discussion re progress of winding up
07/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Finalise correspondence to relative of deceased estate advising of remaining documentation to be submitted to effect change of details/transfer of unit holding

07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving signed letters to be distributed to investors. Collate supporting documentation and attend to postage of same
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from wife of elderly investor. She advised that interim distribution cheque was in her purse which was stolen. Locate details of cheque in MYOB Insolvency. Discussion regarding reissuing of cheque. Brief discussion re how to effect change of banking details
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor as requested by John Somerville re addressing queries raised in email
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Revision of email from Gadens lawyers re compliance of transfer forms with the Act. Consider implications of same and other issues raised. Liaison with John Somerville re same
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor as requested by John Somerville
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor. Investor had several queries in relation to 20th update to investors. Address same
08/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review documentation forwarded by executor of estate re transfer of units to beneficiaries. Access investor database and locate transfer documentation. Complete internal checklist and collate documentation. Submit to John Somerville for review and authorisation
08/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Access investor database and locate unit holding of investor. Print same. Access MYOB Insolvency and locate cheque number and requisition re interim distribution. Cancel cheque and reissue cheque with new number as requested (cheque not received)
08/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Access investor database and locate unit holding of investor. Print same. Access MYOB Insolvency and locate additional cheque number and cheque requisition re interim distribution. Cancel second cheque in NAB and reissue cheque with new number as requested (cheque stolen)
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to executors of deceased estate
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from solicitor representing deceased estate of investors. Discussion regarding how to complete forms re transfer of units/effect change of details of estate
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor discussion regarding 20th update to investors
08/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor
08/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review letter and enclosures from solicitor representing deceased estate. Complete checklist. Draft letter to solicitor representing executor in estate requesting certified copies of beneficiaries ID to finalise transfer of units
08/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from John Somerville re equitable mortgage registered against A/85773 and known as 232 Cornwallis Road, Cornwallis NSW 2756
08/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review letter from executor re winding up. Draft letter to executor advising of remaining requirements to effect transfer of units in fund to beneficiaries
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call to Gadens re Babgenta to discuss issues with Transfer forms and stamping requirements
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Finalise letter to executor re deceased investor and requirements to effect transfer of units
08/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor. Voicemail forwarded by Nicole Flashman for David Whyte
08/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Return call from investor. Detailed discussion regarding contents of 20th update to investors and progress of winding up and timing of future distributions
08/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amend letter to Investor as requested by David Whyte

08/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re winding up
08/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving signed letters to be distributed to investors. Collate supporting documentation and attend to postage of same
11/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re 20th update to investors, discussion regarding unit value calculations and timing of future distributions to investors
11/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review email received from investor over weekend. Consider response to same. Draft and send email in response following review of unit holding in investor database
11/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and send letters to investors signed by David Whyte
11/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letters as requested by John Somerville
11/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
11/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
11/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review documentation received. Draft letter to executor of deceased estate. Advise of remaining requirements/documentation needed in order to effect transfer of units to beneficiaries of estate
11/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review and sort through mail received from investors. Consider responses to same
11/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re letter received regarding Babgenta offer. Discussion regarding how to correctly fill out the questionnaire and reasons for doing so
11/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Finalise letter to investor addressing query regarding number of units held and value of same
11/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review documentation received from executors of estate x2. Locate incomplete documentation and complete internal control checklists. Collate documentation and submit to John Somerville/David Whyte for review and authorisation
11/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review documentation received from executors of estate. Locate incomplete transfer documentation and complete internal control checklist. Draft letter to investor re further documentation needed to effect transfer of units
11/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re 20th update to investors
11/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and send letter to investors/executors of deceased estate. Save to respective file and attend to posting/emailing same
12/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amend unit holder statement issued on 28 July 2014 re unit value as at 30 June 2014
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 20th update to investors
12/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Email to John Somerville to confirm if ok to proceed with effecting transfer of units to relatives following resolution of compliance issue with transfer form
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor as requested by John Somerville. Brief discussion with John Somerville re same
12/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review letter from investor re query in relation to transferring units from SMSF. Access investor database and locate unit holding. Review same and verify signature against PDS. Draft letter to investor advising of requirements to effect transfer

12/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review investor correspondence. Access investor database and locate unit holdings. Locate, print and review PDS and verify signature(s) and collate supporting documentation. Sign off on change of details checklist prepared by Dermot O'Brien
12/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Sign off on change of details prepared by Dermot O'Brien for investor in fund. Liaison with John Somerville re how to proceed with joint investment where parties cannot agree on bank account details
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review further investor correspondence. Access investor database and locate unit holding. Print and review PDS and verify signature. Collate supporting documentation. Sign off on change of details checklist prepared by Dermot O'Brien and submit
12/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review letter from EPOA of investor re query in relation to number of units for investment has been derived. Access investor database and locate unit holding. Review same and verify signature against PDS. Draft letter to investor explaining same
12/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re winding up
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor re progress on transfer of units. Discussion regarding reasons for delay
12/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft template letter to Fleetwood re collecting of demountables for impending settlement of Marina St Vincent head lease
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re winding up and contents of 20th update to investors
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor as requested by John Somerville
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Finalise letter to EPOA for investor re query in relation to how unit holding for investment has been derived.
12/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft response to investor querying how unit balance of investment is derived. Access investor database and print off supporting documentation
12/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review email from investor re query in relation to 20th update to investors and distributions made in FY2013. Access investor database and locate unit holding. Review same. Draft letter to investor explaining typographical error and address other queries
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving to respective investor folders signed letters to be distributed to investors also attend to postage of same
12/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft template letter to suppliers re impending settlement of Marina St Vincent head lease
12/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review and consider correspondence from investor re joint holding where parties do not agree to change of bank account details. Draft file note for proposal on how to resolve
14/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise file note re dispute between investors re joint unit holding
14/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from Sarah Cunningham re non-acceptance of return of funds from the QLD Law society. Liaison with John Somerville re same
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call to QLD Law society to discuss circumstances regarding non-compliance with our request for the return of funds
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor calling in capacity as executor of deceased investor. Discussion regarding documentation sent and requirements to transfer units into her name
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review documentation submitted re executors representing deceased estate. Access investor database and print off documentation. Complete internal control checklist
14/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email received on Wednesday 13 August 2014 from investor. Consider response to same

14/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re timing of next interim distribution to investors
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and sending signed letters to investors. Scan and save documents in respective investor file
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letters as requested by John Somerville
14/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Finalise letter to executor of estate explaining circumstances with regards to QLD Law Society not agreeing to return funds distributed in June 2014
14/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to executor of estate explaining circumstances with regards to QLD Law Society not agreeing to return funds distributed in June 2014
14/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field call from investor re multiple queries in relation to value of units as at 30 June 2014. Access investor database and retrieve unit holding details. Discussion on how unit value is calculated as at 30 June 2014
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor re SMSF as requested by John Somerville
14/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Attend to drafting letter to executor of deceased estate re requirements in order to effect change of details/transfer of units. Also address query raised in relation to unit holding
14/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up
14/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field call from investor re winding up and change of details. Access investor database, verify identity of investor and confirm unit holding details. Attend to sending out change of details form as requested
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and sending signed letters to investors. Scan and save documents in respective investor file. Attend to emailing/postage of same
14/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re query regarding value of units as at 30 June 2014. Attend to forwarding unit statement via email
14/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Update returned mail register with addresses of returned mail for previous 2 months
14/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence from investor querying how unit balance has been derived. Access investor database and print off documentation. Draft letter to investor addressing query
15/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review internal control checklists prepared by Dermot O'Brien re change of detail requests from investors (x10). Make comments where necessary and submit to John Somerville/David Whyte for authorisation
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to executor of estate as requested by David Whyte
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and sending signed letters to investors. Scan and save documents in respective investor file
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor. Respond to same
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to emailing correspondence to investors. Scan and save attachments and save in respective investor file for future reference if required
15/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Draft letter to EPOA of investor advising that we intend to process a transfer of units within 7 days unless a response advising not to is received
15/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Field call from executor of deceased investor. Access investor database and review. Attend to drafting letter to executor of estate requirements in order to effect change of details or transfer of units

15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up, contents of 20th update to investors and timing of further interim distributions to investors
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 20th update and query regarding unit holding
15/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review email from investor. Investor had queries regarding the interim distribution and how many units she holds in the fund. Access investor database and print off documentation. Draft letter to investor addressing queries
15/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor. Draft and send response to same
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investors as requested by John Somerville
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Attend to forwarding change of details form via post as requested
15/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor as requested by David Whyte
18/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
18/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re change of details
18/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to executor of estate. Estate monies are being held by the Queensland Law Society. Liaison regarding requirements in order to retrieve monies
18/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Call from investor
18/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review query from John Somerville re loan statement for claim against value of Cape Gloucester property. Respond to same
18/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re interim distribution
18/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning of letters to executors/investors and postage of same. Save soft copy to respective investor folder
18/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email received from investor over weekend. Draft and send response to same
18/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 20th update to investors
18/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise letter to executor of deceased estate re remaining requirements/documents still to be submitted to effect transfer of units to beneficiaries
18/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise amendments to letter re unit holding query and how 5 cent distribution was derived from funds held
18/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review correspondence from executor of deceased estate. Draft letter to executor re remaining requirements/documents still to be submitted to effect transfer of units to beneficiaries
18/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Draft letter to investor responding to queries raised re number of units held and how the unit balance for 5c interim distribution was derived. Access investor database, review unit holdings and prepare schedule accordingly
18/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from executor of estate. Locate incomplete transfer of units request. Draft letter to executor re further requirements in order to effect change of details/transfer of units

19/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from Executors of estate re transfer of units to beneficiaries. Access investor database and review unit holdings. Locate incomplete transfer request. Draft letter to executors advising of additional requirements to effect transfer of units
19/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Liaison with John Somerville re outstanding Wirrina Corporation Pty Ltd BAS
19/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor. Respond to same
19/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call to Gadens to discuss requirements to stamp transfer forms
19/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review emails from Mackay regional council re performance bonds. Review bonds and complete file note on proposed course of action. Submit to John Somerville for review and consideration
19/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Scan and send letter to investor in response to queries raised via email. Save soft copy to respective investor file
19/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Access investor database and attend to effecting transfer of units as authorised by David Whyte. Open new deposit, enter details and complete transfer. Complete internal control checklist and scan and save supporting docs to appropriate investor folder
19/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to drafting and sending email to investor confirming transfer of units had been effected as requested. Attach client summaries as requested. File note same
19/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Assist Nicola Kennedy with transferring units from deceased investors to beneficiaries/ into the name of estate. Address queries from Nicola Kennedy in relation to same
19/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Liaison with John Somerville re outstanding bonds and how to progress same
19/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to emailing letters to investors/postage of letters signed by David Whyte. Scan and save letters in respective investor folder for future reference if required
19/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review and consider email from John Somerville re outstanding performance bonds
19/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Respond to investor query via email
19/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review correspondence from enduring power of attorney of investor re transfer of units to third party. Access incomplete transfer request and previous documentation sent. Draft letter advising of remaining requirements in order to effect transfer of units
19/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Nicola Kennedy re payment of outstanding invoices
19/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to returning call to investor who had left voice messages re non receipt of 5 cent distribution. Liaison with investor re same
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Access investor database and verify identity of caller. Discussion regarding quantum of distribution paid. Address queries from investor in relation to timing of future distributions
20/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise draft letter to investor addressing query regarding current unit holdings and how they have been derived. Investor has multiple unit holdings. Prepare schedule detailing same
20/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review facsimile received from investor. Access investor database and review. Draft letter addressing queries regarding current unit holdings and how they have been derived. Investor has multiple unit holdings
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor returning call. Discussion regarding updating address. Access investor database, verify identity and confirm details of unit holding. Brief discussion regarding future distribution and timing to complete the winding up of the fund
20/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor



20/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re unit holding and update on winding up
20/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review email from investor. Consider response. Draft and send email addressing queries in relation to transfer of units. Access investor database and attach supporting documentation as appropriate
20/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Transfer of units from investor to two individual third parties. Print and review unit holding summaries and scan and save supporting documentation to appropriate investor file.
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and consider advice received from Gadens on effecting transfer of units to Babgenta. Email to John Somerville re same
20/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review and consider email from investor. Issue instructions to Nicola Kennedy to draft a response attending to same
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Effect transfer of units from investor to two individual third parties as requested. Enter details of new investors and open new deposits as requested
20/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Finalise transfer of units from investor to two individual third parties. Print and review unit holding summaries and scan and save supporting documentation to appropriate investor file. File into respective folder
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning letters received in response to further information in relation to Babgenta Offer. Save to respective investor file
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor to discuss that transfer of units had been effected. Discussion regarding length of time remaining to wind up the fund and remaining real property left to sell
21/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review and consider email from Gadens re advice on registering units to Babgenta
21/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor re effecting transfer of units. Respond to same
21/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re number of units held
21/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review and approve payments prepared by Nicola Kennedy
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence from executor of estate. Review documentation submitted and locate incomplete transfer of units. Complete internal checklist and submit to John Somerville for review and approval
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving letters to investors. Save into appropriate investor file. Attend to posting originals including enclosures, file office copies for future reference
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from Hickey Lawyers. Consider and respond to same
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and save signed Wirrina Corporation Pty Ltd BAS for periods ending 31 March 2014 and 30 June 2014
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and 20th update to investors. Discussion regarding tasks remaining to finalise winding up of fund
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor. Address query on how to correctly calculate value of units in fund and value of units as at 30 June 2014
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor

21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor as requested by John Somerville
21/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re change of details query. Draft response to same
21/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review email from Tucker and Cowen re discharge of Mortgage. Consider and respond to same. Attend to completing mortgage discharge notice and forward to John Somerville/David Whyte for execution
21/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review letter from investor re change of bank account. Letter not signed. Draft letter to investor advising of requirements in order to effect change of bank details
21/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review correspondence from investors re change of address, however was not accompanied by signature. Access investor database and review if only one investor has to sign. Draft letter to investors advising of requirements in order to effect change of address details
21/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence from investors x6 provided by Dermot O'Brien. Dermot unable to locate details in database. Access investor database and locate unit holdings in fund. Verify PDS's and complete internal checklists as appropriate. Submit to John Somerville/David Whyte to approve changes
21/08/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Finalise letters to investors and payments to investors who had originally indicated that they wished to accept Babgenta's offer of 2cents and who now no longer wished to proceed with the registration of units
22/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor discussion regarding unit price as at 30 June 2014. Access investor database and confirm identity of caller. Confirm units held and value of same for pension deeming purposes
22/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to reissuing cheque in name of beneficiary (5 cent interim distribution) reallocate same in MYOB Insolvency
22/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re change of details
22/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Draft letter to investor confirming that units have been transferred from deceased estate as per request. Access investor database and print off unit holding details for investor's reference and own file
22/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter as requested by John Somerville
22/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and save letters to investors signed by David Whyte. Attend to postage of originals and saving of soft copy in investor file. File office copies in appropriate folder
22/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Check off payments and GST coding prepared by Nicola Kennedy. Submit to John Somerville/David Whyte to approve payment
22/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and contents of last update to investors
22/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor. Investor had not received 5 cent interim distribution. Discussion reasons for delay in forwarding same
22/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Draft letter to investor confirming that units have been transferred from deceased estate as per request
22/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Access investor database and locate details of deceased estate. Payments were withheld as no current contact details were on file. Attend to printing off deposit details of 3 investments and proceed to process payment in MYOB Insolvency
22/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Attend to drafting letter to executor of estate of deceased investor re payment of monies in respect of 5 cent distribution via cheque. Collate supporting documentation and submit to John Somerville for review and approval
22/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence from daughter of investor. Access investor database and review unit holdings. Draft letter addressing queries regarding current unit holdings and how they have been derived. Complete table of how unit holdings have been impacted in 2011 financial year
22/08/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Creditors	Revision of responses received from investors and attend to drafting letter to Receivers and Managers of MM Holdings requesting further information to confirm that monies were indeed advanced to certain investors in the EIF ( 113 investors)

25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re unit value and timing of future distributions
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and send letters to investors. Save to investor file and scan to appropriate investor folder. Attend to mail out of same
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor. Draft and send response to same
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re change of bank details. Explain requirements to effect changes. Attend to posting change of details form to investor's residential address
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with Nicola Kennedy re payment of outstanding invoices and liaison with trustee of bankrupt estate
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letters requested by John Somerville
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of estate re completion of forms and documentation required to transfer units in fund
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and send letters to investors. Save to investor file and attend to postage of letters. File office copy
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Assist Nicola Kennedy with reconciliation of Tucker & Cowen invoices to provide to bankruptcy trustee
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re query on completing transfer forms. Draft and send email response
25/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to letter to Ferrier Hodgson re subrogated claim for investors who received hardship payments
25/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review correspondence from executor of estate received in mail. Locate incomplete transfer of units request and review documentation submitted. complete internal transfer control checklist and submit to John Somerville for review
25/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to executor of estate, re remaining requirements in order to effect transfer of units to beneficiaries.
25/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review correspondence from investor re unit holding query. Access investor database and verify identity of investor. Draft letter to investor explaining how units were impacted in 2011
26/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re 20th update to investors.
26/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re winding up
26/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of estate re assist with completion of forms and documentation required in order to transfer units held in fund to the name of estate
26/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from accountant representing investor, liaison with accountant regarding unit value as at 30 June 2014. Attend to forwarding unit statement to accountant via email
26/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re winding up and interim distribution to investors
26/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and income statement. Explain that distribution was a return of capital. Arrange to send through statement confirming same for investor's records
26/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter requested by John Somerville

27/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from director of corporate trustee (investor in fund) re completion of requirements in order to effect transfer of units
27/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re unit value as at 30 June 2014. Discussion regarding winding up, timing of future distributions and completion of winding up
27/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address query from Dermot O'Brien in relation to investors and change of addresses and how to process same
27/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review and amendments to letter to investor prepared by Nicola Kennedy
27/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Research into requirements in order to lodge POD in relation to company in liquidation in Hong Kong (second mortgagee on the Worrina Cove loan). Draft and send email to John Somerville re same
27/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review letter from executor of deceased estate. Draft letter to executor of estate confirming remaining requirements in order to transfer units to beneficiaries
28/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor
29/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence received from investor re transfer of units. Locate incomplete transfer request and complete internal control spread sheet
01/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor
01/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Address query from Dermot O'Brien re change of details
01/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
01/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendment to letter to executor of estate re transfer of units
01/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address query raised by Dermot O'Brien in relation to provision of information to executors of deceased estate
01/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and sign off on change of details for investors. Submit to John Somerville for review and approval x5
01/09/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from solicitor acting as Administrator of last will and testament of deceased investor. Draft letter to solicitor advising of additional information required to effect transfer of units to beneficiaries
01/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Attend to updating MYOB on EIF server with receipts and payments made in August 2014 in order to maintain loan database and loan accounts
02/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
02/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence from executor of deceased estate. Locate incomplete transfer of units request and submit to David Whyte for authorisation
02/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re winding up and contents of 20th update to investors
02/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Issue instructions to Dermot O'Brien to prepare work paper detailing un-presented cheques from Scent interim distribution and to attempt to contact those investors
02/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor and address queries regarding historical unit values of units in the fund

03/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor
03/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review and consider email from Redchip lawyers re legal actions on foot
03/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up
03/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Dermot O'Brien re payment of outstanding invoices
03/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of estate re requirements in order to effect change of details/transfer of units
03/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with Dermot O'Brien re investors who had not presented interim dividend cheques. Review and amend draft emails accordingly
03/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor. Access investor database and review unit holdings of investor and contact details. Respond to same
03/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amend letter to Ferrier Hodgson re subrogated claim for investors who received hardship payments as requested by John Somerville
04/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email received from investor in fund. Print and file same
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor re enduring power of attorney confirming change of details and removal of deceased investor from investment. Address various queries re winding up
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and consider amendments from David Whyte to file note re proposed course of action to deal with joint investment in fund
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor. Address several queries in relation to winding up and timing of future distributions
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re value of units held as at 30 June 2014. Explanation on how to correctly calculate number of units held and value of same
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Attend to forwarding change of details form to investor via post to new address
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call in regards to contents of 20th update to investors and value of units as at 30 June 2014
04/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Attend to drafting letter and schedule to Babgenta Pty Ltd re Investors' acceptance of offer of 2c per unit
04/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise letter and schedule to Babgenta Pty Ltd re Investors' acceptance of offer of 2c per unit
04/09/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Attend to reviewing and scanning investor's responses to follow up letter re Babgenta Pty Ltd and offer of 2c per unit. Review and mark up inconsistencies with answers provided by investors. Update master control sheet accordingly
05/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review change of detail requests submitted by investors. Review control spread sheets prepared by Dermot O'Brien re un-presented cheques from interim distribution
05/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up
05/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Liaison with John Somerville re delays in settlement of Marina head lease

05/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor. Draft and send response.
05/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
05/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and consideration of request from Redchip lawyers for further fee approval to progress court proceedings to the next court hearing on 18 September 2014
05/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter as requested by John Somerville
05/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan and save letter to investors signed by David Whyte, attend to posting/emailing same and saving letter to appropriate folder
05/09/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Draft letter to KPMG as liquidators of Rockcliffe Limited
05/09/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Creditors	Review and consider amendments to file note to David Whyte re investor dispute over entitlement to units. Draft letter to investors with joint holding. Attend to partially completing transfer forms to assist investors with splitting investment equally
08/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up
08/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amendments to letter to investor re winding up
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re winding up and timing of next interim distribution
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter as requested by John Somerville
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to further letter to investor as requested by John Somerville
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re query re winding up and timing/quantum of future distributions to investors
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from solicitor representing executors of deceased estate. Discussion regarding requirements in order to effect change of details/transfer of units to beneficiaries
08/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise letter to executor re requirements to effect change of details for estate of deceased investor
08/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review documentation submitted. Locate unit holdings of deceased investor and prepare letter to executor re requirements to effect change of details for estate
08/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field call from advisor representing investor. Verify identity and third party authority. Discussion regarding change of details, status of winding up and where 5cent distribution has been deposited for unit holding
08/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Attending to finalising BAS for months of March through to July 2014. Scan and save to file. Attend to postage of BAS and cheque remitting net GST payable for period
09/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of estate advising of passing of investor. Discussion regarding requirements in order to effect change of details/transfer of units from estate
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and sending letters to investors signed by David Whyte. Scan and save letters in respective investor folder for future reference

09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re documentation received and how to action same
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Process amendments to letter to investor re winding up and timing of future distributions
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Process payment of outstanding IT invoices
09/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to letter to Ferrier Hodgson re subrogated claim for investors who received hardship payments
09/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence received from executor/administrator of estate. Locate correspondence already submitted and draft letter advising of additional requirements in order to effect transfer of units to beneficiaries of estate
10/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up
10/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to forwarding change of details form to investor via email as requested
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to executor of estate as requested by John Somerville
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and progress of winding up. Tasks left to complete winding up
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of estate re change of details. Discussion regarding requirements for same
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Revision of correspondence from solicitors acting on behalf of deceased estate. Access investor database and revise unit holdings held
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendment to letter to investor as requested by John Somerville
10/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Scan and forward letters to investors. Save letters to investors in appropriate investor folder and file office copies accordingly
10/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Attend to printing and collating annexures to be sent to Ferrier Hodgson re subrogated claim for investors who received hardship payments and payment of interim distribution to investors
10/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Draft letter to investor re addressing query re units held and changes to same in FY2011
11/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Instructions to Nicola Kennedy/Dermot O'Brien re payment of outstanding invoices
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re unit value as at 30 June 2014. Email to investor responding to query
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to draft letter to investor
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
11/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from executor of estate re completion of required documentation to effect transfer of units for deceased estate

11/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re change of details
11/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review letter from investor re query in relation to units held in 2011 financial year. Investor has multiple accounts in multiple unit holdings. Commence drafting response
11/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence from executor of estate. Access investor database and review unit holdings. Draft letter advising of requirements to effect change of details/transfer of unit to beneficiaries
12/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Email to Gadens re letter to Babgenta
12/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up
12/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re 20th update to investors issued
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review response from investor re change of details. Draft and send response to same
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Scan signed letter to Babgenta save to file. Attend to forwarding letter to Babgenta re units to be transferred
12/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor
12/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Liaison with David Whyte re letter to Babgenta. Review transfer forms to determine when transfer forms submitted to ensure it is prior to distribution of 5 cents
12/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to letter to Babgenta as reviewed by Gadens. Submit to David Whyte for review and comment
12/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise letter to investor in response to queries and impact on units held in 2011 financial year. Investor has multiple accounts in multiple holdings. Prepare schedules and changes in unit holdings in FY2011
12/09/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Draft letter to investor in response to queries and impact on units held in 2011 financial year. Investor has multiple accounts in multiple holdings. Prepare schedules and changes in unit holdings in FY2011
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
15/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor. Address query regarding status of unit holding and estimated value of same
15/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re change of details and how to effect same
15/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Teleconference with Gadens re settlement of Marina head lease and proposed adjustment to contract price by the purchaser
15/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review correspondence from executor of deceased estate. Locate incomplete transfer of units. Request and draft letter advising of remaining requirements in order to effect transfer of units to beneficiaries
16/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up
16/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor re winding up and payment of Interim distribution in June 2014



16/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from accountant assisting investor with completion of tax return. Address query regarding distribution made in June 2014 and number of units held for SMSF
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and timing of further interim distribution to investors
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Following request from investor, access investor database and locate unit holdings for investor. Print and review. Attend to forwarding same, explaining how number of units held has been impacted following distribution
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call to Gadens to discuss the present situation with head lease settlement on 16 September 2014
16/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review investor correspondence. Draft response re change of details
16/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Finalise letter to investor re unit holding query and impact of number of units held in 2011 financial year
16/09/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from solicitor acting for executors of deceased estate. Draft letter to solicitor of deceased estate re requirements in order to effect change of details/ transfer of units to beneficiaries
17/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
17/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up and timing of further distributions
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from accountant completing tax return for investor. Discussion regarding tax treatment of distribution made in June 2014
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re unit holding as at 30 June 2014 and changes to number of units held in 2011 financial year
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address query from David Whyte re investor and unclaimed monies lodged with ASIC
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Email to Marina St Vincent manager re current rental agreement in relation to the demountables
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor's representative re winding up, current value of units and general discussion as to reasons for failure of fund
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Conduct search of database following investor correspondence and confirm with David Whyte re investor in both EIF and EPF
18/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise letter to investor re unit holding query
18/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review correspondence from investor. Access investor database and confirm unit holdings held. Draft letter to investor addressing query in relation to winding up of fund and value/number of unit holdings held
19/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re receipt of change of details form
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence forwarded by Babgenta re investors response to accepting offer from Babgenta Pty Ltd

19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re completion of required transfer/change of detail forms
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and timing of Interim distribution. Discussion regarding contents of article published in the courier mail regarding Mark McIvor
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re winding up generally
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Investor requesting update on winding up and timing of future distributions. Discussion regarding how the legal actions on foot will impact on the timing and the quantum of future distributions paid
19/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Field call from Gadens re signing of Deed by David Whyte. Attend to reviewing and organising for David Whyte to sign. Witness same and attend to arranging for deeds to be forwarded to Gadens
19/09/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Draft file note and schedule of distributions to be made to investors who had accepted offer from Babgenta
19/09/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Finalise file note and schedule of distributions to be made to investors who had accepted offer from Babgenta
22/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
22/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re timing of future distributions to investors
22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re completion of change of details form
22/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re change of bank details. Draft and send response to same
22/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Further amendments to file note re payment of interim distribution to unit holders who had now rejected offer from Babgenta of 2 cents per unit
22/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence from investor. Investor had queries regarding how units were calculated. Access investor database, locate unit holding and draft letter/prepare schedule detailing how units were impacted in 2011 financial year
23/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Liaison with David Whyte re distribution to investors who had now rejected offer from Babgenta
23/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from accountant of investor. Accountant conducting audit of year ending 30 June 2014. Discussion regarding payment of distribution and current value of units held
23/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Process payment to Babgenta in MYOB Insolvency
23/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and query in respect to current value of remaining unit holdings
23/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and consider email from manager of Marina St Vincent re demountables
23/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Update schedule of investors who had originally accepted offer from Babgenta with responses received. Revision of signatures to confirm signatures are the same as the signatures who signed the PDS documents
23/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review change of details forms submitted by several investors. Access investor database, locate unit holdings and confirm details had been all updated as per requests

23/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Attend to scanning and arranging for cheques and letters signed by David Whyte to be sent to investors who did not accept offer from Babgenta, confirm accuracy of cheques sent and addresses of investors
23/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Draft letter to Babgenta re payment of interim distribution of 5 cents on units to be transferred to Babgenta
24/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re change of details. Attend to forwarding required documents via email to investor to be completed and returned for actioning
24/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor requesting update on winding up
24/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Dermot O'Brien re processing change of details for investors
24/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and approve payments prepared by Nicola Kennedy/Dermot O'Brien in payment of scheme expenses
24/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
24/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor in fund
24/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call to Marina St Vincent. Discussion regarding insurance and impending settlement of Marina St Vincent head lease
24/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to solicitor acting for executors of deceased estate. Discussion regarding completion of required documentation in order to effect change of details for the estate
24/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise letter to Babgenta re payment of interim distribution of 5 cents on units to be transferred to Babgenta
24/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review correspondence from executors re deceased estate. Locate incomplete transfer request and review documentation. Complete internal control checklist and submit to David Whyte to authorise transfer of units to beneficiaries
24/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to draft letter to Babgenta re payment of interim distribution of 5 cents on units to be transferred to Babgenta as requested by David Whyte
24/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Further amendments to file note re payment of interim distribution of 5 cents on units to be transferred to Babgenta and accompanying schedule
25/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to scanning and posting letter and cheque to Babgenta re payment of interim distribution to investors
25/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
25/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re timing of interim distribution and units held. Access investor database and locate unit holdings. Attend to scanning and sending estimated unit value to investor via email and accompanying unit statement
25/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and timing of future interim distribution to investors
25/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from Marina manager re impending settlement of head lease and ongoing insurance claim with Blue Broking
25/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Call to real estate agent re impending settlement of Marina St Vincent head lease
25/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Further call to real estate agent re settlement of Marina St Vincent and financial status of purchaser

25/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Finalise letter to investor re change of details
25/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Attend to processing transfers of units to Babgenta Pty Ltd from investors whom accepted offer to purchase units for 2cents per unit
25/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review correspondence from deceased investor re transfer of units to beneficiaries. Draft letter advising of remaining requirements in order to effect transfer
25/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise processing of transfers of units to Babgenta Pty Ltd from investors who accepted the offer to purchase units for 2cents per unit
25/09/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Attend to processing transfers of units to Babgenta Pty Ltd from investors who accepted the offer to purchase units for 2cents per unit
26/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
26/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review and approve payments prepared by Nicola Kennedy
26/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re update
26/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Assist Dermot O'Brien with payment of interim distribution to investors who had submitted a change of details form
26/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor. Discussion regarding timing of interim distribution and how to effect change of details
26/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review correspondence from executors of estate. Locate incomplete transfer request and attend to completing control spread sheet. Submit to John Somerville for review and approval
07/10/2014	Dharmaratne, Mich	Senior Accountant I	0.1	32.00	Creditors	Telephone call from investor requesting statement for their tax return
07/10/2014	Dharmaratne, Mich	Senior Accountant I	0.1	32.00	Creditors	Emailing statement to investor regarding tax return
17/10/2014	Dharmaratne, Mich	Senior Accountant I	0.1	32.00	Creditors	Responding to telephone query from investor
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re winding up and update on timing of future distributions
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email query from investor following 21st update and interim distribution paid. Draft and send email response
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email query from investor re change of details. Advise investor of the required procedure in order to update details
20/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from Nicola Kennedy re incorrect email address. Consider, draft and send response attending to query
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Assist Dermot O'Brien with preparing listing of narrations and time spent by Receiver and staff for the period 1 May 2014 to 30 September 2014
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review draft email to investor prepared by Nicola Kennedy. Access investor database and locate unit holding of investor. Review details. Make amendments to email and forward to Nicola Kennedy to be sent to investor
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from relative of investor re 21st investor report received. Investor querying timing of interim distribution and "Distressed Loan Funding" applied to some loans

20/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Respond to query from Nicola Kennedy re investor addresses for mail out of 21st update to investors
20/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to EPF investor re not an investor
20/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor confirming transfer of units had been made from Self Managed Superannuation Fund
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Assist Dermot O'Brien with preparing listing of narrations and time spent by Receiver and staff for the period 1 May 2014 to 30 September 2014
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to query from investor via email
20/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re instructions on how to effect change of details on unit holdings
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor re 21st update and query regarding number of units held and value of same
20/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Split up address columns for investors to allow for the addresses to be barcoded on the envelopes. Forward to administrative staff for processing
20/10/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Format and review investor address listing for mail out of 21st report to investors. Remove from listing any investors for whom mail has been returned. Approx. 80 investors in total
20/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return calls from 2 investors. Address queries regarding units held and current value
20/10/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Draft letter to investor re number of units held and estimated value of same as at 30 June 2014 as requested
21/10/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review spread sheet of narrations prepared by Dermot O'Brien for Receiver's fee application for period 1 May 2014 to 31 October 2014. Draft and send email to colleagues re revision of narrations
21/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re winding up and update on timing of future distributions
21/10/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Field call from investor's representative re transfer of units. Access investor database and locate unit holdings print statements. Draft letter to investor confirming transfers had been effected
21/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Email to Gadens re fee application for approval of Receiver's fees for period from 1 May 2014
21/10/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
21/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
21/10/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor in regards to 21st update report to investors

21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Draft email to Gadens re remuneration application for period 1 May 2014 to 31 October 2014
21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to emails from 2 Investors re current estimated value of units. Address query from investor regarding 21st update report to Investors
21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email query from investor following 21st update. Respond to same
22/10/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
22/10/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
22/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re 21st update to Investors and timing of 2nd interim distribution in early 2015
22/10/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
22/10/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
22/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	call from investor
22/10/2014	Tipman, Daniel	Senior Accountant I	1.3	416.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
22/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
23/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
23/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence from investor re distribution paid into incorrect account. Access investor database and review account details. Email John Somerville findings and proposed action to address investor's queries
23/10/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
23/10/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
23/10/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
23/10/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
23/10/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
23/10/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
24/10/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
24/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval

24/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to beneficiary of deceased estate re winding up of fund and timing of interim distributions to investors
24/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
24/10/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
24/10/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
24/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor re queries in regards to contents of 21st update to investors
27/10/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Creditors	Review correspondence from investor re querying number of units held in multiple different holdings and discrepancy in units held in 2011. Access investor database and locate unit holdings print off summaries. Prepare schedules detailing changes in FY2011
27/10/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Finalise correspondence to investor re querying number of units held in multiple different holdings and discrepancy in units held in 2011. Access investor database and locate unit holdings print off summaries. Prepare schedules detailing changes in FY2011
27/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review correspondence from investor re notifying us of typographical error in 21st update to investors. Also address query in regards to distressed loan funding to Corymbia loans. Explain reason for continued funding of same
27/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re contents of 21st update to investors and clarification on timing of further distributions to investors
27/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review change of details/transfer of unit documentation submitted by Dermot O'Brien and including internal documentation. Verify supporting documentation is adequate and submit to John Somerville for further review
27/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re winding up
27/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor as requested by John Somerville
27/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to emailing signed response to investor re non-receipt of interim distribution
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review change of detail requests from 4 investors and internal control documentation prepared by Dermot O'Brien
28/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review transfer of units request documentation and internal control checklist prepared by Dermot O'Brien. Submit to David Whyte/John Somerville to authorise transfer to beneficiaries
28/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review change of details request submitted by investor. Access investor database, locate unit holding and confirm Investor is a unit holder with EPF
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to forwarding via email/posting letters to investors addressing various queries. Save scanned copies in investor folder and attend to filing office copies in investor folder
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Further amendments to letter to investor as requested by John Somerville
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up, contents of 21st update to investors and timing of interim distribution to investors
28/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
28/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to emailing letter to investor. Scan and save letter to investor folder. File office copy in appropriate folder

28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investors as requested by John Somerville
28/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to letter to investor as requested by John Somerville. Access investor database and locate letters sent to investor re June 2014 distribution 7 letters in total. Identify, print and attach to letter to be sent
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Further amendments to letters to investors as requested by John Somerville
28/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor
29/10/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Creditors	Draft letter to Cassowary Coast Regional council re proposed sale of properties due to outstanding rates. Review supporting emails forwarded by John Somerville in relation to matter
29/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Revision of EIF server. Re proposed sale of properties by Cassowary coast regional council due to outstanding rates.
29/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review email from investor querying units held. Access investor database and locate unit holding. Draft email in response confirming number of units held and value as at 30 June 2014
29/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor re contents of 21st update to investors and querying timing of further distributions
29/10/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review change of details documentation submitted by investor. Access investor database and review unit holdings. Draft letter advising of number of units held and estimated value of same
29/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re timing of distribution
30/10/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Review and check off investor change of detail requests collated by Dermot O'Brien. Signoff on internal checklists prepared by Dermot O'Brien
30/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from accountant re unit holding query. Access investor database, review and print client statements and forward to accountant via email
30/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up and timing of further distributions
30/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address query from investor raised via email. Draft and send response to same
30/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving signed letter to investor. Save to appropriate investor folder for future reference
30/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor. Investor had query regarding 21st update to investors and how to effect change of details for units held
30/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and approve change of details forms submitted by Dermot D'Brien
31/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Finalise letter to Cassowary Coast re proposed sale of properties due to outstanding rates. Conduct search of MM Holdings to determine contact details for liquidator that is appointed
31/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up
31/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Draft letter to Ferrier Hodgson re proposed sale of properties due to outstanding rates to Cassowary Coast Regional Council
31/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re status of processing change of details



31/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Dermot O'Brien and Nicola Kennedy re payment of invoices
31/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review change of detail requests from investors. Review and signoff of on internal checklists. Submit to John Somerville for review
31/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from solicitor representing deceased estate re transfer of units. Access investor database and review unit holdings. Confirm that transfer of units has been effected as requested
31/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
31/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and saving signed letter to investors to investor file. File office copy. Attend to emailing letter as required
03/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up and conduct of Receiver to date
03/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Dermot O'Brien re payment of outstanding scheme expenses
03/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amendments to letter to investor
03/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from solicitor of deceased estate re transfer of units and status of same. Brief discussion regarding winding up to date and present estimated value of units
03/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review change of detail documentation along with internal control checklist prepared by Dermot O'Brien. Sign off on same. Submit to John Somerville for review and approval
03/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re letter received (21st update to investors) discussion regarding same
03/11/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review investor correspondence, draft letter confirming number of units held
03/11/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Field call from investor re winding up. Access investor database and locate unit holdings. Draft letter confirming number of units held and estimated value of same
03/11/2014	Tipman, Daniel	Senior Accountant I	2.0	640.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
04/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to postage of letter to beneficiary of estate re confirmation of transfer of units. Scan and save soft copy to investor file for future reference
04/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re change of details respond to same
04/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re update on winding up
04/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
04/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re change of details and documentation required in order to effect change in Finpower database
04/11/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Revision of documentation provided from Ferrier Hodgson re subrogated claim for investors who received hardship payments. Consider same. Draft and send email to John Somerville summarising review
04/11/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Draft letter to investor confirming number of units held and estimated value as at 30 June 2014

05/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
05/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review change of detail requests from investors. Review control documentation/checklists completed by Dermot O'Brien. Sign off and submit to John Somerville for review
05/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re change of details
05/11/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Further revision of documentation provided from Ferrier Hodgson re subrogated claim for investors who received hardship payments. Consider same. Draft email requesting clarification on several outstanding issues
05/11/2014	Tipman, Daniel	Senior Accountant I	1.3	416.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
06/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Finalise email in response to documentation provided from Ferrier Hodgson re subrogated claim for investors who received hardship payments. Send responses as requested by John Somerville
06/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor
06/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor address queries in relation to timing of winding up
06/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and sending letter to investors signed by David Whyte. Save letters and supporting documentation to investor database for future reference
06/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Amendments to letter to various parties as requested by John Somerville
06/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re change of details and requirements in order to effect changes in Finpower investor management database
06/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Return calls to 2 investors re winding up and timing of future distributions
06/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Attend to scanning and sending letter to investors signed by David Whyte. Save letters and supporting documentation to investor database for future reference
06/11/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review email from investor dated 5 November 2014 requesting clarification on how the 5 cent interim distribution paid in June 2014 had been calculated. Access investor database, prepare schedules and draft letter explaining how unit holdings had been effect in FY2011
07/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call to investor
07/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up and timing of future distributions
07/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re current units held and timing of future distributions to investors
07/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from financial advisor re investor wishing to change trustee for Corporate Trustee. Explain requirements re same
07/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re number of units held for Centrelink pension deeming purposes
07/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re winding up and how to effect change of details for investment
10/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor

10/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Amendments to letter addressed to relative of investor pursuant to enduring power of attorney held
10/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from investor re change of details. Access investor database and review unit holdings. Draft and send response explaining process to register a change of details
10/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor in EPF querying why payment was not received in June 2014. Access investor database and confirm that investor has invested in the EPF and not the EIF
10/11/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review correspondence from daughter of investors (enduring power of attorney held). Daughter had several queries. Access investor database and review unit holding. Draft letter addressing queries and value of units held for Centrelink pension deeming purposes
10/11/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Draft letter to trustees of SMSF addressing query as to the requirements on how to effect a change of Trustees to a Corporate entity. Research requirements to effect same and finalise letter accordingly
11/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Return call from investor re update on units held
11/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and timing of future distributions to investors
11/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor
11/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from solicitor acting for deceased estate re process of transferring units to beneficiaries, value of units and timing of further distributions
11/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Attend to scanning and sending letters to investors as signed by David Whyte. Save soft copies in appropriate folder and file office copies where appropriate
11/11/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
12/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor
18/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Instructions to Dermot O'Brien re correspondence from executor of deceased unit holder
18/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Response to investor query via email
18/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Liaison with Nicola Kennedy re investor query and decrease in units held in FY2011. Provide explanation for reasons why
18/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review and consider investor queries received over previous 5 days. Draft responses where appropriate
18/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re effecting change of details for investor
18/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review and check off change of detail forms submitted by Dermot O'Brien. Sign off on internal control checklists
18/11/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review correspondence from investor. Draft letter to investor re change of details for both himself and parents pursuant to power of attorney held. Advise of requirements in order to effect changes
18/11/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Review email correspondence from investor. Access investor database and draft letter to investor re impact of units in FY2011. Draft supporting schedule for inclusion in letter
19/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Address query from Dermot O'Brien re change of details submitted by investor

19/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re winding up and current value of units
19/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amend letter to investor as requested by John Somerville
19/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call from investor
19/11/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Access investor database and locate unit holding for investor. Draft letter to investor confirming current unit holdings and value of same for Centrelink deeming purposes
20/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to responding to investor query re change of details via email
20/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Liaison with Nicola Kennedy re payment of outstanding invoices
20/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address queries from Nicola Kennedy re investor query
20/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to scanning and emailing letters to investors signed by David Whyte. Save letters to appropriate investor folder and file office copy appropriately
20/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor as requested by John Somerville
20/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address queries from Nicola Kennedy re investor query
20/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and approve creditor payments prepared by Nicola Kennedy/Dermot O'Brien. Submit to John Somerville
24/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from investor re winding up and expected date for future distributions
24/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to Jacqui Silva re investor query on cost base for units held. Advise same. Access investor database and review unit holdings.
24/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review correspondence re change of details request. Draft letter to investor re how to effect same
24/11/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Creditors	Draft letter to investor advising of units held in fund and estimated value for Centrelink pension deeming purposes
25/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and sign off on change of details requests received from investors and prepared by Dermot O'Brien
25/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from accountant re client with investment in Fund. Discussion regarding same. Attend to emailing statement as at 30 June 2014 for tax purposes
25/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Field call from relative of investor re power of attorney for elderly investor. Discussion regarding winding up of fund and status of distributions. Detailed discussion on fund and requirements to effect change of details for unit holding
25/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Conduct search of investor database to identify investors for which units had recently been transferred. Review same to ensure transfers were all correctly recorded
26/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from Consultant re progress of collating records for Valuer legal action
26/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor

27/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor (enduring power of attorney) listen to voicemail re same
27/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from accountant re completion of tax return and querying distribution made in June 2014
27/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Draft email to advisor re unit holding value as at 30 June 2014
27/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address investor query re number of units currently held
27/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and approve change of details forms submitted by Dermot O'Brien. Submit to John Somerville for review
27/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Conduct search of EIF database to locate documentation relating to units holdings of an investor. Attend to forwarding information on unit holdings as requested
27/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Draft letter to investor re how to effect change of details for investment in fund
27/11/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Creditors	Access investor database and review/print off unit holding details for investor. Locate and review power of attorney document to confirm identity. Draft letter to investor advising of unit details and requirements in order to effect change of details for investors
28/11/2014	Dharmaratne, Mich	Senior Accountant I	0.1	32.00	Creditors	Telephone call from investor requesting information regarding documentation to be provided to Centrelink for pension deeming purposes
28/11/2014	Dharmaratne, Mich	Senior Accountant I	0.3	96.00	Creditors	Further telephone call from investor regarding information for pension deeming Centrelink claim
28/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Issue instructions to Nicola Kennedy re payment of outstanding invoices
28/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to postage of letter to investor. Scan and save letter to investor folder for future reference
28/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Liaison with Michael Dharmaratne re investor call
28/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Address query from Dermot O'Brien re change of details for investor
28/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review email from Michael Dharmaratne re investor query. Draft response to investor
28/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review and consider file note prepared by Dermot O'Brien re un-presented cheques following interim distribution made to investors in June 2014
28/11/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Field call from solicitor of deceased estate. Access investor database and review unit holdings. Draft letter to solicitor advising of status of claim
01/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor query via email
04/12/2014	Dharmaratne, Mich	Senior Accountant I	0.1	32.00	Creditors	Telephone call from investor requesting clarification on the distribution received in June 2014
04/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of deceased estate. Discussion regarding winding up of fund generally and requirements in order to transfer units to the name of the estate or beneficiaries named in Will
04/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to accountant on behalf of investor re interim distribution paid in June 2014 and value of units in fund for audit purposes. Draft and send email to accountant confirming value of units as at 30 June 2014

04/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from investor. Consider response to same
04/12/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Liaison with IT consultant and Nicola Kennedy re inability to access the Finpower investor database
05/12/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Access investor database and locate unit holdings for investor. Review same. Draft letter to executor of estate advising of requirements in order to effect change of details for deceased estate
08/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Reconcile EIF bank accounts in MYOB insolvency up to 8 December 2014
08/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from investor re interim distribution and timing of future payments to investors
08/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor as requested by John Somerville
08/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review investor correspondence received over weekend via email. Consider and respond to same
08/12/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Creditors	Review correspondence from company purporting to be an executor of the last will and testament of a deceased investor. Consider requirements and draft letter to company explaining requirements in order to effect an change of details/or transfer of units for the deceased estate
08/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Access investor database and conduct search of investor database to locate any units purported held by investor. Relay results to investor
09/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter as requested by John Somerville
09/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Draft response to investor re change of details
09/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review investor correspondence, consider response to same
10/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Field call from executor of deceased estate re update on winding up
10/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Attend to postage and emailing of letter and correspondence to executor of deceased estate. File office copy and save soft copy to appropriate investor folder for future reference
11/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Field call from executor re forms received. Executor had queries in relation to completing forms
11/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Liaison with John Somerville and Financial Controller of Marina St Vincent Pty Ltd re cancellation of ABN
12/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review correspondence from executor of deceased estate re change of details. Locate original office copy correspondence and complete internal control checklist. Complete and submit to John Somerville for review
15/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to investor requesting an update on the winding up
15/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review email from Gadens in relation to original application to court to wind up the EIF and costs to be paid in respect of same
15/12/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from solicitor of deceased investor. Access investor database and locate unit holding. Confirm value of holding and draft letter confirming remaining requirements in order to effect change of details/transfer of units to beneficiaries
15/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address query from investor re how to correctly complete change of details form

15/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor
15/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review correspondence from Ferrier Hodgson re subrogated claim for investors who received hardship payments and supporting documentation required
16/12/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review correspondence from Ferrier Hodgson re payment of subrogated claim for investors who received hardship payments into nominated bank accounts of investors. Access investor database and confirm that bank accounts are indeed correct
16/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Address query from investor re change of details and how to effect same
18/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Review correspondence from investor. Consider response to same
18/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Attend to forwarding change of details form to investor as requested
18/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Return call to executor of deceased estate re status of winding up and when further distributions are expected to be made
18/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to executor of deceased estate. Submit to John Somerville/David Whyte for approval and signing
18/12/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Creditors	Review correspondence from enduring power of attorney of elderly investor. Access investor database and locate unit holding. Confirm how June 2014 distribution was paid. Draft letter to enduring power of attorney re advising of remaining requirements in order to make payment as payment has been withheld
19/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Review correspondence from executors of deceased estate regarding request to transfer units to beneficiaries. Locate previous documentation sent, complete internal control checklist and submit to John Somerville for review
19/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Respond to investor query re change of details and number of units held
19/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter to investor
19/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and approve change of details forms submitted by Dermot D'Brien for investors
19/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Review and approve change of details for investors prepared by Dermot O'Brien
19/12/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Creditors	Review investor correspondence. Draft letter to investor confirming number of units held and value of same for pension deeming purposes
23/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Address query from investor re winding up
23/12/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Creditors	Attend to scanning and sending letters/correspondence re deceased estates/various other parties. Scan and save letters to file for future reference
23/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Creditors	Respond to query from investor re timing of interim distribution
23/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Creditors	Amendments to letter
24/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Creditors	Process change of details for two investors in Finpower investor database
17/07/2014	Kennedy, Nicola	Accountant I	0.6	135.00	Creditors	Processing change of details forms in Finpower investor database with assistance from Daniel Tipman x 4

18/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	scanning and saving 4 x change of details forms to appropriate investor folder
22/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	Scan and save 4 x change of details forms and supporting documentation in EIF server
25/07/2014	Kennedy, Nicola	Accountant I	0.7	157.50	Creditors	Updating investor contact addresses/bank details in Finpower investor management database x 5
25/07/2014	Kennedy, Nicola	Accountant I	1.7	382.50	Creditors	Updating investor contact addresses/bank details in Finpower investor management database x 9
31/07/2014	Kennedy, Nicola	Accountant I	0.7	157.50	Creditors	Scanning and saving and saving change of details forms and supporting documentation for 16 investors to EIF server for future reference
01/08/2014	Kennedy, Nicola	Accountant I	0.6	135.00	Creditors	Updating bank details for 3 x investors with multiple investments, printing each page updated to ensure accuracy of changes
01/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	updating bank details for 3 x investors with multiple investments. Review changes for accuracy
04/08/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Creditors	scanning and saving 3 x change of details forms to the investor files (includes logging onto EIF database and ensuring pages have all been scanned and updated) filing hard copies in appropriate folder
04/08/2014	Kennedy, Nicola	Accountant I	1.2	270.00	Creditors	log into Finpower investor management database, update details including bank details and contact details, check forms and printing updated client summaries. Collate supporting documentation x 8 investors
05/08/2014	Kennedy, Nicola	Accountant I	0.6	135.00	Creditors	scanning and saving updated change of details forms to the investor files x 7
08/08/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Creditors	logging into Finpower investor database and updating 6 x change of bank details for investors, printing and reviewing to ensure correct details added
08/08/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Creditors	logging into Finpower and updating 3 x investors re change of bank details, print and review to ensure correct details added
11/08/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Creditors	scanning printed change of details forms for 5 x investors and forms and supporting documentation to EIF server
11/08/2014	Kennedy, Nicola	Accountant I	1.6	360.00	Creditors	updating 12 x investors details in the Finpower investor management database (review and record bank account and address details), printing changes of details and collate supporting documentation for scanning
12/08/2014	Kennedy, Nicola	Accountant I	0.6	135.00	Creditors	scan and save 7 x updated change of detail forms to investor files in Finpower investor management database
12/08/2014	Kennedy, Nicola	Accountant I	0.7	157.50	Creditors	updating 10 x investors details ( review and record bank account and address details), printing changes of details and collate supporting documentation for scanning
12/08/2014	Kennedy, Nicola	Accountant I	3.1	697.50	Creditors	updating 35 x investors details in the Finpower investor management database (review and record bank account and address details), printing changes of details and collating for scanning, update multiple investments for some investors
18/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review email from Daniel Tipman and draft response to investor requesting to update contact details
19/08/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Creditors	updating 4 x change of details with Daniel Tipman. Assist with transferring units in Finpower investor management database and update details of deceased estates
20/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	send email to investor with change of details form attached in response to email request to update contact address
20/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	collating change of details forms for Dermot O'Brien to scan and save to investor files x 5 investors



22/08/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Creditors	Assist Dermot O'Brien with processing change details in Finpower investor management database for investors. Log into Finpower, search client, review correspondence and update 3 x address and bank details for investors
25/08/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Creditors	reviewing email from Daniel Tipman re drafting letter to investor explaining our decision to the inspection of the members' register, drafting response detailing our statutory obligations under the Corporations Act 2001
28/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	review FAQ from Daniel Tipman re investor phone calls and dealing with common investor queries
28/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	review email from investor confirming updated address and email details
28/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review correspondence from investor and respond with a change of details form
28/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	updating correspondence to investor re Babgenta and offer received
29/09/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	review email from John Somerville re creditor approval for David Clout & Associate's fees as receiver of the Windsor Turf farm
02/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	phone call from investor re updated contact details, email Dermot O'Brien to check whether updated
02/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	confirm investor contact details have been updated by logging into Finpower investor management database and drafting an email confirming same to investor
03/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	assist Dermot O'Brien re transfer of units for a deceased investor
08/10/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Creditors	discussion with John Somerville re update to investors, reconcile main bank account for receipts and payments in update
08/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	reconcile second account for update to investors (receipts and payments)
08/10/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Creditors	preparing receipts and payments table for update to investors
08/10/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Creditors	preparing receipts and payments table for update to investors, emailing John Somerville re nature of receipt
08/10/2014	Kennedy, Nicola	Accountant I	0.7	157.50	Creditors	preparing remuneration summary for 21st update to creditors, emailing John Somerville
13/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review email from investor, draft response and send
13/10/2014	Kennedy, Nicola	Accountant I	0.8	180.00	Creditors	discussion with John Somerville in relation to updating receipts and payments table and reconciling bank account for update to investors. Prepare receipts and payments table and reconcile the accounts
13/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	discussion with John Somerville re receipts and payments for 21st update to investors
15/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	review email from John Somerville re mailout to investors and discuss same
16/10/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Creditors	arranging mail out for report to investors, drafting email, copying emails of 700+ investors, putting failed emails into folder, ensure investor register is updated
16/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review email from investor re 21st update, review quote to mail out investor update and forward to John Somerville

16/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review email from investor re update email address, respond with change of details form
17/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	phone call with investor re when the fund will be wound up
17/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	review email from Michael Dharmaratne re investor to call, call investor and leave message
17/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	emailing admin staff copy of investor report, email re cost last time to outsource mailout
17/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	phone call with investor re 21st update, listen to voicemail
20/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review email from investor requesting copy of the 21st update and details of investment, draft a response
20/10/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Creditors	reviewing investor database for 3 x addresses with no names, check names to send 21st update
20/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	Review holdings of investor to provide value of holdings for Department of Veteran Affairs assessment
20/10/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Creditors	updating returned mail register, checking 10 x returned mail
20/10/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Creditors	updating returned mail register, checking 20 x returned mail
20/10/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Creditors	updating returned mail register
21/10/2014	Kennedy, Nicola	Accountant I	1.0	225.00	Creditors	updating returned mail register, checking 40 x returned mail
21/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review email from investor and respond with attachment of 21st update, advise report also sent in post
28/10/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Creditors	amend update to investors, scan and email IT consultant re posting investor update online
28/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	review email from IT consultant re 21st update to investors and respond
07/11/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	review email from investor re change of details and respond with change of details form attached
20/11/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Creditors	scan correspondence to investor and draft email with letter and 20th update to investors attached
05/12/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Creditors	review and forward email from bankruptcy trustee of guarantor to Daniel Tipman
23/05/2014	Kennedy, Nicola	Accountant II	0.7	133.00	Creditors	discussion with Daniel Tipman re database for investors contacted for Babgenta offer, preparing spread sheet, entering details of 15 investors who had advised that they had received offer, print and save emails to file
23/05/2014	Kennedy, Nicola	Accountant II	1.8	342.00	Creditors	discussion with Daniel Tipman re database for investors contacted for Babgenta offer, preparing spread sheet, entering details of 40 investors contacted, saving emails to file
27/05/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Creditors	printing multiple emails from creditors re Babgenta offer to enter into spread sheet

27/05/2014	Kennedy, Nicola	Accountant II	0.7	133.00	Creditors	updating spread sheet with multiple details of investors contacted for Babgenta offer, print and save emails to file
02/06/2014	Kennedy, Nicola	Accountant II	0.1	19.00	Creditors	emailing Dermot O'Brien to enter emails into spread sheet re offer received from Babgenta
19/06/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Creditors	Updating accounts payable in MYOB
19/06/2014	Kennedy, Nicola	Accountant II	0.6	114.00	Creditors	Finalise updating accounts payable in MYOB
25/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Creditors	preparing letter to Babgenta Pty Ltd
25/06/2014	Kennedy, Nicola	Accountant II	0.1	19.00	Creditors	scanning and drafting email to Babgenta Pty Ltd
02/09/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Creditors	Calling multiple investors in relation to un-presented cheques from interim distribution. Update spread sheet with investors contacted in relation to cheques that had been returned to sender.
02/09/2014	O'Brien, Dermot	Accountant II	1.5	292.50	Creditors	Calling multiple investors in relation to un-presented cheques from the interim distribution. Updated spread sheet re investors contacted in relation to cheques that had been returned to sender. Draft emails to these investors with change of details forms in order to re-issue distribution cheques
03/09/2014	O'Brien, Dermot	Accountant II	1.1	214.50	Creditors	Process change of investor details in investor databases x8
04/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Creditors	updating investor un-presented cheque schedule and contacting investor in relation to un-presented cheques (4).
05/09/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Creditors	Reviewing correspondence from investors regarding change of address request (4). Log into Finpower investor management database to search for and identify investor. Compare and verify signatory for investor.
08/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Creditors	Prepare letter to investor. Resend cheque to new address as requested
09/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Creditors	Call from investor in relation to completing change of details form
09/09/2014	O'Brien, Dermot	Accountant II	1.0	195.00	Creditors	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investors. Compare and verify signatory for investors. Complete internal control forms to update the investor management database for approval by the receiver (5 investor requests)
30/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Creditors	Call from relative of investor re completion of change of details form for her father. Send change of details form
07/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Creditors	Received call from investor in relation to cheque received for the interim dividend. Investor questioned why the cheque wasn't deposited via eftpos, advised the investor that they had given incorrect details and provided credit card details
02/05/2014	O'Brien, Dermot	Undergraduate	0.7	108.50	Creditors	Sorting files to obtain a file related to a guarantor of a loan for viewing by Accountants
21/07/2014	O'Brien, Dermot	Undergraduate	0.3	48.00	Creditors	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet recommend changes to be processed
16/05/2014	Jackson, Nicole	Team Assistant	0.3	45.00	Creditors	Printing and arranging enveloping of report with WorldWide Printing
19/05/2014	Jackson, Nicole	Team Assistant	0.7	105.00	Creditors	Sorting labels ready for printing onto envelopes. Also hand delivered labels to printers for labelling and enveloping
20/06/2014	Hattingh, Moira	Team Assistant	0.7	52.50	Creditors	Assist with mail out to investors

20/06/2014	Jackson, Nicole	Team Assistant	0.6	90.00	Creditors	Converting word document into advance docs, adding electronic signature to document and printing interim distribution letters to investors.
24/06/2014	Jackson, Nicole	Team Assistant	0.5	75.00	Creditors	Folding letters to investors regarding their dividend payment
02/07/2014	Jackson, Nicole	Team Assistant	0.2	31.00	Creditors	Inserting David Whyte's signature in letters to investors
02/07/2014	Jackson, Nicole	Team Assistant	0.4	62.00	Creditors	Re-inserting DW signature via advance docs and printing
03/07/2014	Hattingh, Moira	Team Assistant	0.6	48.00	Creditors	Assist with mail out to investors
29/07/2014	Jackson, Nicole	Team Assistant	0.3	46.50	Creditors	Typing email to Worldwide Printing requesting a quote for printing the report to creditors
29/07/2014	Jackson, Nicole	Team Assistant	0.6	93.00	Creditors	Sorting excel database for worldwide printing to enable them to print labels onto envelopes
30/07/2014	Jackson, Nicole	Team Assistant	0.5	77.50	Creditors	Sorting excel database for worldwide printing to enable them to print labels onto envelopes
20/10/2014	Jackson, Nicole	Team Assistant	0.5	77.50	Creditors	Sorting excel database for worldwide printing to enable them to print labels onto envelopes
02/06/2014	Whyte, David	Partner	0.2	112.00	Investigation	reviewed correspondence from IT consultant regarding searches of database in relation to Babgenta Pty Ltd/information located on server in relation to same/reviewed documents
17/06/2014	Whyte, David	Partner	0.5	280.00	Investigation	reviewed documentation in relation to approval of loan/correspondence with borrower in relation to valuation
18/06/2014	Whyte, David	Partner	1.2	672.00	Investigation	reviewed correspondence and documentation in relation to approval and drawdown of a loan to assist in determining if there are potential legal actions against several parties
04/07/2014	Whyte, David	Partner	0.5	280.00	Investigation	reviewed insurance policy/search for correspondence in relation to notified claims
24/07/2014	Whyte, David	Partner	0.3	168.00	Investigation	reviewed draft email to Gadens in relation to insurance policies and notifications made in relation to same/considered terms of policies
12/09/2014	Whyte, David	Partner	0.1	56.00	Investigation	email consultant regarding loan advance/knowledge of directors at time insurance policy came into effect
12/09/2014	Whyte, David	Partner	0.2	112.00	Investigation	telecon with Gadens regarding potential claim in relation to insurance policy/further information required
12/09/2014	Whyte, David	Partner	0.5	280.00	Investigation	telecon with consultant regarding history of loan/potential claim against insurance policy
18/09/2014	Whyte, David	Partner	0.1	56.00	Investigation	email investor regarding funds held by Public Trustee's office
22/09/2014	Whyte, David	Partner	0.1	56.00	Investigation	reviewed letter to Nyst Lawyers regarding matters worked on behalf of the fund
02/10/2014	Whyte, David	Partner	0.2	112.00	Investigation	reviewed correspondence from Tucker & Cowen regarding books and records/reviewed listing of records to try and identify specific records that may relate to the EPF
17/10/2014	Whyte, David	Partner	0.1	56.00	Investigation	reviewed title search regarding borrower property/correspondence relating to mortgage over property

23/10/2014	Whyte, David	Partner	0.2	112.00	Investigation	reviewed correspondence in relation to borrower loan/council seeking to sell property/history of loan and issues identified
20/10/2014	Somerville, John	Senior Manager	0.5	220.00	Investigation	Investigation into mortgages held in the name of Equititrust Limited with respect to a property held as security for a loan
23/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Investigation	Obtain archive boxes retrieved from storage from level 11. Review same and locate documentation requested by Gadens for two borrower legal actions on foot
23/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Investigation	Review archive list to locate further records pertaining to borrower matter which may contain original caveat required for settlement. Request same from archives
27/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Investigation	Collect archive box from storage. review archive box to locate the original caveat lodged against a borrower's property.
08/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Investigation	Access investor database and conduct search for guidance in relation to instrument of transfer and requirements of stamping of same. Also conduct search to locate evidence of unit holding certificates ever being issued to investors
08/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Investigation	Conduct research into whether instrument of transfer requires stamping for transfer duty. Email to John Somerville re summary of findings
05/12/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Investigation	phone call to bankruptcy trustee for guarantor to ascertain the prospect of a dividend
05/12/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Investigation	Further phone call to bankruptcy trustee for guarantor to ascertain the prospect of a dividend, email bankruptcy trustee re same
01/05/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed correspondence from Gadens and updated draft letter to party who requested a copy of the investor register/discussed mechanics of making available electronic copy with Daniel Tipman/finalised letter
02/05/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed seven invoices in relation to legal fees/authorised payment
14/05/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
15/05/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed legal fees/authorised payment
19/05/2014	Whyte, David	Partner	0.1	56.00	Trade On	telecon with Gadens regarding offer made to investors by third party
28/05/2014	Whyte, David	Partner	0.1	56.00	Trade On	logon to internet banking/authorised payment
03/06/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices/logon to internet banking/authorised three payments
05/06/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed invoices/logon to internet banking/authorised payments
06/06/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices/authorised payments
17/06/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed insurance cover for Broadbeach property and Wirrina Cove properties/discussed cover with John Somerville/authorised payments
18/06/2014	Whyte, David	Partner	0.3	168.00	Trade On	meeting with John Somerville and Daniel Tipman regarding distribution to investors in relation to interest to June 2010 and 5 cents in the dollar capital distribution
23/06/2014	Whyte, David	Partner	0.2	112.00	Trade On	authorised payments

27/06/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
27/06/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
30/06/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed Hall Chadwick's update to investors/forward to Gadens regarding outstanding issues and claims with Hall Chadwick and again querying why these updates are addressed to investors and not the creditors
03/07/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
03/07/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices in relation to legal fees and IT provider/authorised payments
04/07/2014	Whyte, David	Partner	0.5	280.00	Trade On	reviewed correspondence in relation to costs assessment process proposed for parties to two proceedings/telecon with Gadens to agree way forward
21/07/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
24/07/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
30/07/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
01/08/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices in relation to legal fees/authorised payment of same
21/08/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed BAS's for Wirrina Corporation
26/08/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
26/08/2014	Whyte, David	Partner	0.3	168.00	Trade On	reviewed insurance invoices/logon on to internet banking/approved payments
28/08/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed BAS/authorised payment
03/09/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed file note in relation to hardship payments made by MM Holdings/summary of investors that received funds and have confirmed same/reviewed draft letter to Ferrier Hodgson in relation to same
04/09/2014	Whyte, David	Partner	0.2	112.00	Trade On	authorised payments/logon to internet banking to process payment
08/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment/logon to internet banking and process same
08/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	logon to internet banking/repair payment/authorise same
08/09/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices from solicitors, including disbursement invoices/authorised payment
08/09/2014	Whyte, David	Partner	0.3	168.00	Trade On	reviewed several BA5 returns/discussed with John Somerville
09/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment

11/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
11/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed note from John Somerville in relation to outstanding issues/to do list
12/09/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed cashflow forecast/breakdown of funds required/authorised payment/logon to internet banking and process payment
18/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
23/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
23/09/2014	Whyte, David	Partner	0.3	168.00	Trade On	reviewed correspondence with investors in relation to distribution and authorised payments in relation to same
25/09/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
25/09/2014	Whyte, David	Partner	0.3	168.00	Trade On	reviewed file note and attachments in relation to GST position of the fund and amended calculations to remit further GST
01/10/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed scope of works in relation to IT consultant to determine how the investor database can be transferred/maintained
01/10/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed insurance invoices in relation to marina head lease at Wirrina Cove/authorised payments
07/10/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
08/10/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed correspondence from Gadens regarding ASIC letter in relation to suspension of AFSL/reviewed current status of winding up/sent Gadens a copy of most recent report to investors and update since then
08/10/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed correspondence from Gadens/draft letter to ASIC regarding AFSL/forward to John Somerville with comments and to finalise
09/10/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
10/10/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed letter from Gadens to ASIC in relation to AFSL licence for Equititrust Ltd/request to maintain suspension of licence and not cancel it
16/10/2014	Whyte, David	Partner	0.3	168.00	Trade On	reviewed solicitors invoices/insurance invoices for Wirrina Cove/authorised payments
22/10/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed solicitors invoices/authorised payments
27/10/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
28/10/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed correspondence from IT service provider regarding warranty on server/extension of same/reviewed file note recommending choice of support/confirmed agreement to quote
04/11/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed BAS for August and September 2014
05/11/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment

06/11/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed correspondence from ASIC confirming extension of suspension of AFSL until 30 November 2015
07/11/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed/amended letter to MM Holdings, Equititrust Ltd and MM Land regarding proposed sale of property by council for outstanding rates/reviewed letter to council
20/11/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices in relation to legal fees/authorised payment
21/11/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed correspondence from host of IT facilities regarding renewal of licences/forward to John Somerville and Dan Tipman to resolve
21/11/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices/authorised payments
23/12/2014	Whyte, David	Partner	0.1	56.00	Trade On	reviewed BAS for Wirrina Corporation for quarter ended 30 September
23/12/2014	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
24/12/2014	Rafter, Leisa	Partner	1.0	600.00	Trade On	Revision of material and letter to ATO re voluntary disclosure of GST payable and still outstanding for the period November 2011 to December 2013
24/12/2014	Whyte, David	Partner	0.2	112.00	Trade On	reviewed invoices in relation to legal fees/authorised payments
12/01/2015	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
13/01/2015	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
14/01/2015	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
14/01/2015	Whyte, David	Partner	0.4	224.00	Trade On	reviewed working papers in relation to GST payable/letter to ATO regarding underpaid GST on property sales and revised input tax credits/authorised payment
19/01/2015	Whyte, David	Partner	0.1	56.00	Trade On	authorised payments
22/01/2015	Whyte, David	Partner	0.1	56.00	Trade On	authorised payment
27/01/2015	Whyte, David	Partner	0.1	56.00	Trade On	logon to internet banking/authorised payment
29/01/2015	Whyte, David	Partner	0.1	56.00	Trade On	reviewed correspondence from Gagens to Tucker & Cowen regarding process to have costs assessed
16/12/2014	Garrard, John	Associate Director	3.0	1,560.00	Trade Dn	Review voluntary disclosure material including draft letter to ATO in relation to re-lodgement of BAS to account for reduced input tax credits. Consider technical matters & figures
19/05/2014	Somerville, John	Senior Manager	0.1	42.50	Trade On	Instructions to Dan Tipman regarding accounts payable
23/05/2014	Somerville, John	Senior Manager	0.1	42.50	Trade On	Review of cheque requisitions and accounts payable
02/06/2014	Somerville, John	Senior Manager	0.1	42.50	Trade On	Review of MYOB cash book



05/06/2014	Somerville, John	Senior Manager	0.1	42.50	Trade On	Review of cheque requisitions and accounts payable
06/06/2014	Somerville, John	Senior Manager	0.1	42.50	Trade On	Review of cheque requisitions and accounts payable
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Trade On	Review of accounts payable and cheque requisitions
28/10/2014	Somerville, John	Senior Manager	0.3	132.00	Trade On	Review and amendments to file note regarding reduced input tax credits adjustments for voluntary disclosure to the ATO and instructions to Dan Tipman regarding same
18/11/2014	Somerville, John	Senior Manager	0.1	44.00	Trade On	Review and approval of cheque requisitions
12/12/2014	Somerville, John	Senior Manager	0.1	44.00	Trade On	Review of MYOB accounts
15/12/2014	Somerville, John	Senior Manager	0.1	44.00	Trade On	Review of cheque requisition and Gadens invoice
14/01/2015	Somerville, John	Senior Manager	0.1	44.00	Trade On	Review and approval of cheque requisitions and accounts payable
16/01/2015	Somerville, John	Senior Manager	0.1	44.00	Trade On	Review and approval of cheque requisitions and accounts payable
19/01/2015	Somerville, John	Senior Manager	0.1	44.00	Trade On	Review of approval of cheque requisitions and accounts payable
02/12/2014	Hennessy, Gavin	Supervisor	0.7	196.00	Trade On	Revision of Reduced Input Tax Credit Analysis prepared by BRI and calculation of GST to be voluntarily disclosed as payable and still outstanding for the period November 2011 to December 2013
03/12/2014	Hennessy, Gavin	Supervisor	1.5	420.00	Trade On	Further revision of reduced Input Tax Credit Analysis prepared by BRI and calculation of GST to be voluntarily disclosed as payable and still outstanding for the period November 2011 to December 2013
03/12/2014	Hennessy, Gavin	Supervisor	1.9	532.00	Trade On	Further revision of Reduced Input Tax Credit Analysis prepared by BRI and calculation of GST to be voluntarily disclosed as payable and still outstanding for the period November 2011 to December 2013
03/12/2014	Hennessy, Gavin	Supervisor	1.5	420.00	Trade On	Further revision of Reduced Input Tax Credit Analysis prepared by BRI and calculation of GST to be voluntarily disclosed as payable and still outstanding for the period November 2011 to December 2013
04/12/2014	Hennessy, Gavin	Supervisor	3.5	980.00	Trade On	Drafting and Preparation of material and letter to ATO re voluntary disclosure of GST payable and still outstanding for the period November 2011 to December 2013
04/12/2014	Hennessy, Gavin	Supervisor	4.0	1,120.00	Trade On	Drafting and Preparation of material and letter to ATO re voluntary disclosure of GST payable and still outstanding for the period November 2011 to December 2013
10/12/2014	Hennessy, Gavin	Supervisor	2.0	560.00	Trade On	Analysis of Reduced Input Tax credit status of each borrower. Summary prepared by Daniel Tipman/John Somerville in BRI
05/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Trade On	Draft letter to investor regarding request to change address details
05/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Trade On	Draft email to receivers and managers of MM Holdings Pty Ltd regarding response to request for information to substantiate subrogated claim.
05/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Trade On	Continue drafting email to receivers and managers of MM Holdings Pty Ltd regarding response to request for information to substantiate subrogated claim.
07/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Liaison with Gavin Hennessey regarding income tax returns for Wirrina Corporation

07/01/2015	Tipman, Daniel	Supervisor	1.0	360.00	Trade On	Amendments to control master spread sheet with changes to GST claimed on Receiver's fees during the period November 2011 to December 2013. Commence draft email to BDO Indirect tax team regarding instructions on how to proceed.
08/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Issue instructions to Nicola Kennedy regarding payment of outstanding invoices.
08/01/2015	Tipman, Daniel	Supervisor	1.2	432.00	Trade On	Finalise amendments to control master spread sheet with changes to GST claimed on Receiver's fees during the period November 2011 to December 2013 to support voluntary disclosure to the ATO to claim reduced input tax credits. Finalise draft email to BDO Indirect Tax team and forward to John Somerville for review
09/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Review emails from BDO Advisory regarding lodgement of BAS via ATO portal for Wirrina Corporation. Draft and send email in response.
09/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Review and consider email from BDO Advisory regarding time costs for inclusion in the application to Court for approval of the Receiver's remuneration
09/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Review email from BDO Tax regarding updated letter to the ATO regarding voluntary disclosure of GST payable for period November 2011 to December 2013.
09/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Trade On	Finalise reconciliation of receipts and payments for period 21 November 2011 to 31 December 2014. Convert to PDF and email JS for review and consideration.
09/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Trade On	Further reconciliation of Receipts and Payments for period 21 November 2011 to 31 December 2014 to be included in DW's affidavit for Receiver's fees.
09/01/2015	Tipman, Daniel	Supervisor	1.3	468.00	Trade On	Attend to reconciliation of Receipts and Payments for period 21 November 2011 to 31 December 2014 to be included in DW's affidavit for Receiver's fees.
12/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Email to Nicola Kennedy regarding payment of outstanding invoice.
12/01/2015	Tipman, Daniel	Supervisor	0.8	288.00	Trade On	Finalise review of queries to complete income tax return for FY2013 regarding Wirrina Corporation Pty Ltd. Finalise email to John Somerville regarding same
12/01/2015	Tipman, Daniel	Supervisor	0.8	288.00	Trade On	Review of queries to complete income tax return for FY2013 regarding Wirrina Corporation Pty Ltd. Draft email to John Somerville regarding same
12/01/2015	Tipman, Daniel	Supervisor	1.3	468.00	Trade On	Prepare schedule of real property sales for income tax return for FY2013 regarding Wirrina Corporation Pty Ltd that occurred in the 2013 and 2014 financial years. Locate and enter settlement details of property settlements not originally recorded.
12/01/2015	Tipman, Daniel	Supervisor	1.4	504.00	Trade On	Review of queries to prepare income tax return for FY2014 regarding Wirrina Corporation Pty Ltd. Work through same. Access historical records where necessary to locate necessary information in order to address queries.
13/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Liaison with Nicola Kennedy regarding reissuing of outstanding BAS for Quarter ending 31 December 2014.
13/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Trade On	Finalise draft amendments to letter to ATO regarding Voluntary Disclosure to account for reduced input tax credits. Collate supporting documentation, brief discussion with John Somerville regarding same and prepare cheque requisition and cheque for shortfall
13/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Trade On	Finalise review of queries to complete income tax return for FY2014 regarding Wirrina Corporation Pty Ltd. Finalise email to John Somerville regarding same. Draft and send response
13/01/2015	Tipman, Daniel	Supervisor	0.7	252.00	Trade On	Finalise schedule of Land Tax payable for period 2010-2014 regarding Wirrina Corporation Pty Ltd and lodgement of Income Tax Returns.
13/01/2015	Tipman, Daniel	Supervisor	0.8	288.00	Trade On	Finalise amendments to draft letter to ATO regarding Voluntary Disclosure to account for reduced input tax credits. Collate supporting documentation, brief discussion with John Somerville regarding same and prepare cheque requisition and cheque for shortfall
14/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Trade On	Review and approve payments/cheque requisitions prepared by Dermot O'Brien/Nicola Kennedy
14/01/2015	Tipman, Daniel	Supervisor	0.3	108.00	Trade On	Liaison with John Somerville and David Whyte regarding voluntary disclosure amount to be lodged with the ATO to account for reduced input tax credits, email to BDO Tax regarding draft letter in relation to same

15/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Liaison with administration staff re filing
15/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Review and approve payments prepared by Dermot O'Brien and Nicola Kennedy re scheme expenses.
16/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Instructions to Dermot O'Brien/Nicola Kennedy regarding payment of outstanding invoices.
16/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Trade On	Review cheque requests and payment requisitions prepared by Dermot O'Brien and Nicola Kennedy, forward to John Somerville to review and approve
16/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Trade On	Collate further documents to be attached to David Whyte's affidavit to support application to court for approval of the receiver's remuneration
16/01/2015	Tipman, Daniel	Supervisor	1.3	468.00	Trade On	Conduct review of current status of I11 equalisation payment (investors who received annual income distributions which remain outstanding for FY2010) and commence preparation of workpaper to test proposed methodology to calculate payment due for each deposit. Review FinPower investment manager ledger where appropriate to conduct testing.
16/01/2015	Tipman, Daniel	Supervisor	1.4	504.00	Trade On	Continue review of current status of I11 equalisation payment (investors who received annual income distributions which remain outstanding for FY2010) and commence preparation of workpaper to test proposed methodology to calculate payment due for each deposit. Review FinPower investment manager ledger where appropriate to conduct testing.
20/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Review of supplier payment prepared by Nicola Kennedy in FinPower accounts database.
23/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Trade On	Liaison with administration staff re filing
23/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Trade On	Address investor query regarding timing of future distributions to investors.
28/01/2015	Tipman, Daniel	Supervisor	0.1	36.00	Trade On	Liaison with Nicola Kennedy regarding obtaining details for debt of Lawyers in relation to claim against guarantor.
29/01/2015	Tipman, Daniel	Supervisor	0.4	144.00	Trade On	Arrange for books and records to support claim against valuers to be returned to archives
02/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Instructions to Dermot O'Brien regarding preparation of schedule of records associated with guarantor
06/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Field call from investor re timing of interim distribution and recent settlement of Collingwood Park property
06/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Trade On	Reconcile trading and high interest bank accounts up to 30 April 2014 in MYOB Insolvency
06/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Trade On	Prepare Remuneration summary for the period 1 November 2013 to 30 April 2014 to accompany Receiver's affidavit to Court for remuneration approval
06/05/2014	Tipman, Daniel	Senior Accountant I	1.3	403.00	Trade On	Prepare summarised Receipts and Payments for the period 21 November 2011 to 30 April 2014 to accompany Receiver's affidavit to Court for remuneration approval
06/05/2014	Tipman, Daniel	Senior Accountant I	1.5	465.00	Trade On	Meeting with David Whyte and representative of Babgenta Pty Ltd regarding review of Members' Register
07/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Return missed call from investor regarding settlement of Collingwood Park property and timing of interim distribution to investors
08/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Trade On	Return call from investor re timing of interim distribution to investors in June 2014
14/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Trade On	Draft and send email to Gadens regarding information for inclusion in affidavit for Receiver's remuneration

14/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Trade On	Address queries raised by Gadens in respect to information for inclusion in affidavit for Receiver's remuneration
14/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Trade On	Address further queries raised by Gadens in respect to information for inclusion in affidavit for Receiver's remuneration
15/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Trade On	Review payment/cheque requisition prepared by Dermot O'Brien
15/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Email to Vincent Accountants re approval of legal invoices in relation to Spottiswood legal action
15/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Trade On	Amendments to GST coding for July 2012 and preparation of file note in relation to an adjustment to the business activity statements lodged to only claim reduced input tax credits
15/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Trade On	Amendments to GST coding for August 2012 and preparation of file note in relation to an adjustment to the business activity statements lodged to only claim reduced input tax credits
15/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Trade On	Amendments to GST coding for September 2012 and preparation of file note in relation to an adjustment to the business activity statements lodged to only claim reduced input tax credits
15/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Trade On	Amendments to GST coding for October 2012 and preparation of file note in relation to an adjustment to the business activity statements lodged to only claim reduced input tax credits
15/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Trade On	Amendments to GST coding for June 2012 and preparation of file note in relation to an adjustment to the business activity statements lodged to only claim reduced input tax credits
16/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Trade On	Amendments to GST coding for November 2012 and preparation of file note in relation to an adjustment to the Business Activity Statement to claim reduced input tax credits
20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Amendment to letter as requested by John Somerville
20/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Field call from investor regarding offer received from Babgenta. Discussion regarding offer and expectation of interim distribution to investors
20/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Trade On	Access investor database and verify letter of authority held. Draft letter to financial advisor re unit holding details
20/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Trade On	Finalise letter to Babgenta re offer made to investors of 2 cents per unit
22/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Conduct search of archive register to locate records relating to two borrower legal actions
23/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Finalise search of archive register in an effort to locate records relating to two borrower legal actions. Request same from archives
23/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Issue instructions to Nicola Kennedy re preparation of database of investor queries following issuing of 19th update reports to investors
23/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Trade On	Call to Gadens re location of records for two borrowers. Draft and send email to David Whyte and John Somerville re update on same
23/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Trade On	Search of archive register to locate records relating to two borrower loans
26/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Trade On	Instructions to Dermot O'Brien re payment of invoices
03/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Review payments prepared by Dermot O'Brien. Make amendments to same as required

04/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Scan and send email to accountants re review of books and records. Field call regarding same
20/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Trade On	Enter payment requisition for payment of principal distribution to investors and transfer of money from high interest bank account to facilitate principal payment to investors
23/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Trade On	Access NAB and review electronic payments to investors returned into bank account. Collate and organise same into control spread sheet. approx. 100 transactions. Issue instructions to admin staff to remove these letters from mail out
23/06/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Trade On	Attend to moving live Finpower database into appropriate folder of EIF server. Liaison with IT consultant re same
24/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Trade On	Liaison with IT Consultant re new Finpower database
26/06/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Trade On	Reconcile EIF bank account up to 25 June 2014
01/07/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Review and amendments to proposed payment of interim distribution to investors via cheque in master control spread sheet and in MYOB Insolvency. Approx. 300 transactions in total
01/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Trade On	Review of interim distribution to investors processed via cheque in MYOB Insolvency. Spot check of cheques to ensure accuracy of addresses, names and amounts
01/07/2014	Tipman, Daniel	Senior Accountant I	1.4	448.00	Trade On	Processing payment of interim distribution to investors via cheque in MYOB Insolvency. Print Distribution summary and cheques (approx. 300 in total).
01/07/2014	Tipman, Daniel	Senior Accountant I	1.6	512.00	Trade On	Further review and amendments to proposed payment of interim distribution to investors via cheque in master control spread sheet and in MYOB Insolvency. Approx. 300 transactions in total.
02/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Instructions to Nicola Kennedy re payment of outstanding invoices. Address queries in relation to same
02/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Trade On	Finalise file note to proposed payment of 5cent interim distribution to investors via cheque
02/07/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Trade On	Finalise file note/master control spread sheet and other documents to accompany cheques for payment of 5cent interim distribution. Submit to John Somerville for review
03/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review of cheque requisition prepared by Dermot O'Brien
08/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Field call from freight company re books and records arrived at BDO Brisbane office
08/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review emails from IT Consultant re setup of new users. Respond to same
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Email to IT Consultant re setup of new users in EIF server
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Return call from investor re interim distribution. Address queries regarding payment of capital in 2011 financial year
08/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Field call from investor re querying number of units held in fund
08/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Draft and send email to Ferrier Hodgson re petitioning creditor costs for borrower
08/07/2014	Tipman, Daniel	Senior Accountant I	1.3	416.00	Trade On	Receipt of Books and records for Wirrina Corporation. Assist Dermot O'Brien with transport books and records from base of building to appropriate floor for processing. 1 Pallet of records received in total

14/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Respond to query raised from IT Consultant re EIF server maintenance
14/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Respond to additional query raised from IT Consultant re EIF server maintenance
15/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Email to financial controller of Wirrina Corporation Pty Ltd to contact the ATO
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Call to ATO re Marina St Vincent Management Pty Ltd
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Email to John Somerville re outstanding lodgements on Wirrina Corporation and Marina St Vincent Management. Email to financial controller re same
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Draft and send additional emails to financial controller re outstanding lodgements for Marina St Vincent Management and Wirrina Corporation
15/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Return call to investor re interim distribution received via cheque. Investor was querying how unit balance has been derived
16/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Liaison with directors of Wirrina Corporation re completion of outstanding lodgements
16/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Reconcile EIF operating and high interest bank account for period to 15 July 2014
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Instructions to admin staff re recalling the funds paid for a deceased estate into a trust account
22/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review email from Hickey lawyers re PPSR interest registered over Carbrook Green. Query with John Somerville
24/07/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Scan and save details of request received from an investor to transfer units in the fund to a third party. Email same to Gadens for comments in relation to transfer
24/07/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Field call from Hickey Lawyers re release of PPSR interest over Carbrook property. Locate login details and effect discharge of interests. Email to Hickey lawyers to confirm discharge
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Check off payment to Gadens prepared by Nicola Kennedy. amend where necessary, confirm coding of accounts and finalise payment
31/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Reconcile bank account to confirm payments received
04/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Instructions to Nicola Kennedy re payment of outstanding invoices
07/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review payments prepared by Nicola Kennedy re legal fees and scheme expenses
08/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Reconcile operating account up to 7 August 2014
18/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Instructions to Nicola Kennedy re invoices received and how to allocate same to correct loan account
20/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Liaison with financial controller of Wirrina Corporation re outstanding lodgements and requirements to lodge. Review general ledger submitted for period 1-1-14 to 30-06-14
20/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review general ledger of Wirrina Corp bank account for period 1-1-14 to 30-06-14 collate BAS and submit to John Somerville for review

20/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Continue preparing letters to investors and processing payments who had originally indicated that they wished to accept Babgenta's offer of 2cents and who now no longer wished to proceed with the registration of units. Prepare supporting schedule
20/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Finalise file note in relation to investors who had originally indicated that they wished to accept Babgenta's offer of 2cents and who now no longer wished to proceed with the registration of units
20/08/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Attend to preparing letters to investors and processing payments who had originally indicated that they wished to accept Babgenta's offer of 2cents and who now no longer wanted to proceed with the transfer
21/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review email from blue broking re insurance premiums for the EIF. Instructions to Nicola Kennedy re same
21/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Liaison with Tucker and Cowen solicitors re discharge of mortgage on water access licence for Checkling Turf Farm
22/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Reconcile operating account up to 20 August 2014
25/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Liaison with Tom Hogbin re lodgement of BAS for Marina St Vincent Management
26/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Review of GST coding and claiming reduced input tax credits for month of July 2014. Complete GST detail work paper and summary
26/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Review of GST coding and claiming reduced input tax credits for month of June 2014. Complete GST detail work paper and summary
26/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Review of GST coding and claiming reduced input tax credits for month of May 2014. Complete GST detail work paper and summary
26/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Review of GST coding and claiming reduced input tax credits for month of March 2014. Complete GST detail work paper and summary
26/08/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Review of GST coding and claiming reduced input tax credits for month of April 2014. Complete GST detail work paper and summary
26/08/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Trade On	Continue analysis of receiver's remuneration to ascertain entitlement to full input tax credits and reduced input tax credits and allocate accordingly in order to lodge revised business activity statements with the Australian Taxation office
26/08/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Analysis of receiver's remuneration to ascertain entitlement to full input tax credits and reduced input tax credits and allocate accordingly in order to lodge revised business activity statements with the Australian Taxation office
27/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Field call from consultant re outstanding matters. Liaison with Nicola Kennedy re payment of outstanding consultant's fees
27/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Process payment on outstanding GST/PAYG payable in MYOB Insolvency
27/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Reconcile MYOB Insolvency accounts up to 26 August 2014
27/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Trade On	Review Income Tax Returns and outstanding statutory lodgements for Marina St Vincent Management and Wirrina Corporation Pty Ltd. Review file and previous documentation submitted. Draft and send response to financial controller
27/08/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Finalise analysis of receiver's remuneration to ascertain entitlement to full input tax credits and reduced input tax credits and allocate accordingly in order to lodge revised business activity statements with the Australian Taxation office
27/08/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in January 2014 in order to maintain loan database and loan accounts
28/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Field call from investor and discussion regarding 20th update and timing of future distributions

28/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review payments prepared by Nicola Kennedy/Dermot D'Brien
28/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in March 2014 in order to maintain loan database and loan accounts
28/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Attend to reconciling MYOB on EIF server to period 31 March 2014. Review coding and make amendments where necessary
28/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Attend to reconciling MYOB on EIF server to period 30 April 2014. Review coding and make amendments where necessary
28/08/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in April 2014 in order to maintain loan database and loan accounts
28/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Attend to reconciling MYOB on EIF server to period 28 February 2014. Review coding and make amendments where necessary
28/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in April 2014 in order to maintain loan database and loan accounts
28/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Prepare FAQ and forward to Dermot O'Brien and Nicola Kennedy to attend to telephone queries from investors
28/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in April 2014 in order to maintain loan database and loan accounts
28/08/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in March 2014 in order to maintain loan database and loan accounts
28/08/2014	Tipman, Daniel	Senior Accountant I	1.3	416.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in February 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Attend to reconciling MYOB on EIF server to period 31 May 2014. Review coding and make amendments where necessary
29/08/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in June 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in July 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in May 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in June 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in May 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in July 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in August 2014 in order to maintain loan database and loan accounts
29/08/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Attend to updating MYOB on EIF server with receipts and payments made in June 2014 in order to maintain loan database and loan accounts
01/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review email from consultant re outstanding invoices. Draft email in response advising of impending payment



01/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review MYOB insolvency re outstanding payment for creditor. Issue instructions to Dermot O'Brien re payment of same
01/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Analysis of receiver's time narrations for the latest fee application paid in June 2014 to identify entitlement to full input tax credits or reduced input tax credits in order to lodge revised business activity statements with the Australian Taxation Office. Brief discussion with John Somerville on proposed amendments
01/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Attend to reconciling MYOB on EIF server for month of August 2014. Review coding and make amendments where necessary
01/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Attend to reconciling MYOB on EIF server for month of July 2014. Review coding and make amendments where necessary
01/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Attend to reconciling MYOB on EIF server for month of June 2014. Review coding and make amendments where necessary
02/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Finalise work paper for claiming reduced input tax credits on Receivers remuneration paid in June 2014. Amendments to June 2014 BAS to reflect same
02/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Finalise work paper for BAS for months of March, April, May, June and July 2014 to lodged revised business activity statements to claim reduced input tax credits
02/09/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Trade On	Attend to updating loan database with loan advances and drawdowns for February 2014
02/09/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Trade On	Attend to updating loan database with loan advances and drawdowns for March 2014
02/09/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Trade On	Attend to updating loan database with loan advances and drawdowns for February/March 2014
02/09/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Trade On	Finalise BAS for months of March, April, May, June and July 2014
03/09/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Attend to updating loan database with loan advances and drawdowns for July 2014
03/09/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Attend to updating loan database with loan advances and drawdowns for August 2014
03/09/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Attend to updating loan database with loan advances and drawdowns for May 2014
03/09/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Attend to updating loan database with loan advances and drawdowns for June 2014
03/09/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Trade On	Attend to updating loan database with loan advances and drawdowns for April 2014
04/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade Dn	Instructions to Dermot O'Brien re payment of outstanding invoices
04/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Check off payments prepared by Dermot O'Brien
04/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review and approve payment of GST payable prepared by Dermot O'Brien
05/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review bank account to ensure payment had been successfully processed for consulting fees
05/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Issue instructions to Dermot O'Brien re payment of outstanding invoices payable by the fund

05/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Revision and approval of invoices for payment
05/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Finalise review of amended GST input tax credits for period November 2011 to December 2013. Draft and send email to John Somerville explaining position and for review
05/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Amendments to work paper detailing GST input tax credits for period December 2012. Locate errors in coding in GST free supply to ensure work paper reconciles with BAS submitted for month
05/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Amendments to work paper detailing GST input tax credits for period November 2012. Locate errors in coding in GST free supply to ensure work paper reconciles with BAS submitted for month
05/09/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Trade On	Final review of amended GST input tax credits for period November 2011 to December 2013 and GST coding
08/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Revision of email from creditor. Instructions to Nicola Kennedy re payment of outstanding amounts
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review and approve payments prepared by Dermot O'Brien
08/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Email exchange with accountants re August 2014 invoices for legal actions brought by trustee in bankruptcy
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Attend to postage and filing of supplier payments/cheque requisitions approved by David Whyte
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Process funding advance to Wirrina Corporation Pty Ltd
10/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Finalise file note re proposed voluntary disclosure of claiming amended GST input tax credits for the period November 2011 to December 2013
10/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Attend to printing and collation of annexures to accompany file note re proposed voluntary disclosure of claiming amended GST input tax credits for the period November 2011 to December 2013
10/09/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Trade On	Preparation of file note re proposed voluntary disclosure of claiming amended GST input tax credits for the period November 2011 to December 2013
18/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review cheque requisition prepared by Dermot O'Brien
18/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Liaison with IT re unable to access EIF server. Instructions to investigate and fix same
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Address query from investor re distribution for tax purposes. Attend to responding to same
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Revision and approval of payments prepared by Nicola Kennedy/Dermot O'Brien
22/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Reconcile operating and high interest bank accounts
23/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Reconcile operating bank account up to 23 September 2014
21/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Reconcile operating account up to 20 October 2014
27/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Organise for retrieval of books and records from archives re legal proceedings

27/10/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Draft letter to Gadens re return of cheque made out to Yankalilla Council
27/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review payments prepared by Nicola Kennedy re scheme expenses
27/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Issue instructions to Nicola Kennedy re payment of outstanding legal fees
27/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Call from investor re number of units held and query regarding how to effect change of details, advise how to effect same. Attend to mailing out change of details form to be completed by investor
28/10/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Finalise draft email to indirect tax re requesting revision of work paper and to prepare voluntary disclosure documentation to the Australian Taxation Office to lodge revised business activity statements. Forward to John Somerville for review and approval to send
28/10/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Draft email to indirect tax re requesting revision of work paper and to prepare voluntary disclosure documentation to the Australian Taxation Office to lodged revised Business Activity Statements. Forward to John Somerville for review and approval
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review email from investor re change of details. Draft and send response to same
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Amendments to letter to Gadens re cheque to be deposited into Gadens trust account
28/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Call to Sam Alexander in indirect tax re assistance with voluntary disclosure obligations to ATO
28/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Liaison with IT Consultant re renewal of server warranty for an additional year
29/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review email from John Somerville and Nicola Kennedy re cheques cleared in regards to settlement with guarantor of loan. Issue instructions to Nicola Kennedy to investigate same
29/10/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Finalise summary of contents of archive boxes received from archives re : Collingwood Park and Carbrook proceeding against valuer. Forward to John Somerville for review and further instructions
29/10/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Prepare summary of contents of archive boxes received from archives re : Collingwood Park and Carbrook proceeding against valuer
30/10/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Finalise BAS and accompanying work papers for August and September 2014. Submit to John Somerville for review and approval
30/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Preparation of BAS for August 2014. Review and amendments to GST coding to claim for reduced input tax credits
30/10/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Preparation of BAS for September 2014. Review and amendments to GST coding to claim for reduced input tax credits
04/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Instructions to Dermot O'Brien and Nicola Kennedy re outstanding invoices. Liaison with same and address queries
04/11/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Finalise EIF BAS for months of August and September 2014. Scan and save supporting documentation and file work papers in appropriate folder
20/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Issue instructions to Nicola Kennedy re payment of outstanding invoices
24/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Liaison with IT Consultant re renewal of software licencing
24/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review email from David Whyte re renewal of software licencing. Email to IT Consultant

24/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Amendments to letter to investor
25/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review and consider email from IT Consultant re backup requirements of the EIF server
25/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Respond to query from investor
26/11/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Trade On	Reconcile EIF accounts up to 25 November 2014
04/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review request from indirect Tax team regarding queries in relation to reduced input tax credit review
04/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Further revision of request from indirect Tax team re input tax credit review. Respond via email regarding timing of same
08/12/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Trade On	Review payment requests prepared by Dermot O'Brien. Make amendments to same to correct issues with GST
09/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Review and consider email from Gadens re payment for costs. Instruct Dermot O'Brien to complete same
09/12/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Trade On	Amendments to control spreadsheet with comments re Voluntary disclosure to ATO re claiming reduced input tax credits. Email to Gavin Hennessy re same
10/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Attend to payment of costs claimed by respondent in proceeding 10478 of 2011
10/12/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Finalise spreadsheet amendments with comments re Voluntary disclosure to ATO re claiming reduced input tax credits. Email to Gavin Hennessy re same
10/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Amend payment and account allocation as requested by John Somerville
11/12/2014	Tipman, Daniel	Senior Accountant I	1.6	512.00	Trade On	Enter Receipts/payments into MYOB premier for period 1 November 2014 to 30 November 2014. Reconcile bank account to period 30 November 2014
11/12/2014	Tipman, Daniel	Senior Accountant I	1.5	480.00	Trade On	Enter Receipts/payments into MYOB premier for period 1 October 2014 to 30 October 2014. Reconcile bank account to period 30 October 2014
11/12/2014	Tipman, Daniel	Senior Accountant I	1.5	480.00	Trade On	Enter Receipts/payments into MYOB premier for period 1 September 2014 to 30 September 2014. Reconcile bank account to period 30 September 2014
12/12/2014	Tipman, Daniel	Senior Accountant I	0.9	288.00	Trade On	Reconciliation of loan database with MYOB Premier. Identify and correct errors/remove transactions incorrectly allocated to the loan control account. Reconciliation from the period 1 November 2014 to 12 December 2014
12/12/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Trade On	Enter loan drawdowns/repayments into Fin Management loan database for the period 1 December 2014 to 12 December 2014
12/12/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Enter loan drawdowns/repayments into Fin Management loan database for the period 1 November 2014 to 30 November 2014
12/12/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Enter loan drawdowns/repayments into Fin Management loan database for the period 1 November 2014 to 30 November 2014
12/12/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Trade On	Enter loan drawdowns/repayments into Fin Management loan database for the period 1 October 2014 to 31 October 2014
12/12/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Trade On	Enter loan drawdowns/repayments into Fin Management loan database for the period 1 September 2014 to 30 September 2014

12/12/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Trade On	Enter Receipts/payments into MYOB premier for period 1 December 2014 to 12 December 2014. Reconcile bank account to period 12 December 2014
12/12/2014	Tipman, Daniel	Senior Accountant I	1.5	480.00	Trade On	Reconciliation of loan database with MYOB Premier. Identify and correct errors/remove transactions incorrectly allocated to the loan control account. Reconciliation from the period 1 September 2014 to 30 October 2014
15/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review and amend payments prepared by Nicola Kennedy and Dermot O'Brien
18/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Issue instructions to Dermot O'Brien/Nicola Kennedy re payment of outstanding invoices. Address queries regarding same
18/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Attend to reviewing payment to creditor re outstanding invoices. Make amendments to same. Add additional invoice to payment requisition and organise for printing of cheque
18/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Liaison with creditor re overdue accounts
18/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Check off payments prepared by Dermot O'Brien and Nicola Kennedy
19/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Liaison with consultant re preparation of loan statement from inception to 5 October 2011 for Cape Gloucester Valuer claim
19/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review cheque requisitions prepared by Nicola Kennedy/Dermot O'Brien re payment of outstanding legal fees. Review and sign off
22/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review payment of Gadens legal fees. Submit to John Somerville for review and approval
22/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Trade On	Instructions to Dermot O'Brien re payment of outstanding invoices
22/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Trade On	Review payment requisition of outstanding invoices
01/07/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	review email from Daniel Tipman and print invoices to pay
01/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	preparing 2 x payment for Finpower invoices
02/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	collating 3 x payments to be posted, attaching invoices with cheques
03/07/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	assist Dermot O'Brien in preparing payments to Tucker and Cowen re claiming GST on disbursements
04/08/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Trade On	preparing 2 x payments - Finpower and legal fees
07/08/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Trade On	preparing 2 x payments to redchip lawyers on myob and nab, review email from Daniel Tipman re same
21/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment for printing fees
21/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	preparing payment in relation to consulting fees for Cape Gloucester valuer action
21/08/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Trade On	prepare 2 x payments in MYOB and NAB for IT fees

21/08/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Trade On	review and process payment of 5 x insurance invoices to blue broking
21/08/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Trade On	preparing 5 x payments to Gadens for outstanding legal fees
21/08/2014	Kennedy, Nicola	Accountant I	0.6	135.00	Trade On	reviewing 10 x payments for legal fees
29/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	reviewing multiple payments for consulting fees prepared by Dermot O'Brien
18/09/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	process payment to valuer
18/09/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	preparing payment for valuation report
25/09/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	processing payment for insurance
25/09/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Trade On	preparing payment for 4 x insurance invoices
02/10/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Trade On	preparing payment for supplier account, printing, preparing payment on NAB online banking
08/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	updating receipt from land tax in MYOB Insolvency
09/10/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Trade On	reviewing MYOB to confirm if payment for legal fees has gone, prepare payment in MYOB and NAB online banking
09/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	scanning 5 x invoices and draft email to accountants to confirm whether ok to pay pursuant to indemnity
10/10/2014	Kennedy, Nicola	Accountant I	0.8	180.00	Trade On	review invoices to determine whether paid, prepare payment for 4 x insurance invoices in MYOB Insolvency
10/10/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Trade On	prepare payment for 4 x legal fees in MYOB Insolvency
10/10/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Trade On	preparing 2 x payments in MYOB Insolvency
14/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	reallocating payment in MYOB to different loan account.
17/10/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Trade On	preparing payment for 3 x legal fees in MYOB Insolvency
21/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	preparing payment for IT expenses in MYOB Insolvency
23/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment for legal fees on MYOB Insolvency
27/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment of Finpower invoice in MYOB Insolvency
27/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	enter deed of settlement proceeds into MYOB Insolvency and generate deposit slip

31/10/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	Prepare payment in MYOB Insolvency re outstanding invoices
17/11/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment for 2 x legal invoices in MYOB Insolvency
17/11/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Trade On	prepare payment for 3 x legal fee invoices in MYOB
17/11/2014	Kennedy, Nicola	Accountant I	0.5	112.50	Trade On	prepare payment for 3 x legal fee invoices, scan invoice to email for confirmation of work as per Invoice
19/11/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	update legal fees payment in MYOB Insolvency
19/11/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare cheque and cheque requisition for 5 x legal fees payments in MYOB Insolvency, collate for signing
20/11/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	review email from Daniel Tipman with supplier statement for payment, review file to determine whether invoices have been paid
20/11/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	update allocation of payments for legal fees in MYOB
20/11/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Trade On	prepare payment for Wirrina funding on MYOB and NAB
07/01/2015	Kennedy, Nicola	Accountant I	0.5	112.50	Trade On	prepare payment for 4 x legal fee invoices and scan and email to confirm ok to pay
08/01/2015	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	update allocation of legal fee payment in MYOB Insolvency to the correct borrower accounts and re-print
12/01/2015	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment of valuers invoice
13/01/2015	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment for IT expenses
16/01/2015	Kennedy, Nicola	Accountant I	0.3	67.50	Trade On	prepare payment for 2 x invoices for IT expenses, print and collate
16/01/2015	Kennedy, Nicola	Accountant I	0.5	112.50	Trade On	prepare 3 x payments for legal fees in MYOB Insolvency
20/01/2015	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment for IT expenses in MYOB Insolvency
22/01/2015	Kennedy, Nicola	Accountant I	0.1	22.50	Trade On	review MYOB cash at bank to confirm which IT expense invoices have been paid for Daniel Tipman
22/01/2015	Kennedy, Nicola	Accountant I	0.2	45.00	Trade On	prepare payment in MYOB for IT expenses, print and collate
28/01/2015	Kennedy, Nicola	Accountant I	0.4	90.00	Trade On	generate report for payments for legal fees for Daniel Tipman, draft email with bank details for payment
14/05/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Trade On	reviewing payment to Gadens for 4 x legal fee invoices - discussion with Daniel Tipman re invoice which may be for Vincent's
02/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Trade On	assist Dermot O'Brien in correctly accounting for the GST on various Tucker and Cowen invoices

04/06/2014	Kennedy, Nicola	Accountant II	1.1	209.00	Trade On	reviewing multiple payments prepared by Dermot O'Brien to solicitors/suppliers. Log into NAB, editing and reprinting EFT payments
05/06/2014	Kennedy, Nicola	Accountant II	0.5	95.00	Trade On	reviewing email from Daniel Tipman re bills to pay and preparing payment for 3 x invoices
06/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Trade On	amending payment and updating payment to be charged to alternate loan account
06/06/2014	Kennedy, Nicola	Accountant II	0.1	19.00	Trade On	collating cheques to go in post re payment of expenses
18/06/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Trade On	preparing payment for 8 x invoices
18/06/2014	Kennedy, Nicola	Accountant II	0.4	76.00	Trade On	Finalise payment for 8 x invoices
18/06/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Trade On	Processing 2 x payments in MYOB insolvency and collating
18/06/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Trade On	Processing 3 x payments in MYOB Insolvency accounts
19/06/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Trade On	preparing 3 x payments in MYOB Insolvency
19/06/2014	Kennedy, Nicola	Accountant II	0.5	95.00	Trade On	preparing 4 x payments in MYOB Insolvency
19/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Trade On	Preparing 2 x payments in MYOB Insolvency
23/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Trade On	collating multiple cheques for post and phone call to supplier confirming address to post cheque
25/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Trade On	reviewing bank account to see whether invoice paid, preparing payment in MYOB Insolvency
26/06/2014	Kennedy, Nicola	Accountant II	0.1	19.00	Trade On	printing email as additional supporting documentation to support payment of outstanding invoice
26/06/2014	Kennedy, Nicola	Accountant II	0.1	19.00	Trade On	discussion with admin staff re funding advance to Receiver and Manager of Windsor Turf farm
26/06/2014	Kennedy, Nicola	Accountant II	0.4	76.00	Trade On	preparing payments x 7 in MYOB Insolvency
26/06/2014	Kennedy, Nicola	Accountant II	0.3	57.00	Trade On	process payments on 4 x invoices in MYOB Insolvency
27/06/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Trade On	preparing 2 x payments in MYOB Insolvency
08/07/2014	O'Brien, Dermot	Undergraduate	3.9	624.00	Trade On	Review Wirrina Corporation Pty Ltd books and records. Prepare box listing and transfer records into appropriate archive boxes
09/07/2014	O'Brien, Dermot	Undergraduate	1.8	288.00	Trade On	Review Wirrina Corporation Pty Ltd books and records. Prepare box listing and transfer records into appropriate archive boxes
24/12/2014	Muller, Leisa	Practice Assistant	0.1	13.50	Trade On	Proof-read & finalise draft letter to ATO re voluntary disclosure of GST payable



01/05/2014	Whyte, David	Partner	0.7	392.00	Administration	continued review of final draft of annexures to court application for remuneration approval
01/05/2014	Whyte, David	Partner	1.1	616.00	Administration	reviewed final draft of annexures to court application for remuneration approval
02/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens regarding court application for remuneration approval/proposed meeting
02/05/2014	Whyte, David	Partner	1.1	616.00	Administration	reviewed draft affidavit prepared by Gadens in relation to court application for remuneration approval
05/05/2014	Whyte, David	Partner	1.6	896.00	Administration	reviewed time sheet narrations for the period from 1 to 30 April to be included as an annexure to affidavit in respect of court application for remuneration approval
05/05/2014	Whyte, David	Partner	1.8	1,008.00	Administration	meeting with Gadens regarding draft affidavit to support court application for remuneration approval
06/05/2014	Whyte, David	Partner	0.1	56.00	Administration	email Gadens regarding amendments to affidavit in support of court application for remuneration approval
06/05/2014	Whyte, David	Partner	0.5	280.00	Administration	preparation for and meeting with party inspecting the register of members
06/05/2014	Whyte, David	Partner	0.6	336.00	Administration	reviewed time sheet narrations for the period 1 to 30 April 2014 in relation to court application for remuneration approval
06/05/2014	Whyte, David	Partner	1.0	560.00	Administration	reviewed/updated affidavit to support application in relation to court application for remuneration approval
07/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed receipts and payments for period of appointment to 30 April 2014 to be included in court application for remuneration approval
07/05/2014	Whyte, David	Partner	0.2	112.00	Administration	telecon with investor regarding expected timing of distribution to investors and estimated return/current status of legal actions
07/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from investor regarding sale of Collingwood Park property and interim distribution to investors/sent response in relation to status of sale of properties and timing of distribution
08/05/2014	Whyte, David	Partner	0.2	112.00	Administration	consider amount to be distributed to investors/potential equalisation payment in relation to previous payments of capital/discussed with Daniel Tipman
14/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed draft letter to investors in relation to distribution of interest
14/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from nine investors/representatives of investors regarding change of details/notification of deceased investors/reviewed outgoing correspondence in respect of same/authorised changes
14/05/2014	Whyte, David	Partner	0.7	392.00	Administration	meeting at Gadens to review and execute affidavit in support of court application for remuneration approval
14/05/2014	Whyte, David	Partner	1.6	896.00	Administration	reviewed final draft affidavit in relation to court application for remuneration approval and after review by counsel/provided instructions to Gadens with final amendments and other information required to finalise
16/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed notice to members regarding court application for remuneration approval/confirmation of date to be heard with documents to be located on websites
16/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens regarding court hearing for application for remuneration approval/documents to be uploaded to websites
20/05/2014	Whyte, David	Partner	0.8	448.00	Administration	reviewed correspondence in relation to distribution to investors/meeting with Daniel Tipman and John Somerville regarding proposed distribution/telecon with Gold Coast Bulletin regarding offer made to investors

21/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors/representative of investors regarding change in details/reviewed letters in response
21/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens in relation to court application for remuneration approval and including responses received from Tucker & Cowen and ASIC relating to service of application
21/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed email from Gold Coast Bulletin regarding estimated return to investors/sent response
21/05/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed offer to investors/telecon with Gold Coast Bulletin regarding offer from Babgenta Pty Ltd to investors at 2 cents in the dollar/current position in relation to winding up the fund and interim distribution to investors
21/05/2014	Whyte, David	Partner	0.6	336.00	Administration	reviewed offer document sent to Investors by Babgenta Pty Ltd in relation to acquiring units/reviewed acceptance form provided by investor/telecon with Gadens in relation to offer and whether or not we need to transfer units in relation to same
21/05/2014	Whyte, David	Partner	0.6	336.00	Administration	telecon with Gadens regarding offer made to investors and reviewed/amended draft communication in relation to offer
22/05/2014	Whyte, David	Partner	0.1	56.00	Administration	telecon with Gadens regarding Babgenta offer to investors and comments in report to investors in relation to same
22/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed articles published in the Gold Coast Bulletin in relation to offer to investors
22/05/2014	Whyte, David	Partner	0.5	280.00	Administration	reviewed correspondence from Gadens and including review of amended report to investors and letter to Babgenta in relation to offer made to investors/telecon with John Somerville in relation to same
22/05/2014	Whyte, David	Partner	1.3	728.00	Administration	reviewed offer made to investor by Babgenta Pty Ltd/reviewed and amended report to investors/forward to Gadens to review comments on Babgenta offer and to review position generally
23/05/2014	Whyte, David	Partner	0.1	56.00	Administration	telecon with Gadens regarding settlement of Windsor Turf Farm and offer received for investor units
26/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed draft affidavit to be signed by Daniel Tipman in relation to service of documents relating to court application for remuneration approval
26/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Tucker & Cowen regarding costs to be awarded in relation to proceedings leading to Receiver's appointment/reviewed Gadens correspondence in relation to same/email Gadens commenting on issues to review
26/05/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed draft letters to investors in relation to distribution of five cents in the dollar and payment of outstanding interest as at 30 June 2010/considered impact on several categories of investors and including equalisation payment
27/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor in relation to offer received from Babgenta/instruct Daniel Tipman to prepare response to this and other two investors who have forwarded incorrectly completed transfer forms
27/05/2014	Whyte, David	Partner	0.5	280.00	Administration	telecon with Gadens in relation to court application for remuneration approval and hearing on Monday, 3 June/preparation for same
28/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from two investors regarding offer from Babgenta and winding up costs to date/reviewed and amended letters to both investors
28/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from three investors in relation to winding up/number of units held/offer received for units/change in details/reviewed letters to three investors in response
29/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from three investors regarding winding up and expected time for completion/reviewed letters to investors
29/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors requesting details of unit holding/change in details/reviewed letters to the two investors
29/05/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed correspondence from several investors updating their details ahead of interim distribution and queries relating to further distributions/reviewed letters in response

30/05/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Finpower regarding finalisation of details to enable distribution to take place from Finpower investor management database
30/05/2014	Whyte, David	Partner	0.2	112.00	Administration	telecon with Gadens regarding correspondence received from investors and draft responses relating to offer received by them
30/05/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed/amended letters to several investors in relation to interim distribution, winding up and likely timing to completion
30/05/2014	Whyte, David	Partner	0.8	448.00	Administration	reviewed a number of emails and letters from investors in relation to upcoming interim distribution and queries on the winding up of the fund/further distributions expected and timing of concluding the winding up
02/06/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed draft affidavit in relation to court application for remuneration approval/further information to be provided to court in relation to feedback from investors/email Gadens regarding amendments
02/06/2014	Whyte, David	Partner	0.4	224.00	Administration	reviewed counsels submissions in relation to court application for remuneration approval/email Gadens advising of proposed amendments
03/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens regarding affidavit for court application for remuneration approval/reviewed correspondence regarding Windsor Turf Farm settlement/email Gadens regarding same
03/06/2014	Whyte, David	Partner	4.0	2,240.00	Administration	preparation for and court hearing in relation to court application for remuneration approval /including meeting with Gadens and reviewing/executing affidavit for court
04/06/2014	Whyte, David	Partner	0.2	112.00	Administration	telecon from investor regarding offer received for units and interim distribution to be paid/likely further distributions
05/06/2014	Whyte, David	Partner	0.4	224.00	Administration	reviewed correspondence from nineteen investors/representatives of investors regarding change of details/reviewed letters to same regarding further information required
05/06/2014	Whyte, David	Partner	1.2	672.00	Administration	reviewed correspondence and documentation in relation to borrower loan and deed of forbearance to determine if it is possible to assign securities
06/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed four change in details forms received from investors/authorised amendments to register of members
06/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors regarding change in details/approved changes
06/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed letter to investor regarding transfer forms received/reason not valid/comments on Babgenta offer/reviewed letter to investor regarding acceptance form sent to Babgenta/interim distribution to be made
10/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors/confirmed change in details
10/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed draft letters to two investors in relation to Babgenta offer and transfer forms
10/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed letter from Babgenta regarding offer to investors/alleged agreement with a number of investors
11/06/2014	Whyte, David	Partner	0.1	56.00	Administration	telecon with Gadens regarding proposed response to Babgenta in relation to offer to unit holders and pending distribution to investors
12/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Babgenta regarding offer to investors/reviewed letter in response/amended same
12/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed letters to seven investors in relation to Babgenta offer and upcoming distribution to investors
13/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor in relation to interim distribution and refusal to accept offer from Babgenta

13/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor's representative requesting information required to sell units/transfer to a third party/reviewed draft response
13/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens regarding transfer form used by investors to transfer units/requirement of the Corporations Act/forward to John Somerville
13/06/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed correspondence from Gadens, costs assessor and Piper Alderman in relation to finalisation of costs assessment and costs incurred in relation to assessment/provided instructions to Gadens to settle matter
16/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Babgenta regarding offer to purchase units/documentation from investors in relation to acceptance of offer
17/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed ASIC form 524 (receipts and payments)
17/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from two investors in relation to upcoming interim distribution/reviewed draft response to one investor regarding transfer of units
17/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed/amended draft letters to several investors and Babgenta in relation to offer made by Babgenta to purchase units and seeking clarification of position
18/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Gadens and including letters to several investors and Babgenta in respect of offer received for units and transfer of units
19/06/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed twenty five letters to investors in relation to offer from Babgenta and requesting confirmation of investors position in relation to transfer of units
19/06/2014	Whyte, David	Partner	0.5	280.00	Administration	reviewed file note regarding reconciliation of payment amounts for interest outstanding to investors as at 30 June 2010/reviewed payment details/logon to internet banking/reviewed and authorised 138 payments
20/06/2014	Whyte, David	Partner	0.5	280.00	Administration	reviewed payments to be made in relation to five cents in the dollar distribution to investors/reviewed working papers/logon to internet banking and authorise payments
23/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed ASIC form 524 (receipts and payments) in relation to controllership of borrower
23/06/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Babgenta in relation to offer to investors/forward to Gadens and comment on next steps
27/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed draft letter to Babgenta regarding their offer to investors and current status of dealing with same having corresponded with relevant investors
30/06/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor regarding interim distribution and previous requests for repayment of investment/reviewed and amended draft letter in response
02/07/2014	Whyte, David	Partner	0.2	112.00	Administration	Reviewed letter to investors in relation to payment of interim distribution/calculation of amounts to be distributed by cheque
03/07/2014	Whyte, David	Partner	0.1	56.00	Administration	Reviewed correspondence from investor requesting details of distributions and status of winding up/reviewed letter in response
03/07/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from six investors/approved change in details
03/07/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from five investors/approved change in details
03/07/2014	Whyte, David	Partner	0.5	280.00	Administration	reviewed manual payments to be made in relation to interim distribution (300+ payments plus related correspondence). Payments made by cheque for those investors that had no bank details or bank payment rejected.
04/07/2014	Whyte, David	Partner	0.2	112.00	Administration	Reviewed correspondence from thirteen investors/confirmed change in details

07/07/2014	Whyte, David	Partner	0.1	56.00	Administration	Reviewed letter to investor regarding unit holding/statement of account showing transactions
07/07/2014	Whyte, David	Partner	0.1	56.00	Administration	Reviewed correspondence from three investors regarding changes in details for unit holdings/reviewed letters in response
08/07/2014	Whyte, David	Partner	0.1	56.00	Administration	Reviewed correspondence from executor of investor's estate advising of passing of investor/reviewed letter in response advising of further information required to change unit holding
10/07/2014	Whyte, David	Partner	0.2	112.00	Administration	Reviewed correspondence from three investors querying amount of recent distribution to investors/reviewed letters in response explaining the position and the reduction in units that took place during the year ended 30 June 2011 (as previously advised in update report to investors)
11/07/2014	Whyte, David	Partner	0.2	112.00	Administration	Reviewed correspondence from two investors in relation to recent distribution made and queries in respect of unit holdings/reviewed two letters in response and statements showing unit holdings
14/07/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from three investors/representatives of investors in relation to changes in unit holdings/reviewed three letters in response
15/07/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed summary of investors in relation to acceptance or rejection of Babgent's offer and those that have not responded
16/07/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed request for copy of member's register/reviewed Section 173 of the Corporations Act and requirements to provide a copy
22/07/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed Equititrust Ltd liquidators report in relation to current position of public examinations and claim against auditors
22/07/2014	Whyte, David	Partner	0.2	112.00	Administration	telecon with Gadens regarding costs assessment to be undertaken in relation to costs awarded to the fund and indemnity costs to be paid out of the fund
22/07/2014	Whyte, David	Partner	0.4	224.00	Administration	reviewed draft report to investors/calculations of estimated return
23/07/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Gadens in relation to request received for a copy of the members register/reviewed provisions in the Corporations Act and case law in relation to providing a copy of the register/reviewed Gadens letter in response to the request
23/07/2014	Whyte, David	Partner	0.6	336.00	Administration	meeting with John Somerville regarding report to investors/further information to be included and amendments required to same
24/07/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed deed of transfer, transfer form and other documentation relating to transfer of units/discussed further information required with Daniel Tipman
25/07/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed updated report to investors
25/07/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed/amended report to investors/final draft
29/07/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed/finalised report to investors
01/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from three investors/representatives of investors/reviewed letters requesting further information in relation to transfer of units from deceased estates
04/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor regarding query in respect of units held in fund/reviewed letter in response explaining previous redemptions of capital
04/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from four investors/representatives of investors in relation to queries in respect of unit holdings and advice of passing of investor/reviewed responses
04/08/2014	Whyte, David	Partner	0.6	336.00	Administration	reviewed correspondence from 49 investors/representatives of investors requesting changes in details/authorised amendments

05/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence to four investors in relation to unit holdings/transfer of units/reviewed correspondence from three investors/representatives of investors regarding change in details/reviewed responses
07/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from three investors/representatives of investors regarding recent distribution and clarification of treatment of unpaid interest for annual interest investors/reviewed responses to investors
07/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed letters to four investors regarding interim distribution/seeking instructions in relation to payment of same
07/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from five investors/representative of investors in relation to transfer of units/change in details/reviewed correspondence in response
08/08/2014	Whyte, David	Partner	0.1	56.00	Administration	authorised payment
08/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to Russells as amended by Gadens in respect of provision of books and records relating to assignment of debt
08/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from representative of investor/reviewed letter in response
08/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from three investors/representative of investors/reviewed letters in response
08/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Gadens in relation to transfer of units forms/compliance with legislation/issues to be resolved/forward to John Somerville with a couple of queries to investigate
11/08/2014	Whyte, David	Partner	0.1	56.00	Administration	authorised payments
11/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence to investor in relation to transfer of units/further documentation required to effect transfer
14/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence to executor of deceased estate in relation to requirements to permit transfer of investor's units
14/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors regarding transfer of units and query relating to number of units held/reviewed letters in response
14/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from five investors/representatives of investors/approved change in details and reviewed letters to investors
14/08/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed correspondence from investors in relation to distributions. previous hardship payments and request to redeem units/reviewed correspondence on file relating to these matters and reviewed letter to investor in response
15/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor regarding interim distribution and payment to a solicitors trust account where company in liquidation/reviewed letter to investor advising of need to contact Qld Law Society to recover funds
18/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from Gadens regarding costs assessment to be undertaken relating to Tucker SF costs/reviewed draft letter to Tucker & Cowen in respect of same/confirmed instructions to send letter
18/08/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed correspondence from fifteen investors/representatives of investors in relation to change in details and queries in relation to number of units held following recent distribution
19/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to investor regarding transfer of units
20/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens in relation to transfer of units to investor/further documentation required
20/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens to Nyst Lawyers regarding request for files relating to proceedings against the EIF

20/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed advice from our solicitors in relation to constitution and obligations under the Corporations Act
21/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to investor regarding four unit holdings/transfers of capital and redemption of units from recent distribution
21/08/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed correspondence from ten investors/representatives of investors regarding change of details/reviewed letters in response
25/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence to executors of deceased investors estate regarding interim distribution/authorised payment
25/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to executor of deceased investors estate regarding payment of interim distribution and correspondence received in relation to payment of distribution
25/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor requesting a reconciliation of units held and interim distribution amount paid/reviewed letter to investor clarifying position
25/08/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed invoices/authorised payments/logon to internet banking/authorise payment
26/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from executor of deceased investor's estate/reviewed letter in response advising of requirements to amend details of holding
26/08/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from Gadens in relation to registering a transfer of units for certain investors
02/09/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from four investors/representatives of investors in relation to transfer of units/change in details/reviewed letters in response
03/09/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from investor relating to interim distribution payment and request to amend instructions for payment/reviewed file note in respect of joint holding issues/confirmed way forward
03/09/2014	Whyte, David	Partner	0.2	112.00	Administration	telecon with Gold Coast Bulletin regarding current status of winding up/estimated return to investors
03/09/2014	Whyte, David	Partner	0.4	224.00	Administration	reviewed documentation in relation to transfer of units/summary in relation to offers accepted for transfer of units/draft letters in relation to distribution to investors/discussed drafting of letter to transferee in respect of forms lodged
08/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to investors regarding future distributions and transfer of units
08/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from six investors regarding change of details/confirmed changes
08/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed draft letter to Ferrier Hodgson regarding payments made to investors by MM Holdings/distribution to be made
09/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to Ferrier Hodgson regarding hardship payments made by MM Holdings and distributions to investors
10/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letters from two investors/representatives of investors regarding transfer of units/change in details/reviewed letters in response
10/09/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed correspondence from investors in relation to transfer of units/reviewed correspondence with transferee in relation to same/reviewed and amended draft letter in respect of same
12/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed draft letter to Babgenta regarding transfer of units
18/09/2014	Whyte, David	Partner	0.1	56.00	Administration	email to investor regarding query on distributions

19/09/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from ten investors/representatives of investors in relation to change in details/authorised same
25/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to Babgenta regarding transfer of units and interim distribution payable in relation to units transferred
25/09/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor/approved change in details
29/09/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from two investors/representatives of investors including statutory declaration and will in respect of deceased estate/confirmed transfer of units
01/10/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence to eight investors in relation to payment of interim distribution/reviewed stop cheque notices and authorised payments
09/10/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from four investors/approved change in details
14/10/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed calculations in relation to estimated return to investors
14/10/2014	Whyte, David	Partner	0.3	168.00	Administration	reviewed report to investors
15/10/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed/signed updated report to investors
22/10/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from three investors/approved change in details
28/10/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letters to two investors regarding change in details and distributions paid to investors
30/10/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from five investors/representatives of investors/approved change in details
31/10/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from five investors/representatives of investors/approved change in details/authorised payment
04/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor/reviewed letter in response regarding current holdings
06/11/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from two investors regarding change in details and seeking clarification of number of units held/reviewed letters in response
07/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor/approved change in details
11/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence to investor regarding change in trustee of superannuation fund/documentation required to effect change in details
11/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor regarding change in details and valuation of fund/reviewed letter in response
11/11/2014	Whyte, David	Partner	0.1	56.00	Administration	email our solicitors and counsel in relation to court application for remuneration approval
18/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors/approved change in details
20/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed letter to investor in relation to current unit holding and enclosing transaction statement



20/11/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from three investors regarding change in details and query in relation to previous distribution to investors/reviewed response to same
27/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed ASIC form 524 (receipts and payments)
27/11/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from investor regarding units held and value of fund/reviewed letter in response
23/12/2014	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors regarding change in details/approved changes
23/12/2014	Whyte, David	Partner	0.2	112.00	Administration	reviewed correspondence from five investors/representatives of investors regarding change of details/passing of investors
07/01/2015	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors/approved change in details
42013	Rafter, Leisa	Partner	0.4	240.00	Administration	finalise voluntary disclosure to the ATO regarding GST payable for reduced input tax credits
15/01/2015	Whyte, David	Partner	0.1	56.00	Administration	reviewed correspondence from two investors/approved change in details
30/01/2015	Whyte, David	Partner	0.9	504.00	Administration	commenced review of affidavit in relation to court application for remuneration approval
09/01/2015	Griffin, Maree	Associate Director	0.1	43.00	Administration	Instructions to Rebecca Gregory to lodge outstanding Instalment Activity Statements with the ATO
09/01/2015	Griffin, Maree	Associate Director	0.1	43.00	Administration	Discussion with Judy Nguyen regarding lodgement of business activity statements
09/01/2015	Griffin, Maree	Associate Director	0.1	43.00	Administration	Prepare documents to be included with application to court for approval of Receiver's remuneration
19/05/2014	Somerville, John	Senior Manager	0.3	127.50	Administration	Meeting with David Whyte regarding status of legal actions, interim distribution to investors and Babgenta offer to investors
19/05/2014	Somerville, John	Senior Manager	0.4	170.00	Administration	Meeting with Dan Tipman regarding investors issues, interim distribution to investors, status of various legal actions
20/05/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Review of letter to Babgenta regarding offer to purchase units of the fund
23/05/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Review of affidavit of service with respect to the application to Court for approval of the receivers remuneration
02/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Review of incoming correspondence from investors and instructions to Dan Tipman
05/06/2014	Somerville, John	Senior Manager	0.2	85.00	Administration	Review of incoming correspondence and instructions to Dan Tipman regarding same
16/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Email to Blue Broking regarding renewal of Marina St Vincent insurance coverage
16/06/2014	Somerville, John	Senior Manager	0.2	85.00	Administration	Review of form 524 (receipts and payments account for ASIC)
17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Discussion with David Whyte regarding form 524 (receipts and payments account)

17/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Discussion with Dan Tipman regarding amendments to form 524 (receipts and payments account)
18/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Instructions to Dan Tipman regarding accounts payable
18/06/2014	Somerville, John	Senior Manager	0.2	85.00	Administration	Review of cheque requisitions and accounts payable
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Review of form 524 (receipts and payments account) for Wirrina Corporation as controller of ICA (South Australia)
23/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Review of form 524 (receipts and payments account) for EIF as controller of ICA (South Australia)
26/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Review of cheque requisitions and accounts payable
30/06/2014	Somerville, John	Senior Manager	0.1	42.50	Administration	Review of report from liquidators of Equititrust Ltd
02/07/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
08/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman
10/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Instructions to Dan Tipman regarding accounts payable
10/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review and update outstanding matters schedule
10/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of accounts payable
14/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Email to Blue Broking regarding renewal of insurance for Marina St Vincent
15/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
16/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review and consider correspondence from Barron and Allen Lawyers requesting a copy of the members register of the fund pursuant to s173 of the Act
16/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of position with respect to Wirrina Corporation tax compliance and discussion with Dan Tipman regarding same
17/07/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Discussion with Dan Tipman regarding updated estimated return to investors for update report
21/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail
31/07/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review and approval of cheque requisitions and accounts payable
05/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of server maintenance advice from IT Provider
05/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman

07/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of MYOB accounts
08/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Email to Cyberthread regarding server issues
11/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
15/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
18/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Email to Blue Broking regarding renewal of Marina St Vincent insurance policy
19/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
19/08/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of EIF server issues and email to Cyberthread regarding same
20/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Email to Blue Broking regarding Marina St Vincent insurance
20/08/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
25/08/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review and update current pending matters schedule. Discussion with Dan Tipman regarding business activity statements
01/09/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
01/09/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of accounts payable and cheque requisitions and instructions to Dermot O'Brien regarding same
01/09/2014	Somerville, John	Senior Manager	0.3	132.00	Administration	Review and analysis of entries for the period November 2013 to April 2014 to allow a reduced input tax credit to be claimed in the Business Activity Statement
01/09/2014	Somerville, John	Senior Manager	0.5	220.00	Administration	Review and analysis of entries for the period November 2013 to April 2014 to allow a reduced input tax credit to be claimed in the Business Activity Statement
03/09/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review and approval of cheque requisitions and accounts payable
03/09/2014	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and amendments to the business activity statements for the months of March, April, May, June & July 2014. Discussion with Dan Tipman regarding same
04/09/2014	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and analysis of business activity statements for the period March to July 2014. Discussion with Dan Tipman regarding same
05/09/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
08/09/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review and approval of cheque requisitions and accounts payable
09/09/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review and approval of cheque requisitions
09/09/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Instructions to Dan Tipman regarding filing index

10/09/2014	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and analysis of reduced input tax credits. Discussion with Dan Tipman regarding same
29/09/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of incoming mail and instructions to Dermot O'Brien regarding same
01/10/2014	Somerville, John	Senior Manager	0.3	132.00	Administration	Review of books and records requested by receivers of the EPF and email to David Whyte regarding same
09/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of MYOB insolvency and accounts payable
09/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of insurance position and email to David Whyte regarding same
09/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Instructions to Nicola Kennedy regarding accounts payable
09/10/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of Tucker & Cowen invoices with respect to Carbrook and Collingwood Park proceedings and Spottiswood proceedings
09/10/2014	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and amendments to draft letter to ASIC regarding AFSL licence and calculation of dilution of investor units if Equititrust's subrogated investment was to rank equally with other units
09/10/2014	Somerville, John	Senior Manager	0.4	176.00	Administration	Analysis of written down value of remaining loans and gross real property securities realised to date for inclusion in the letter to ASIC to support request for AFSL licence to not be cancelled
13/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Email to Blue Broking regarding insurance
13/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Email to Blue Broking regarding insurance cover over Boothers property
13/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Discussion with Nicola Kennedy regarding receipts and payments
13/10/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of MYOB insolvency accounts and receipts and payments
13/10/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Discussion with David Whyte regarding public examination being conducted by the liquidators of Equititrust Limited
13/10/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of outstanding business activity statements
14/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of accounts payable and instructions to Nicola Kennedy regarding same
15/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Email to Cyberthread regarding posting of 21st update report to investors to the Equititrust website
15/10/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of accounts payable and review and approval of cheque requisitions
16/10/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Instructions to Dan Tipman regarding next application to Court for approval of the receiver's remuneration for the period 1 May to 31 October 2014
21/10/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Instructions to Dan Tipman regarding application to Court for Receiver's remuneration for the period 1 May to 31 October 2014 and affidavit material required in respect to same
22/10/2014	Somerville, John	Senior Manager	0.8	352.00	Administration	Review and collate documentation to assist with the preparation of the contracts of sale for the five retirement village assets

31/10/2014	Somerville, John	Senior Manager	0.8	352.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
05/11/2014	Somerville, John	Senior Manager	0.3	132.00	Administration	Collate time narrations for October 2014 and draft email to Gadens regarding preparing affidavit to support application to court for approval of the receivers remuneration
07/11/2014	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
07/11/2014	Somerville, John	Senior Manager	0.5	220.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
07/11/2014	Somerville, John	Senior Manager	0.6	264.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
07/11/2014	Somerville, John	Senior Manager	0.8	352.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
11/11/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of insurance position and email to Blue Broking regarding same
20/11/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Call from Ferrier Hodgson regarding Restgold loan
27/11/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Discussion with Dan Tipman regarding treatment of unrepresented unit holders distribution cheques
27/11/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of form S24 (receipts and payments accounts)
19/12/2014	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of cheque requisition and accounts payable. Review of MYOB accounts
22/12/2014	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of cheque requisitions and accounts payable
24/12/2014	Somerville, John	Senior Manager	0.5	220.00	Administration	Review of draft affidavit to support application for the approval of the receivers remuneration for the period May to December 2014 and instructions to Dan Tipman regarding same
05/01/2015	Somerville, John	Senior Manager	0.1	44.00	Administration	Discussion with Dan Tipman regarding receivers application to court for approval of his remuneration for the period to 31 December 2014
07/01/2015	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
07/01/2015	Somerville, John	Senior Manager	1.6	704.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
09/01/2015	Somerville, John	Senior Manager	0.7	308.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
09/01/2015	Somerville, John	Senior Manager	0.9	396.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
13/01/2015	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
14/01/2015	Somerville, John	Senior Manager	0.2	88.00	Administration	Review of draft letter to the ATO regarding voluntary disclosure for the lodgement of amended business activity statements
14/01/2015	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014

14/01/2015	Somerville, John	Senior Manager	0.8	352.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
15/01/2015	Somerville, John	Senior Manager	0.1	44.00	Administration	Review of internal control form for change of investor detail requests for updating the Finpower investor management database
15/01/2015	Somerville, John	Senior Manager	0.8	352.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
19/01/2015	Somerville, John	Senior Manager	0.5	220.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
19/01/2015	Somerville, John	Senior Manager	1.2	528.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
21/01/2015	Somerville, John	Senior Manager	0.7	308.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
21/01/2015	Somerville, John	Senior Manager	0.8	352.00	Administration	Review and amendments to affidavit of the receiver to support application to court for the approval of remuneration for the period 1 May to 31 December 2014
22/01/2015	Somerville, John	Senior Manager	0.7	308.00	Administration	Review and amendments to affidavit of the receiver to support application to court for the approval of remuneration for the period 1 May to 31 December 2014
22/01/2015	Somerville, John	Senior Manager	0.9	396.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
28/01/2015	Somerville, John	Senior Manager	0.4	176.00	Administration	Review and consider status of claims against liquidators of Equititrust Limited and strategy to resolve
42031	Hogbin, Tom	Manager	0.3	94.50	Administration	Review responses from Wirrina Corporation director and make necessary adjustments on client's trial balance to amend prepayment and unearned income accounts. Required to prepare outstanding income tax returns
05/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Administration	Liaison with John Somerville regarding preparation of application to court for approval of the receiver's remuneration. Provide update on current position of where review of narrations is currently at
05/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Administration	Liaison with John Somerville regarding Receiver's application to court for approval of remuneration and update report to investors. Instructions to Nicole Flashman regarding raising invoice for WIP for month of December 2014
05/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
05/01/2015	Tipman, Daniel	Supervisor	1.2	432.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
06/01/2015	Tipman, Daniel	Supervisor	0.5	180.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
06/01/2015	Tipman, Daniel	Supervisor	0.5	180.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
06/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
06/01/2015	Tipman, Daniel	Supervisor	1.0	360.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
06/01/2015	Tipman, Daniel	Supervisor	1.0	360.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
06/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval

06/01/2015	Tipman, Daniel	Supervisor	1.4	504.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
07/01/2015	Tipman, Daniel	Supervisor	1.0	360.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
08/01/2015	Tipman, Daniel	Supervisor	0.5	180.00	Administration	Revision and amendments to draft affidavit of David Whyte to be submitted to court to support application for approval of the receiver's remuneration. Provide commentary on same.
08/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Administration	Revision and amendments to draft affidavit of David Whyte to be submitted to court to support application for approval of the receiver's remuneration. Provide commentary on same. Draft and send email attaching affidavit in mark-up for further review and comment.
08/01/2015	Tipman, Daniel	Supervisor	1.5	540.00	Administration	Revision and amendments to draft affidavit of David Whyte to be submitted to court to support application for approval of the receiver's remuneration. Provide commentary on same.
08/01/2015	Tipman, Daniel	Supervisor	1.5	540.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
15/01/2015	Coulston, Jayden	Supervisor	0.1	36.00	Administration	Phone call from investor requesting change of address. Email to Dermot O'Brien details for forwarding updated details form.
19/01/2015	Tipman, Daniel	Supervisor	0.2	72.00	Administration	Liaison with Nicola Kennedy regarding proposed Equalisation Payment to Investors and calculation of same (investors who received annual income distributions which remain outstanding for FY2010).
19/01/2015	Tipman, Daniel	Supervisor	0.6	216.00	Administration	Analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit balances as at 30 June 2010 and 30 March 2011 and capital repaid during this period to each unit holding.
19/01/2015	Tipman, Daniel	Supervisor	0.7	252.00	Administration	Further analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit balances as at 30 June 2010 and 30 March 2011 and capital repaid during this period to each unit holding. Reconcile unit holdings to determine issues
19/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Administration	Analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit balances as at 30 June 2010 and 30 March 2011 and capital repaid during this period to each unit holding.
19/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Administration	Further analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit balances as at 30 June 2010 and 30 March 2011 and capital repaid during this period to each unit holding.
19/01/2015	Tipman, Daniel	Supervisor	1.1	396.00	Administration	Further analysis and calculation of Equalisation Payment (investors who received annual income distributions which remain outstanding for FY2010). Revision and consideration of unit balances as at 30 June 2010 and 30 March 2011 and capital repaid during this period to each unit holding. Reconcile unit holdings to determine issues
21/01/2015	Coulston, Jayden	Supervisor	0.1	36.00	Administration	Phone call from investor re change of detail form. Follow up Dermot O'Brien re progress of same.
01/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Draft email to Tucker and Cowen solicitors re disclosure of electronic records for Carbrook valuer action
01/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Call to Gadens regarding Minister's consent to transfer Marina St Vincent head lease to purchaser
01/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Call to Richards lawyers in South Australia to discuss execution of deed of settlement between EIF/Wirrina Corporation Pty Ltd and several of Marina Berth Owners
01/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Call to Director of Wirrina Corporation Pty Ltd to discuss execution of deed to settlement between several Marina berth Owners and impending settlement of Marina St Vincent head lease
01/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Call to Gadens to discuss impending settlement of Marina St Vincent head lease and progress in relation to settlement with several Marina Berth Owners. Brief discussion with David Whyte re same
01/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Call to John Somerville to discuss impending settlement of Marina St Vincent. Locate and review settlement checklist prepared by Gadens with tasks allocated
02/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Issue instructions to Dermot O'Brien regarding revision of narrations for Receiver's fee application to court

02/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Call to IT Consultant re generation of members' register from Finpower investor database
02/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Attend meeting with accountants to review books and records associated with guarantor pursuant to deed of settlement
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Draft and send email to Gadens re revised time narrations for period to 31 March 2014
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Liaison with David Whyte re compiling figures for inclusion in affidavit to court for approval of Receiver's fees
05/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
05/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Liaison with IT consultant regarding generation of EIF member's register from Finpower database
05/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Assist David Whyte with compiling figures which form part of the affidavit to court for the Receiver's remuneration
05/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Format, collate and print narrations for April 2014 as requested by David Whyte
05/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Administration	Assist David Whyte with compiling figures which form part of the affidavit to court for the Receiver's remuneration
05/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Administration	Further assistance to David Whyte with compiling figures which form part of the affidavit to court for the Receiver's remuneration
05/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Administration	Print and review deeds of settlement with several Marina Berth Owners. Confirm that settlement figures reflect those which were agreed and provide deeds to David Whyte for review and execution
05/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
05/05/2014	Tipman, Daniel	Senior Accountant I	1.2	372.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
06/05/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Administration	Format time narrations to accompany Receiver's application to court for fee approval
06/05/2014	Tipman, Daniel	Senior Accountant I	0.9	279.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
07/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Email to Gadens re finalised narrations, remuneration summary and receipts and payments summarised to accompany affidavit to court
07/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Amendments to remuneration summary for period 1-11-13 to 30-04-14 to account for time spent by BDO advisory
07/05/2014	Tipman, Daniel	Senior Accountant I	0.4	124.00	Administration	Amendments to time narrations to include BDO advisory time. Format same
07/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration for BDO advisory time
08/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Attend to archiving records of entities related to guarantor of loan
13/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Call to accountants re copying of records as requested pursuant to deed of settlement with guarantor of loan



14/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Email to Tom Hogbin and Sam Alexander confirming charge out rates for BDO Advisory and BDO Tax divisions
15/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Liaison with Gadens re availability of David Whyte to attend court hearing of Receiver's application for fee approval
16/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Attend to preparation of notice to members re Receiver's application for remuneration approval
16/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Liaison with BDO administration staff re outsourcing of mail out and inserting notices in envelopes with respect to notice to investors regarding receiver's application to court for approval of remuneration
16/05/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Administration	Review emails from Gadens regarding service of notice of application for the approval of the receiver's remuneration. Attend to posting notice of remuneration application to website and publishing copy of advertisement in newspapers
19/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Review advertisements published re notice of fee application. Discussion with administrative staff re preparation of file note
19/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Attend to obtaining screenshots of EIF and Equititrust websites. Screenshots to form part of affidavit of service to investors
19/05/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Administration	Meeting with John Somerville to discuss outstanding matters which require progression
20/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Instructions to administrative staff re preparation of file notes in relation to advertisements placed in newspapers in respect of receiver's application to court for application of remuneration
20/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Finalise email to Gadens re further information required for inclusion in affidavit of service to investors
20/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Draft email to Gadens re information required for inclusion in affidavit of service. Arrange for scanning and collation of required documentation to be attached to email
21/05/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Finalise email to Gadens re information to finalise affidavit of service to investors
22/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Review article in Gold Coast Bulletin re offer to purchase units in fund. Scan and email to David Whyte and John Somerville
23/05/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Address query from Gadens re affidavit of service to investors
27/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Review draft affidavit of service prepared by Gadens
27/05/2014	Tipman, Daniel	Senior Accountant I	0.3	93.00	Administration	Execute affidavit of service for Receiver's remuneration in the presence of a Commissioner for Declarations. Scan and forward copy to Gadens. Arrange for original to be delivered to Gadens
02/06/2014	Tipman, Daniel	Senior Accountant I	0.7	217.00	Administration	Review email from Gadens re time spent on preparing Annexure 7 of affidavit of Receiver's remuneration. Access excel copy of Annexure 7 and identify narrations in question. Collate and forward same to Gadens as requested
02/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Administration	Collate information requested by Gadens on queries/emails received from investors regarding most recent fee application. Summarise and forward to Gadens for inclusion in affidavit of David Whyte
10/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Administration	Arranging cheque to Tucker and Cowen in relation to settlement.
11/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Administration	Telephone call from investor to request a change of details form and query in relation to timing of the next distribution.
13/06/2014	Dharmaratne, Mich	Senior Accountant I	0.2	62.00	Administration	Telephone call from investor to change method of payment for the dividend distribution to be by cheque rather than direct deposit.

16/06/2014	Tipman, Daniel	Senior Accountant I	0.6	186.00	Administration	Finalise form 524 for 6 month period up to 20 May 2014
17/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Amendments to letter to investor
19/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Issue instructions to IT consultant re uploading copy of court order re approval of Receiver's remuneration
20/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Administration	Complete receipts and payments annexure to accompany Form 524 for Wirrina Corporation Pty Ltd Controllorship over ICA (South Australia) for period 25.11.14 to 24.5.14
20/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Administration	Finalise form 524 for Wirrina Corporation Pty Ltd Controllorship over ICA (South Australia) for period 25.11.13 to 24.5.14
20/06/2014	Tipman, Daniel	Senior Accountant I	0.5	155.00	Administration	Finalise form 524 for Equitrust Income Fund Controllorship over ICA (South Australia) for period 25.11.13 to 24.5.14
24/06/2014	Tipman, Daniel	Senior Accountant I	0.1	31.00	Administration	Liaison with administrative staff re progress of mail out to investors
25/06/2014	Tipman, Daniel	Senior Accountant I	0.2	62.00	Administration	Address queries from administrative staff re mail out of letters to investors
24/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Address investor query via email
30/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Liaison with admin staff re mail out to investors
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Attend to electronic mail out via email to Investors
30/07/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Field call from investor re 20th report to investors and contents of same
30/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Return call to investor
31/07/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Review email from Clout and Associates re Checkling Turf Farm. Draft response
12/08/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Meet with Consultant. Discussion with John Somerville and Consultant re valuer actions
21/08/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Amendments to letter as requested by John Somerville
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Liaison with administrative staff re proposed filing system for the EIF
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Commence coding of filing as per filing index approved by John Somerville and administrative staff
09/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Liaison with Nicola Kennedy/Dermot O'Brien re updated filing index for the EIF
10/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Liaison with John Somerville re handover issues
10/09/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Administration	Code outstanding filing

11/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Administration	Code outstanding filing
11/09/2014	Tipman, Daniel	Senior Accountant I	1.5	480.00	Administration	Code outstanding filing
17/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Liaison with IT Consultant re issues accessing EIF server
17/09/2014	Tipman, Daniel	Senior Accountant I	0.3	96.00	Administration	Finalise debtor ledger and email to Gadens re final adjustments to settlement statement of Marina St Vincent
18/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Liaison with IT staff re error connecting to EIF database
18/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Administration	Code outstanding filing
19/09/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Code outstanding filing
22/09/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Code outstanding filing
22/09/2014	Tipman, Daniel	Senior Accountant I	1.1	352.00	Administration	Code outstanding filing
23/09/2014	Tipman, Daniel	Senior Accountant I	1.3	416.00	Administration	Code outstanding filing
24/09/2014	Tipman, Daniel	Senior Accountant I	0.5	160.00	Administration	Code outstanding filing
25/09/2014	Tipman, Daniel	Senior Accountant I	0.7	224.00	Administration	Code outstanding filing
26/09/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Administration	Code outstanding filing
26/09/2014	Tipman, Daniel	Senior Accountant I	0.6	192.00	Administration	Attend meeting with John Somerville re handover and outstanding issues
26/09/2014	Tipman, Daniel	Senior Accountant I	0.8	256.00	Administration	Code outstanding filing
20/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Liaison with admin staff re invoice for month ending 30 June 2014 and accompanying narrations
20/10/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Issue instructions to Nicola Kennedy/Dermot O'Brien to collate a summary of narrations for the period 1 May 2014 to 30 September 2014 for next application to court for approval of Receiver's fees
21/10/2014	Dharmaratne, Mich	Senior Accountant I	0.5	160.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
22/10/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Liaison with Nicola Kennedy and Dermot O'Brien re obtaining 524's lodged by the Receivers and Managers and Liquidators to Equititrust Limited as requested by John Somerville
27/10/2014	Tipman, Daniel	Senior Accountant I	1.0	320.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
03/11/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Liaison with John Somerville re raising of invoices for the EIF prior to End of Month and why this is being done.

07/11/2014	Tipman, Daniel	Senior Accountant I	0.4	128.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
07/11/2014	Tipman, Daniel	Senior Accountant I	1.2	384.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
27/11/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Liaison with admin staff re filing
10/12/2014	Tipman, Daniel	Senior Accountant I	0.1	32.00	Administration	Liaison with Admin re filing for sale of Wirrina Cove residential lots
24/12/2014	Tipman, Daniel	Senior Accountant I	0.2	64.00	Administration	Review draft voluntary disclosure information for the EIF prepared by Gavin Hennessy
04/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	sort and coding filing
05/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	Phone call with Gadens. Send through cheque requisition as their account was not reconciling due to trust account amount not being actioned
08/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	updating Finpower licence in software as requested by Intersoft
11/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	scanning correspondence to Redchip lawyers re guarantor legal action for Daniel Tipman to send
25/08/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	filing and collating 3 x cheque to go in post re payment of scheme expenses
25/08/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	email Vincent's Accountants with attached legal fees previously rendered by Tucker & Cowen. Review and print confirmation email that ok to pay invoices pursuant to indemnity provided
25/08/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Administration	reviewing email from Vincent's re payment of Tucker and Cowen invoices, responding to email with attached invoices for account previously rendered, review file for these invoices
25/08/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Administration	collating Tucker and Cowen invoices in relation to guarantor legal action, scan and email to Vincent's for review
11/09/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	filing
12/09/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	Review email from Daniel Tipman re filing, mark up filing according to filing index prepared
19/09/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	hand delivering documents to Gadens
22/09/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	filing
22/09/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	phone call to ATO re outstanding BAS
22/09/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	collating cheques to go in post, filing of cheque requisitions
02/10/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Administration	scanning notice of proposal signed by David Whyte approving fees re guarantor of loan, draft email regarding same, reply confirming correspondence to be sent directly
03/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	emailing David Clout & Associates re guarantor of loan

03/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	review email from David Clout and Associates re attachment of notice of proposal to creditors
16/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	filing and collating 3 x cheques to go in mail
21/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	filing return to sender mail
22/10/2014	Kennedy, Nicola	Accountant I	0.4	90.00	Administration	assist Dermot O'Brien in conducting searches for documents lodged on ASIC re Equitrust Ltd
22/10/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
27/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	collating 3 x payments for post
29/10/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	review balance of bank account to ensure cheque deposit cleared, email John Somerville, David Whyte and Daniel Tipman re same
07/11/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	review emails from Daniel Tipman and print invoices
25/11/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	email supplier to obtain copies of outstanding invoices for payment
04/12/2014	Kennedy, Nicola	Accountant I	0.3	67.50	Administration	review email from Daniel Tipman in relation to conducting bankruptcy search for guarantor of loan, conduct search
18/12/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	scan and email 2 x invoices to accountants for review.
18/12/2014	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	review email from accountants confirming invoices in order to pay and print and collate
24/12/2014	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	filing
13/01/2015	Kennedy, Nicola	Accountant I	0.2	45.00	Administration	call ATO and request 3 x Business Activity Statements to be reissued
14/01/2015	Kennedy, Nicola	Accountant I	0.1	22.50	Administration	phone call to law firm to request copies of invoices requested for payment in correspondence
14/05/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Administration	updating advisory charge out rates for Daniel Tipman for inclusion in Receiver's affidavit to court to support application of approval of the receiver's remuneration - checking gst amounts
14/05/2014	Kennedy, Nicola	Accountant II	0.2	38.00	Administration	preparing audit charge out rates for Daniel Tipman for inclusion in Receiver's affidavit to court to support application for approval of remuneration - checking gst amounts
04/08/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and complete control change of details checklist. (for 5 investors)
04/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and complete control change of details checklist. (for 3 investors)
04/08/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and complete control change of details checklist. (for 4 investors)
06/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and complete control change of details checklist.

07/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and complete control change of details checklist. (for 4 investors)
07/08/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and complete control change of details checklist.
07/08/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Finalise drafting of letters to four investors re confirmation that their change of details forms had been completed and updated in the investor management database
11/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Reviewing the change of bank details and change of address forms for investors. Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s).
12/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Prepare letters to investors re confirmation that their change of details forms had been completed and updated in the Finpower investor management database
14/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Reviewing documents to be presented to ASIC
14/08/2014	O'Brien, Dermot	Accountant II	1.0	195.00	Administration	Reviewing change of bank details and change of address forms for investors. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and internal control forms to enable an update of the investor management database pursuant to requests from investors.
15/08/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Call to the ATO requesting the March-July 2014 Business Activity statements to be resent
15/08/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Reviewing change of bank details and change of address forms for investors. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and internal control forms to enable an update of the investor management database pursuant to requests from investors.
15/08/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Reviewing change of bank details and change of address forms for investors. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and internal control forms to enable an update of the investor management database pursuant to requests from investors.
15/08/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Collate books and records pertaining to Wirrina Corporation to be archived
19/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Preparation of the payment of legal invoices. Accessing NAB and MYOB Insolvency and process payment
21/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Preparation of payment of insurance for the July - September 2014
21/08/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Prepare payment of legal invoices
21/08/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Prepare payment of legal invoices related to Wirrina Cove
21/08/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	scanning change of detail requests from investors and processing updates in the Finpower investor management database
21/08/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	scanning investor change of details forms and saving to file. Discussion with Daniel Tipman in relation to forms that had not been completed correctly by investors
21/08/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Preparing payment for legal invoices
22/08/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Process of transfer of units in Finpower investor management database with assistance from Nicola Kennedy. Complete x2 change of details forms
22/08/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Reviewing change of bank details and change of address forms for investors. Access investor database and locate unit holding. Identify investors with authorised signatories on file. Printing the change of details receipt and collate supporting documentation, complete internal control checklist to enable an update of the investor management database for sign off by the Receiver
22/08/2014	O'Brien, Dermot	Accountant II	1.0	195.00	Administration	Reviewing change of bank details and change of address forms for investors. Access investor database and locate unit holding. Identify investors with authorised signatories on file. Printing the change of details receipt and collate supporting documentation, complete internal control checklist to enable an update of the investor management database for sign off by the Receiver

22/08/2014	O'Brien, Dermot	Accountant II	1.1	214.50	Administration	Reviewing change of bank details and change of address forms for investors. Access investor database and locate unit holding. Identify investors with authorised signatories on file. Printing the change of details receipt and collate supporting documentation scanning and save to file
25/08/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Preparing a letter to solicitors in relation to files received in respect of certain legal actions and which were received from the fund's pre-appointment solicitors
26/08/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Preparation of letters to 5 investors confirming their change of details request had been completed
26/08/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Complete internal control form for approval by the Receiver to update the Finpower investor management database
27/08/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Prepare letter to Gadens Lawyers advising of payment of invoice
27/08/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Telephone conversation with investor in relation to change of details. Forward form
27/08/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Print and scan investors change of details forms
27/08/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Accessing Finpower investor management database to ascertain investors' information in order to contact them to advise of interim distribution and that their cheque had been returned undelivered.
27/08/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	
27/08/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Review MYOB and bank account to identify investors that had not deposited cheques for interim distribution payment. Call 3 investors and notify them of the distribution and obtain current contact details in order to reissue cheques to the investors.
28/08/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Call from investor in relation to a mail redirection of the interim distribution cheque. Advised to complete a change of details form, provided investor with change of details form
28/08/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Delivering files in relation to legal action against certain parties to Lawyers
28/08/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Preparation of payment of legal invoices (8). Entered in MYOB and process payment on NAB
28/08/2014	O'Brien, Dermot	Accountant II	1.2	234.00	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investors. Compare and verify signatory for investors. Complete internal control forms to update the investor management database for approval by the receiver (9 investors in total)
29/08/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Call from investor in relation to the return of the interim distribution cheque. Advised that she needed to complete a change of details form, provided investor with a change of details form
29/08/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Call to investor in relation to a mail redirection of their interim distribution cheque. Advise that they need to complete a change of details form, followed up investor via email
01/09/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Telephone call from investor in relation to change of details request
01/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare payment re invoice for 31 August 2014
01/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Prepare and review payment for consulting fees
01/09/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Responding to investors to confirm that their change of details forms regarding deceased estates had been reviewed and updated in the investor management database
02/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Discussion with Daniel Tipman in relation to updating the un-presented cheques spread sheet in relation to the interim distribution and tasks involved to contact these investors

02/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Payment of invoice for commission re Lot 4 Woodlands Green at Wirrina Cove
02/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Calling multiple investors in relation to un-presented cheques from interim distribution. Updated spread sheet in relation to cheques that had been returned to BDO office. Send investors change of detail forms
02/09/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Prepared email to send to investors to provide them with change of details forms as requested in order to re-send interim distribution cheques
02/09/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Reviewing un-presented cheques in MYOB and compared them to the investor payment file to ascertain investors that had not yet received or banked their interim distribution cheque. Prepared spread sheet to reconcile same
02/09/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Calling multiple investors in relation to un-presented cheques from the interim distribution. Update spread sheet with investors contacted in relation to cheques that had been returned to sender. Prepared emails with change of details forms to be sent to investors in order to send new cheques
03/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Update spread sheet detailing cheques yet to be presented from the interim distribution to investors
03/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare email to investor in relation to offer submitted by Babgenta Pty Ltd to acquire units in the fund
03/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Calling multiple investors in relation to un-presented cheques from the interim distribution. Updated spread sheet for investors that had cheques returned to BDO office.
03/09/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Preparing payment to ATO for GST for March - September 2014
03/09/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Prepare payment for legal invoices
03/09/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Drafting emails to investors that had been contacted in relation to change of details forms, updating un-presented cheques ledger and sending emails to investors that we were unable to contact via telephone regarding un-presented interim distribution cheques
03/09/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Calling multiple investors in relation to un-presented cheques from interim distribution. Updated spread sheet and troubleshoot problems with investors in relation to cheques that had been returned to sender.
04/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Prepare payment of insurance invoice for Marina St Vincent for September 2014
04/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Payment of Lawyers invoice for August 2014
04/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Received call from investor in relation to change of details. Answered questions in relation to the fund and timing of future distributions
04/09/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Preparing bank reconciliation of NAB accounts
05/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Received call from investor in relation to change of details. Answered questions in relation to the fund and the future distributions
05/09/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Updating investor un-presented cheque schedule and contacting investors in relation to un-presented cheques (4)
05/09/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Preparing payments for legal invoices for August period.
05/09/2014	O'Brien, Dermot	Accountant II	1.1	214.50	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investors. Compare and verify signatory for investors. Complete internal control forms to update the investor management database for approval by the receiver
08/09/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Prepare payment of IT invoice for August 2014



08/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Coding filing with Daniel Tipman for professional services, investor correspondence and change of detail forms
08/09/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Prepare payment for IT for services in August 2014
09/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Print and review change of details forms received from investors. Save to file
11/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare letter to lawyers in relation to payment of legal fees
11/09/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Collating and scanning change of details and transfer of unit forms, accessing database and saving documents to relevant investor files
12/09/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Prepare and code filing
12/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Returned call to investor in relation to receipt of cheque for interim distribution
12/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Respond to investor in relation to receipt of change of detail form
15/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Received call from investor in relation to the transfer of units. Discussed outstanding issues relating to the progress of receivership
15/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Review investor correspondence. Access investor database and locate unit holding(s). Locate, print and review PDS and verify signature(s). Collate supporting documentation and complete control change of details checklist.
15/09/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Payment of legal invoices for period 29 July to 26 August 2014
15/09/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investors. Compare and verify signatory for investors. Complete internal control forms to update the investor management database for approval by the receiver
16/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	received call from investor in relation to interim dividend, status of the receivership and timing of next distribution.
17/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Call from investor in relation to change of banking details, email form and discuss the progress of the winding up
17/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Preparing letters to investors to advise them that their change of details/transfer of unit holdings had been approved and updated as per request
17/09/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Preparing letters to investors to inform them their change of details/transfer of unit holdings had been approved and changed.
17/09/2014	O'Brien, Dermot	Accountant II	1.0	195.00	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investors. Compare and verify signatory for investors. Complete internal control forms to update the investor management database for approval by the receiver
18/09/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Prepare payment of legal invoice
18/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Respond to investor in relation to receipt of change of detail form
18/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Received call from investor who advised they had changed postal address. Sent change of details form via post.
18/09/2014	O'Brien, Dermot	Accountant II	1.1	214.50	Administration	Process change of investor details in Finpower investor management database x5 investors

19/09/2014	O'Brien, Dermot	Accountant II	1.6	312.00	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investors. Compare and verify signatory for investors. Complete internal control forms to update the investor management database for approval by the receiver
22/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Scan and save change of detail forms approved by David Whyte. Also scan updated client statements confirming changes have been updated in Finpower investor management database. Save documents in respective investor files
22/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Scanning changing of details forms approved by David Whyte to update Finpower investor management database. Scan confirmation from Finpower investor management and save documents to relevant investor files.
22/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Call to ATO in relation to getting BAS statements resent for the period July-September 2014
22/09/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Scanning change of details forms approved by David Whyte to update Finpower investor management database. Print client statements from Finpower. Save documents to relevant investor files.
22/09/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Complete internal control form for approval by the receiver.
23/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Call from solicitors in relation to payments of invoice from August, discuss and review our payments
25/09/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database and search for and identify investors. Complete internal control forms for approval by receiver
26/09/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Complete internal control form for approval by receiver. Also sign, scan and save to file approved form
26/09/2014	O'Brien, Dermot	Accountant II	1.1	214.50	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investor. Complete internal control form for approval by receiver. Also sign, scan and save to file approved form
29/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	call from investor in relation to cheque being received via mail. Forward investor change of detail form for completion
30/09/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Received call from investor in relation to payment of interim dividend
30/09/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Review email from investor, print off supporting documents re change of details
30/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Draft investor correspondence regarding change of details request
30/09/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	call to investor re change of name due to marriage
30/09/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Call investors to arrange the resending of interim distribution cheques to new address. Log onto NAB and stop cheques and print new cheque to be sent
30/09/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	updating investor un-presented cheque schedule and contacting investors3 in relation to un-presented cheques (3).
01/10/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Confirming (7) change of details forms approved by David Whyte, updating change of details in Finpower investor management database. Print, scan and save adjustments to file. Adjust investor ledger to reflect change of details received from investors that had yet to deposit the interim distribution cheque
01/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare cheque to be sent to investor that had submitted change of detail forms approved by David Whyte. Log onto Finpower investor management database and review MYOB for old cheque numbers. Cancel old cheques on NAB. Delete and print new cheques.
02/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Receive call from investor in relation to his completed change of details form. Locate document and confirmed. Spoke with investor about the status of the fund and any further dividends
02/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Phone call with solicitor representing investor in relation to the interim dividend paid in June 2014

02/10/2014	O'Brien, Dermot	Accountant II	1.3	253.50	Administration	Prepare cheques to be sent to 9 investors that had submitted change of detail forms. Log onto Finpower investor management database and review MYOB for old cheque numbers. Cancel old cheques on NAB. Delete and print new cheques
03/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare cheque to be sent to 1 investor that had submitted change of detail forms. Log onto Finpower investor management database and review MYOB for old cheque numbers. Cancel old cheques on NAB. Delete and print new cheques.
03/10/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investor. Complete 8 internal control forms for approval by David Whyte in order to update investor management database
03/10/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Prepare transfer of units for 3 deceased estates approved by David Whyte. Log into Finpower investor management database to search for and identify investor. Create new client ID's for new investors and prepare transfer of funds to various beneficiaries as requested by the executors of the deceased estates
03/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Reviewing correspondence from 2 investors regarding change of address requests. Log into Finpower investor management database to identify investor. Complete internal control form for approval by receiver. Also sign, scan and save to file approved forms
03/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Phone call from investor in relation to interim dividend. Investor requested further payments via electronic payment. Discussed the progress of winding up the fund
08/10/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Received phone call from investor who had not received a cheque for the interim dividend. Reviewed Finpower investor management database and MYOB Insolvency to verify receipt of cheque. Cancelled cheque in NAB. Discussed with John Somerville and returned call to investor to confirm account details, resent change of details form.
08/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Received phone call from investor who had not received a cheque for the interim dividend. Reviewed Finpower investor management database and MYOB Insolvency to verify receipt of cheque.
08/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Reviewed correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Complete internal control form for approval by receiver. Also sign, scan and save to file approved forms (2)
09/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Received phone call from investor who had not received a cheque for the interim dividend. Verified investor details in Finpower investor management database. Advised that they would need to complete a change of details form. Sent form via email.
09/10/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Complete 8 internal control forms for approval by receiver. Prepare for review by David Whyte
13/10/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Confirming (5) change of details forms approved by David Whyte, amending change of details in Finpower investor management database. Print, scan and save adjustments to file. Adjust investor ledger to reflect change of details received and unresented cheques.
14/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare payment of IT invoices for September 2014
14/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Complete 2 internal control forms for approval by receiver. Prepare for review by David Whyte
14/10/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Complete internal control form for approval by David Whyte
17/10/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Reviewing correspondence from investor regarding change of address request. Respond to investor via phone call, update the investor ledger to included update.
20/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Call from investor in relation to change of details request. Searched Finpower investor management database and confirmed details had been amended. Spoke with investor about the status of the fund and future dividends
20/10/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Prepare searches for John Somerville to locate form 524's for Liquidators (Hall Chadwick) and Receivers and Managers (Ferriers) of Equititrust Limited for the previous 2 years. Saved documents to file.
21/10/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Confirming (4) change of details forms approved by David Whyte, amending change of details in Finpower investor management database. Print, scan and save adjustments to file.
21/10/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Received correspondence from investor informing that he had not received an interim distribution for one of his unit holdings. Searched Finpower investor management database and ascertained that the investor was not an investor in the fund. Contact investor and advise of same
21/10/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Update in Finpower and scan and save to file

22/10/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Commence reconciling EIF bank accounts. Update investor ledger to reflect cheques that had been presented in relation to interim distribution
22/10/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Confirming (3) change of details forms approved by David Whyte, amending change of details in Finpower investor management database. Print, scan and save adjustments to file. Adjust investor ledger to reflect change of details received from investors that had yet to present interim distribution cheque
22/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	received call from investor requesting a change of details form. Explain the requirements in order to effect a change of details. Attend to sending form via email
23/10/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Scanned in change of details and transfer of unit forms. Accessed investor database and saved the relevant form to the appropriate investor files for future reference
24/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Scanned in change of details and transfer of unit forms. Accessed investor database and saved the relevant forms to the investor files.
24/10/2014	O'Brien, Dermot	Accountant II	1.0	195.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
24/10/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Prepare interim distribution cheque to be sent to 3 investors that had submitted change of detail forms approved by David Whyte. Log onto Finpower investor management database and review MYOB Insolvency for old cheque numbers. Cancel old cheques on NAB. Delete and print new cheques
24/10/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Reviewing correspondence from 2 investors regarding transfer of units for deceased estate notifications Log into Finpower investor management database to identify investors and process transfer of units to new investors approved by David Whyte. Print out confirmation of changes of details forms. Scan in completed forms with supporting documents and save to relevant investor files
24/10/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
27/10/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Prepare transfer of units for 3 deceased estates approved by David Whyte. Log into Finpower investor management database to search for and identify investor. Create new client ID's for new investors and prepare transfer of units to various beneficiaries.
27/10/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Reviewed Finpower and investor files on EIF server. Create new folders for investors that had previously transferred units. Saved transfer of units documentation to the relevant investor files.
28/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Phone call with investor in relation to their completed change of details form. Investor advised that the cheque for the interim dividend had not been received. Advised that their change of details forms was currently being processed and cheque would be sent within the coming weeks.
29/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Scanned in change of details and transfer of unit forms. Accessed investor database and saved the relevant form to the investor files for future reference
29/10/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Received call from investor in relation to change of details. Answered questions in relation to the fund and the future distributions
29/10/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Reviewing correspondence from 4 investors regarding change of details requests. Log into Finpower investor management database to search for and identify investor and update investor details as approved by David Whyte
30/10/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Scan in change of details and transfer of unit forms. Accessed investor database and saved the relevant form to the investor files.
30/10/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Phone call with investor to confirm change of details had been amended. Access Finpower investor management database to confirm. Spoke with investor about the status of the fund and timing of future distributions
30/10/2014	O'Brien, Dermot	Accountant II	1.0	195.00	Administration	Reviewing correspondence from 8 investors regarding change of details and transfer of units for deceased estate notifications. Log into Finpower investor management database to identify investors and update change of details forms and transfer units to new investors approved by David Whyte. Print out confirmation of changes of details forms. Scan in completed forms with supporting documents and save to relevant investor files
30/10/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Phone call with investor
30/10/2014	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Print out confirmation of change of details forms. Scan in completed forms with supporting documents and save to relevant investor files in the Finpower investor management database (7)
31/10/2014	O'Brien, Dermot	Accountant II	1.1	214.50	Administration	Reviewing correspondence from 10 investors regarding change of details and transfer of units for deceased estate notifications. Log into Finpower investor management database to identify investors and update change of details forms and transfer units to new investors approved by David Whyte. Print out confirmation of change of details forms. Scan in completed forms with supporting documents and save to relevant investor files

31/10/2014	D'Brien, Dermot	Accountant II	0.2	39.00	Administration	Respond to investor's solicitor to confirm that the transfer of units had be completed for their client
31/10/2014	O'Brien, Dermot	Accountant II	1.1	214.50	Administration	Prepare transfer of units for deceased estates approved by David Whyte. Log into Finpower investor management database to search for and identify investor. Create new client ID's for new investors and prepare transfer of funds to various beneficiaries. Scan in supporting documents and save to investors file.
03/11/2014	O'Brien, Dermot	Accountant II	1.3	253.50	Administration	Process change of addresses/bank details for 10 investors in the Finpower investor management database
04/11/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare update of narrations summary to support application to Court for approval of the receiver's remuneration. Allocate all narrations into individual spreadsheets to circulate to staff to review and amend to ensure confidentiality of certain persons and to maintain legal professional privilege
04/11/2014	D'Brien, Dermot	Accountant II	0.5	97.50	Administration	Process change of details for 3 investors in the Finpower investor management database
04/11/2014	D'Brien, Dermot	Accountant II	0.7	136.50	Administration	Finalise update of narrations summary to support application to Court for approval of the receiver's remuneration. Allocate all narrations into individual spreadsheets to circulate to staff to review and amend to ensure confidentiality of certain persons and to maintain legal professional privilege
05/11/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Attend to scanning in supporting documentation regarding change of details for investors. Save to appropriate investor folder.
05/11/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Draft letter to investor re confirmation of change of details
06/11/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval
13/11/2014	O'Brien, Dermot	Accountant II	0.9	175.50	Administration	Reviewing correspondence from 5 investors regarding change of detail requests. Access investor database. Locate signed PDS and verify signatures. Collate supporting documentation, complete internal control checklist and submit to Daniel Tipman for review
17/11/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Entering returned mail from investors into spreadsheet. (6 in total). Attend to forwarding update report with change of address to certain investors.
17/11/2014	D'Brien, Dermot	Accountant II	0.7	136.50	Administration	Reviewing correspondence from investors regarding change of address requests. Log into Finpower investor management database to search for and identify investors and review signatures and complete verification form. (7)
17/11/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Attend to logging onto EIF server. Log into Finpower investor management database to search for and identify investors. Update investor details as approved by David Whyte. (8 investors)
18/11/2014	D'Brien, Dermot	Accountant II	0.3	58.50	Administration	Effect change of details for investors in Finpower investor management database. Attend to scanning in supporting documents and save to appropriate investor folder
18/11/2014	O'Brien, Dermot	Accountant II	0.8	156.00	Administration	Reviewing correspondence from investors regarding change of detail requests. Access investor database. Locate signed PDS and verify signatures. Collate supporting documentation, complete internal control checklist and submit to Daniel Tipman for review
18/11/2014	D'Brien, Dermot	Accountant II	1.2	234.00	Administration	Draft letters to 3 investors acknowledging change of details has been effected in investor database
19/11/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Update the investor Returned Mail Register
19/11/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor and update investor details as approved by David Whyte. (1)
19/11/2014	D'Brien, Dermot	Accountant II	0.3	58.50	Administration	Send update report to investor's new address. Attend to updating returned mail register with further returned mail received.
19/11/2014	D'Brien, Dermot	Accountant II	0.5	97.50	Administration	Attend to effecting change of details for (3) investors in Finpower investor management database. Scan and save signed documents to investor's file on the EIF server
24/11/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Update the investor mail register with returned mail received

24/11/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Field call from investor in relation to queries about the fund and future distributions. Send out change of details form for investor to update change of details
24/11/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Review correspondence from investor regarding change of address request. Log into Finpower investor management database to search for and identify investor. Review and verify signatures, complete internal control checklist. (3 x investors)
26/11/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Continue updating the returned mail register
27/11/2014	O'Brien, Dermot	Accountant II	1.8	351.00	Administration	Review and consider correspondence between Daniel Tipman and John Somerville in relation to unclaimed monies and un-presented cheques following interim distribution to investors. Prepare file note outlining the process taken to contact these investors. Update un-presented cheque spreadsheet.
28/11/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Return call to investor regarding timing of future distributions
28/11/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Return call to investor seeking update on winding up of fund
28/11/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	updating investor returned mail register
28/11/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Filing of investor correspondence(change of details, transfer of units, deceased estate change of details requests). Review correspondence in relation to deceased estates to ensure they had been entered correctly into Finpower investor management database and new investor file had been created
28/11/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Continue filing of investor correspondence(change of details, transfer of units, deceased estate change of details requests). Review correspondence in relation to deceased estates to ensure they had been entered correctly into Finpower investor management database and new investor file had been created
28/11/2014	O'Brien, Dermot	Accountant II	1.0	195.00	Administration	Attend to transferring units from deceased estate to beneficiaries in the Finpower investor management database. Review changes and ensure accuracy of same. Scan and save supporting documentation to appropriate investor folder
28/11/2014	O'Brien, Dermot	Accountant II	1.3	253.50	Administration	Further filing of investor correspondence(change of details, transfer of units, deceased estate change of details requests). Review correspondence regarding deceased estates to ensure they had been entered correctly and new investor file had been created in Finpower investor management database
01/12/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Review correspondence re change of detail requests for investors
05/12/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Update the investor mail register and resend mail to investors with new addresses with change of details form for completion
05/12/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	prepare payment for IT invoices for the period ending 30 November
11/12/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Reviewing correspondence from investor regarding change of address request. Log into Finpower investor management database to access investor data and prepare forms to be signed by David Whyte to approve change of details. (3)
11/12/2014	O'Brien, Dermot	Accountant II	0.7	136.50	Administration	Prepare payments for several legal invoices
11/12/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare filing and discuss with Admin staff in relation to investor correspondence
12/12/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	prepare payment of IT invoices for August - December period
12/12/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Update register to include all recent returned to sender mail
12/12/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Print cheque for payment of legal invoices
15/12/2014	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Return call to investor in relation to change of details request

18/12/2014	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Reviewing correspondence from 3 investors regarding change of details. Access investor database. Locate signed PDS and verify signatures. Collate supporting documentation, complete internal control checklist and submit to Daniel Tipman for review
18/12/2014	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Prepare payment of outstanding legal invoices
24/12/2014	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Prepare payment for legal invoices for period 27 November to 16 December 2014
24/12/2014	O'Brien, Dermot	Accountant II	0.1	19.50	Administration	Review change of details submitted by investor. Access investor database and locate investor's unit holdings
14/01/2015	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Prepare payment of solicitors invoices for the period ending 18 December 2014
15/01/2015	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Attend to changing of details approved by David Whyte for three investors. Log into FINPower investor management database and effect changes. Print scan and save changes to file.
16/01/2015	O'Brien, Dermot	Accountant II	0.5	97.50	Administration	Attend to changing of details approved by David Whyte for four investors. Log into FINPower investor management database and effect changes. Print scan and save changes to file.
19/01/2015	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Attend to changing of details approved by David Whyte for two investors. Log into FINPower investor management database and effect changes. Print scan and save changes to file.
19/01/2015	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Reviewing correspondence from investors regarding change of address requests. Log into FINPower investor management database to access investors data and prepare forms to be signed by David Whyte to approve change of details. (2)
20/01/2015	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Call from investor in relation to on going legal proceedings and future distributions
21/01/2015	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	respond to investor via email and provide with change of details form
21/01/2015	O'Brien, Dermot	Accountant II	0.4	78.00	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to court for remuneration approval for the period May to December 2014
22/01/2015	O'Brien, Dermot	Accountant II	0.2	39.00	Administration	Attend to changing of details approved by David Whyte for two investors. Log into FINPower investor management database and effect changes. Print scan and save changes to file.
22/01/2015	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Attend to changing of details approved by David Whyte for three investors. Log into FINPower investor management database and effect changes. Print scan and save changes to file.
22/01/2015	O'Brien, Dermot	Accountant II	0.6	117.00	Administration	Review, adjust and print spreadsheet of narrations for David Whyte's review to support application to Court for approval of the receiver's remuneration
23/01/2015	O'Brien, Dermot	Accountant II	0.3	58.50	Administration	Attend to changing of details approved by David Whyte for two investors. Log into FINPower investor management database and effect changes. Print scan and save changes to file.
09/01/2015	Nguyen, Judy	Consultant	0.1	19.50	Administration	Instructions to Rebecca Gregory to lodge outstanding September quarter BAS
09/01/2015	Nguyen, Judy	Consultant	0.1	19.50	Administration	Review September 2014 quarter BAS
12/01/2015	Nguyen, Judy	Consultant	0.2	39.00	Administration	Review of BAS and instructions to Rebecca Gregory to lodge
19/01/2015	Hicks, Damien	Consultant	0.1	22.00	Administration	Follow up with Dan Tipman as to whether queries returned from Wirrina Corporation Pty Ltd to finalise income tax returns
30/01/2015	Hicks, Damien	Consultant	2.1	462.00	Administration	Review responses from Wirrina Corporation director and make necessary adjustments on client's trial balance to amend prepayment and unearned income accounts. Required to prepare outstanding income tax returns

30/01/2015	Hicks, Damien	Consultant	0.6	132.00	Administration	Review responses from Wirrina Corporation director and make necessary adjustments on client's trial balance to amend prepayment and unearned income accounts. Required to prepare outstanding income tax returns
30/01/2015	Hicks, Damien	Consultant	0.6	132.00	Administration	Review responses from Wirrina Corporation director and make necessary adjustments on client's trial balance to amend prepayment and unearned income accounts. Required to prepare outstanding income tax returns
30/01/2015	Hicks, Damien	Consultant	0.2	44.00	Administration	Follow up with Dan Tipman as to whether queries returned from Wirrina Corporation Pty Ltd to finalise income tax returns
30/01/2015	Hicks, Damien	Consultant	1.4	308.00	Administration	Review responses from Wirrina Corporation director and make necessary adjustments on client's trial balance to amend prepayment and unearned income accounts. Required to prepare outstanding income tax returns
02/05/2014	O'Brien, Dermot	Undergraduate	0.2	31.00	Administration	Discussion with Daniel Tipman in relation to books and records relating to a guarantor of loan. Records to be viewed by Accountants, pursuant to deed of settlement with guarantor
02/05/2014	O'Brien, Dermot	Undergraduate	0.7	108.50	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
02/05/2014	O'Brien, Dermot	Undergraduate	2.1	325.50	Administration	Attend meeting with Accountants. Supervise viewing of various loan files pursuant to deed of settlement with guarantor
06/05/2014	O'Brien, Dermot	Undergraduate	0.5	77.50	Administration	preparing spread sheet of outlays incurred by Receiver in previous 6 month period
06/05/2014	O'Brien, Dermot	Undergraduate	0.9	139.50	Administration	Review and amend time narrations to ensure confidentiality of certain persons and to maintain legal professional privilege in respect of Receiver's application to Court for remuneration approval
06/05/2014	O'Brien, Dermot	Undergraduate	1.0	155.00	Administration	Preparing remuneration summary of Receiver's fees for 6 month period ending 30 April 2014 to accompany update report to investors
13/05/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Process payment of invoices pertaining to legal actions on foot against valuers
16/05/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Process payment of outstanding legal fees
19/05/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Process payment for professional service fees
19/05/2014	O'Brien, Dermot	Undergraduate	0.4	62.00	Administration	Process payment of outstanding legal fees
26/05/2014	O'Brien, Dermot	Undergraduate	0.6	93.00	Administration	Process payment for insurance premium for May 2014
26/05/2014	O'Brien, Dermot	Undergraduate	0.5	77.50	Administration	Prepare payment of fees to Receiver and Manager of borrower
27/05/2014	O'Brien, Dermot	Undergraduate	0.2	31.00	Administration	Process payment of invoice for May 2014
27/05/2014	O'Brien, Dermot	Undergraduate	0.2	31.00	Administration	Payment of accounting fees
27/05/2014	O'Brien, Dermot	Undergraduate	0.2	31.00	Administration	Preparation of payments for agents fees
27/05/2014	O'Brien, Dermot	Undergraduate	0.2	31.00	Administration	Payment of solicitor fees
28/05/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Process payments for Agent's commission



02/06/2014	O'Brien, Dermot	Undergraduate	1.1	170.50	Administration	Prepare investor ledger reflecting the investors that had accepted the offer provided by Babgenta
03/06/2014	O'Brien, Dermot	Undergraduate	0.4	62.00	Administration	Prepare remuneration summary for Receiver's remuneration for June 2014 to accompany update report to investors
06/06/2014	O'Brien, Dermot	Undergraduate	0.2	31.00	Administration	Preparation of notice of debt assignment for David Whyte to sign
06/06/2014	O'Brien, Dermot	Undergraduate	0.2	31.00	Administration	Finalise notice of debt assignment for David Whyte to sign
24/06/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Completing filing instructed by Daniel Tipman in relation collating all the payments for 2014
26/06/2014	O'Brien, Dermot	Undergraduate	0.1	15.50	Administration	Call to Lawyers to obtain invoices for June 2014
26/06/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Payment of legal invoices
27/06/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Finalisation of letter to Gadens in relation to acknowledge receipt of Equititrust lending files for their review
27/06/2014	O'Brien, Dermot	Undergraduate	0.3	46.50	Administration	Draft letter to Gadens in relation to acknowledge receipt of Equititrust lending files for their review
01/07/2014	O'Brien, Dermot	Undergraduate	0.5	80.00	Administration	Process payment of outstanding legal fees
02/07/2014	O'Brien, Dermot	Undergraduate	0.2	32.00	Administration	Finalise reconciling EIF bank accounts as at 30 June 2014
02/07/2014	O'Brien, Dermot	Undergraduate	0.3	48.00	Administration	Process payment of outstanding legal invoices
07/07/2014	O'Brien, Dermot	Undergraduate	0.3	48.00	Administration	Reconcile EIF operating bank account as at 6 July 2014
08/07/2014	O'Brien, Dermot	Undergraduate	0.2	32.00	Administration	Organise for books and records to be archived to storage
08/07/2014	O'Brien, Dermot	Undergraduate	0.5	80.00	Administration	Reconcile EIF operating bank account with NAB bank statement
08/07/2014	O'Brien, Dermot	Undergraduate	1.0	160.00	Administration	Review Wirrina Corporation Pty Ltd books and records. Prepare box listing and transfer records into appropriate archive boxes
09/07/2014	O'Brien, Dermot	Undergraduate	0.5	80.00	Administration	Assist Daniel Tipman with receipt of books and records sent from Wirrina Corporation Pty Ltd in South Australia
15/07/2014	O'Brien, Dermot	Undergraduate	0.4	64.00	Administration	Prepare letters to three separate valuers requesting quote to value residential property
15/07/2014	O'Brien, Dermot	Undergraduate	0.4	64.00	Administration	Reconcile EIF bank accounts. Record which cheques had been deposited by investors following interim distribution
15/07/2014	O'Brien, Dermot	Undergraduate	0.7	112.00	Administration	Finalise letters to valuers seeking quote on residential property on the Gold Coast
21/07/2014	O'Brien, Dermot	Undergraduate	0.3	48.00	Administration	Reconcile EIF operating bank account as at 20 July 2014

22/07/2014	O'Brien, Dermot	Undergraduate	0.5	80.00	Administration	Collect books and records from solicitors regarding previous insurance notices
22/07/2014	O'Brien, Dermot	Undergraduate	1.7	272.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database. 20 Investor requests processed
23/07/2014	O'Brien, Dermot	Undergraduate	0.2	32.00	Administration	Collect boxes from mail room and review contents as requested by Daniel Tipman
23/07/2014	O'Brien, Dermot	Undergraduate	0.4	64.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database.
23/07/2014	O'Brien, Dermot	Undergraduate	0.9	144.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database. 7 Investor requests processed
23/07/2014	O'Brien, Dermot	Undergraduate	0.9	144.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database. 8 Investor requests processed
23/07/2014	O'Brien, Dermot	Undergraduate	1.3	208.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database. 15 Investor requests processed
29/07/2014	O'Brien, Dermot	Undergraduate	0.3	48.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database.
29/07/2014	O'Brien, Dermot	Undergraduate	1.0	160.00	Administration	Review Wirrina Corporation Pty Ltd books and records. Prepare box listing and transfer records into appropriate archive boxes
29/07/2014	O'Brien, Dermot	Undergraduate	1.0	160.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database.
29/07/2014	O'Brien, Dermot	Undergraduate	0.4	64.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database.
30/07/2014	O'Brien, Dermot	Undergraduate	0.2	32.00	Administration	Access Finpower investor management database and process change of address details for four investors
30/07/2014	O'Brien, Dermot	Undergraduate	0.6	96.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database.
30/07/2014	O'Brien, Dermot	Undergraduate	0.4	64.00	Administration	Reviewing signatures on change of detail forms to identify investors prior to updating investor management database
01/08/2014	O'Brien, Dermot	Undergraduate	0.3	48.00	Administration	Review correspondence from investors. Access investor database and locate PDS. Verify signature and complete internal control spread sheet for changes to be processed in the Finpower investor management database.
02/07/2014	Cunningham, Sara	Team Assistant	0.1	19.50	Administration	Email to NAB requesting trace for payment as requested by an investor
25/07/2014	Cunningham, Sara	Team Assistant	0.2	39.00	Administration	Entering international payment on NAB re interim distribution to investor based overseas
08/10/2014	Hattingh, Moira	Team Assistant	2.7	216.00	Administration	Sorting and filing documents
08/10/2014	Hattingh, Moira	Team Assistant	1.7	136.00	Administration	Filing
15/10/2014	Hattingh, Moira	Team Assistant	0.3	24.00	Administration	Filing
17/10/2014	Hattingh, Moira	Team Assistant	0.4	32.00	Administration	Filing

24/10/2014	Hattingh, Moira	Team Assistant	1.1	88.00	Administration	Sorting filing
28/10/2014	Hattingh, Moira	Team Assistant	2.9	232.00	Administration	Filing
28/10/2014	Hattingh, Moira	Team Assistant	1.4	112.00	Administration	Filing
28/11/2014	Hattingh, Moira	Team Assistant	1.1	88.00	Administration	Filing
02/12/2014	Hattingh, Moira	Team Assistant	3.0	240.00	Administration	Filing
02/12/2014	Hattingh, Moira	Team Assistant	2.1	168.00	Administration	Filing
18/12/2014	Hattingh, Moira	Team Assistant	0.1	8.00	Administration	Filing
08/01/2015	Tham, Reuben	Team Assistant	1.3	143.00	Administration	Prepare voluntary disclosure to the ATO regarding GST payable for reduced input tax credits. Review and amendments to schedules to support same
16/01/2015	Hattingh, Moira	Team Assistant	2.6	208.00	Administration	Filing
09/01/2015	Gregory, Rebecca	Practice Assistant	0.2	26.00	Administration	Lodgement of Sept 14 BAS
12/01/2015	Gregory, Rebecca	Practice Assistant	0.3	39.00	Administration	Lodgement of October and November 2014 IAS
20/01/2015	Muller, Leisa	Practice Assistant	0.3	40.50	Administration	Proof-read & finalise voluntary disclosure to the ATO regarding GST payable for reduced input tax credits
26/06/2014	Richardson, Ashley	Junior Team Assistant	0.1	7.50	Administration	Emailing correspondence to investors regarding interim distribution.

	<u>1499.7</u>	<u>\$521,115.00</u>
GST		<u>\$52,111.50</u>
Total		<u>\$573,226.50</u>

**BDO Business Recovery & Insolvency (Qld)**

**SCALE OF INSOLVENCY**  
**HOURLY CHARGE OUT RATES**

**HOURLY CHARGE OUT RATES 2013/2014**

<b>FEES</b>	<b>\$ (Exc GST)</b>	<b>\$ (Inc GST)</b>
Partner	560	616
Associate Director	480	528
Senior Manager	425	467.50
Manager	390	429
Supervisor	350	385
Senior Accountant I	310	341
Senior Accountant II	270	297
Accountant I	220	242
Accountant II	190	209
Financial Assistant	180	198
Undergraduate	155	170.50
Practice Assistant	150	165
Administration Assistant	75	82.50
<b>OUTLAYS</b>		
Postage	At cost	At cost
Phone	At cost	At cost
Photocopying	30c a copy	33c a copy
Fax	\$1 per page	\$1.10 per page
Company Search	At cost	At cost
File Setup & Document Storage	60	66

These rates are current from 1 July 2013.

The Partners of BDO Business Recovery & Insolvency (Qld) are members of the Australian Restructuring Insolvency & Turnaround Association ("ARITA") and follow ARITA's Statement of Best Practice - Remuneration.

A copy of this statement may be found on the ARITA website ([www.arita.com.au](http://www.arita.com.au)).

It is considered appropriate to keep and maintain a number of different staff levels. This is a reflection of the different levels of staff required and experience necessary in order to undertake the various tasks in an insolvency appointment.

## "ANNEXURE A"

### BDO Business Recovery & Insolvency (Qld)

#### SCALE OF INSOLVENCY

#### HOURLY CHARGE OUT RATES 2014/2015

<b>FEES</b>	<b>\$ (Exc GST)</b>	<b>\$ (Inc GST)</b>
Partner	560	616
Associate Director	495	545
Senior Manager	440	484
Manager	400	440
Supervisor	360	396
Senior Accountant I	320	352
Senior Accountant II	280	308
Accountant I	225	248
Accountant II	195	215
Financial Assistant	195	204
Undergraduate	160	176
Practice Assistant	155	171
Administration Assistant	80	88
<b>OUTLAYS</b>		
Postage	At cost	At cost
Phone	At cost	At cost
Photocopying	30c a copy	33c a copy
Fax	\$1 per page	\$1.10 per page
Company Search	At cost	At cost
File Setup & Document Storage	60	66

These rates are current from 1 July 2014.

The Partners of BDO Business Recovery & Insolvency (Qld) are members of the Australian Restructuring Insolvency & Turnaround Association ("ARITA") and follow ARITA's Statement of Best Practice - Remuneration.

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It is considered appropriate to keep and maintain a number of different staff levels. This is a reflection of the different levels of staff required and experience necessary in order to undertake the various tasks in an insolvency appointment.

**BDO Advisory**

**HOURLY CHARGE OUT RATES 2013/2014**

<b><i>FEES</i></b>	<b>\$ (Exc GST)</b>	<b>\$ (Inc GST)</b>
Partner	500	550
Associate Director	430	473
Senior Manager	370	407
Manager	315	346.50
Supervisor	280	308
Senior Accountant I	250	275
Senior Accountant II	220	242
Accountant I	195	214.50
Accountant II	155	170.50
Undergraduate	115	126.50
Practice Assistant	130	143
<b><i>OUTLAYS</i></b>		
Postage	At cost	At cost
Phone	At cost	At cost
Photocopying	30c a copy	33c a copy
Fax	\$1 per page	\$1.10 per page
Company Search	At cost	At cost

**BDO Financial Management Consulting**

**HOURLY CHARGE OUT RATES 2014/2015**

<b><i>FEES</i></b>	<b>\$ (Exc GST)</b>	<b>\$ (Inc GST)</b>
Partner	500.00	550.00
Executive Director	470.00	517.00
Associate Director	430.00	473.00
Senior Manager	370.00	407.00
Manager	315.00	346.50
Senior Consultant I	280.00	308.00
Senior Consultant II	250.00	275.00
Consultant I	220.00	242.00
Consultant II	195.00	214.50
Consultant III	155.00	170.50
Undergraduate	115.00	126.50
Practice Assistant	130.00	143.00

***OUTLAYS***

Postage	At cost	At cost
Phone	At cost	At cost
Photocopying	30c a copy	33c a copy
Fax	\$1 per page	\$1.10 per page
Company Search	At cost	At cost

**BDO Tax**

**HOURLY CHARGE OUT RATES 2014/2015**

<b><i>FEES</i></b>	<b>\$ (Exc GST)</b>	<b>\$ (Inc GST)</b>
Partner	600.00	660.00
Executive Director	545.00	599.50
Associate Director	520.00	572.00
Senior Manager	475.00	522.50
Manager	405.00	445.50
Senior Consultant I	330.00	363.00
Senior Consultant II	320.00	352.00
Consultant I	240.00	264.00
Consultant II	165.00	181.50
Undergraduate	110.00	121.00
Practice Assistant	135.00	148.50

***OUTLAYS***

Postage	At cost	At cost
Phone	At cost	At cost
Photocopying	30c a copy	33c a copy
Fax	\$1 per page	\$1.10 per page
Company Search	At cost	At cost



## 14 Necessary and Proper Remuneration

**Principle 10:** A Practitioner is entitled to claim Remuneration and Disbursements, in respect of necessary work, properly performed in an Administration.

A Practitioner's right to be paid is recognised under the legislation and at general law and is given a high priority of payment from the Insolvent's funds.

The entitlement to Remuneration exists only in respect of work done that was necessary and was properly performed.

### 14.1 Necessary Work

A Practitioner is entitled to Remuneration only in respect of work done that was necessary for the Administration. The term '*necessary*' means work that was:

- connected with the Administration; and
- done in furtherance of the exercise of the powers and performance of the duties of a Practitioner as required by the Legislation, Code and applicable professional standards.

#### *Example*

- report to creditors;
- investigations of conduct of directors;
- protection and recovery of assets;
- preparing and filing a S533 report to ASIC;
- if the company has trading operations throughout Australia, it will generally be necessary for the Practitioner to make relevant searches of property titles in all States and Territories;
- if the company is a small local operation only, it would not be necessary to make international enquiries; and
- reconstruction of financial statements.

The examination of claims for Remuneration will necessarily be made with the benefit of hindsight. However a Practitioner may claim for work that may not have produced a positive outcome provided there was a proper exercise of professional judgment in the Practitioner deciding to do the work at the time the work was undertaken. Refer to section 18.2 for guidance on work papers and maintenance of Administration files.

Once that is established, the work will remain '*necessary*' for the purposes of a Remuneration claim, even if subsequent events show that the work was not necessary.

#### *Example*

- searches revealing no assets;
- examination of directors resulting in no new information; or
- unsuccessful claims for preference recovery or insolvent trading.

Before a decision is made to claim for Remuneration, the Practitioner must ensure that work that was done, by him or herself, or by staff members, was necessary.

### *Example*

In a provisional liquidation, there are limits on the work required to be done. If work is done beyond those limits it may not be regarded as necessary.

## 14.2 Properly performed

In order to claim Remuneration for necessary work, the Practitioner will need to establish that the work was properly performed.

Work done poorly, or, at worst, improperly and needing to be reworked should not be charged.

### *Example*

- It may have been necessary to inquire of all property titles countrywide, but if the staff member doing that work pursued inquiries through the wrong agency because of ignorance or inattention, then that work was not done properly.
- It may have been necessary for the Practitioner to have convened a meeting of creditors, but if work done in convening that meeting took an inordinate amount of time, through the inexperience of the staff member, it was not done properly. While an allowance is made for junior staff through the lower hourly rate, where activity is redone, care should be taken to ensure that the amount charged reflects the true value of the work.
- Work performed to convene an invalid meeting would not be properly performed.

Creditors are entitled to expect that Administration funds are not expended on work that was not properly performed.

All time spent for necessary work properly performed should be recorded against the Appointment using an appropriate system.

Before claiming Remuneration, the Practitioner must identify any work and time that should not be claimed.

The Remuneration requirements of the Code for work that is necessary and properly performed are consistent with, or impose a higher standard than, the Legislation.

Prior approval of fees does not remove the obligation to establish that the work was necessary and properly performed. The mere approval does not give the right to draw Remuneration if the work was not necessary or was not properly done.

## 14.3 Deciding what work to undertake

The Practitioner should exercise professional and commercial judgment in considering whether work is to be performed. Clearly, work that improves the return for creditors should be undertaken.

### *Example*

A judgment will need to be made in relation to the pursuit of unfair preference claims or other voidable transactions in terms of the likely cost and likely return. This may involve consultation with creditors, and, if appropriate, legal advice, or reference to the court.

Not all work is associated with directly seeking a return for creditors. Many of the general statutory tasks of a Practitioner – for example in reporting to creditors, lodging documents with ASIC, and maintaining accounts – are properly performed and charged even though the Remuneration charged will not produce a financial return and will reduce the funds available for distribution.

In a liquidation, a Practitioner is not obliged to do work unless there are funds available for their Remuneration, except for certain statutory tasks that must be undertaken regardless of available funds. Practitioners should have regard to any assistance that may be available from the Regulators.

## 14.4 Outsourcing

A Practitioner may outsource work subject to the restrictions on delegation (e.g. decision making and exercise of judgment remain the Practitioner's responsibility and cannot be delegated or outsourced).

The decision to outsource is a matter of commercial judgment for the Practitioner, based on such considerations as:

- geography and location (the business may have its operations spread throughout the country and it may be commercially necessary to appoint local agents to deal with particular tasks);
- time constraints; or
- costs considerations (the external source may be able to attend to an urgent task quickly, or more cheaply).

If work is outsourced, the Practitioner's obligations under this Code remain the same as if the Practitioner or members of staff had performed the work.

For guidance on whether outsourced work is Remuneration or a Disbursement refer to 14.10.2.

Practitioners should have regard to APES GN 30 – Outsourced Services. A copy of GN 30 can be accessed from the Accounting and Ethical Standards Board website ([www.apesb.org.au](http://www.apesb.org.au)).

## 14.5 Work that cannot be remunerated

If a Practitioner, other than a bankruptcy trustee, seeks to be remunerated for work that is outside the scope of the powers of the Practitioner or undertaken prior to the Appointment, approval can only be sought from the court.

### *Example*

A Practitioner may claim that pre-appointment work was necessary for the Administration and would have had to be undertaken, but it is undertaken prior to the Appointment and thus the Practitioner must seek court approval if remuneration is to be claimed. However, case law indicates such approval is unlikely to be obtained.

An exception is if it relates to a transitioning Appointment and the Legislation allows Remuneration relating to the prior Administration.

It is not sufficient in itself to obtain approval from a committee or from the creditors. These restrictions are a threshold test before applying the '*necessary and properly performed*' test.

A Practitioner appointed as a bankruptcy trustee may draw Remuneration for pre-appointment work where that work is approved in accordance with the Bankruptcy Act.

Remuneration must not be claimed for work that results in, or is the result of, a breach of the Practitioner's duties.

## 14.6 Staff levels and numbers

In time-based charging, the Practitioner must ensure that the number and qualifications of staff allocated to an Administration is appropriate for the nature of the work being performed so that the Administration is completed in the most efficient and effective manner.

### *Example*

An experienced liquidator generally would not attend to more routine tasks – such as preparing notices for a meeting – given that such tasks could be done as well and at a lower charge-out rate by a more junior member of staff.

This will require commercial and professional judgment. While a particular task may be appropriate to a particular level of employee, the Practitioner may consider that, even though charging at a higher hourly rate than the employee, he or she may be able to do the work in one quarter of the time.

### *Example*

It may be more cost effective for the Practitioner to prepare and finalise a report for creditors, if the report is required urgently and requires the Practitioner's input.

Care should be taken in allocating the appropriate number and level of staff to an Administration or task, particularly when travel is required. This is a balance between having sufficient staff available to undertake the required tasks and over servicing the Administration.

## 14.7 Setting hourly rates

In time based charging, the Practitioner should ensure that appropriate hourly rates are set for the Administration.

Generally, market forces will ensure that a Practitioner sets appropriate standard hourly rates which are generally applied to Administrations. However, a Practitioner should ensure the appropriateness of these standard hourly rates is specifically considered for each Administration. Factors that may result in a variation of the standard hourly rates include:

- complexity of the Administration;
- location of the business operations of the Insolvent and the scale of the rates that would normally be applied in that location;
- risk associated with the Administration; and/or
- the specialised nature of the Administration (if any).

## 14.8 Costs of claiming Remuneration

Practitioners may claim the necessary and proper costs of record keeping and seeking approval or determination of their claim for Remuneration.

If additional costs are incurred because of inadequacies of the Practitioner or Firm's time recording systems, or due to staff not properly recording their time, these costs would not be necessary and proper. It is not appropriate to charge this additional cost to the Administration and it should not form part of the claim for Remuneration.

*Example*

- Necessary and proper remuneration costs may include the cost of producing a report for creditors to allow creditors to make an informed decision whether to approve the remuneration or the costs of applying to the court (subject to any order of the court).
- Reworking information produced from an inadequate time recording system in order to prepare a remuneration report for creditors is not necessary and proper.

## 14.9 Costs of communicating with Regulators or professional bodies

A Practitioner must not claim Remuneration for time spent:

- communicating with Regulators or professional bodies regarding complaints about the Practitioner or the conduct of a particular Administration;
- on Regulator surveillance, professional audits or inspection of files, or on peer reviews; or
- unsuccessfully defending a breach of the law or this Code, subject to any order of the court.

## 14.10 Disbursements

Disbursements may only be claimed if they were necessary and properly incurred.

In incurring Disbursements, a Practitioner must use their commercial judgment, adopting the perspective of, and acting with the same care as, a reasonable person exercising care and skill would act in incurring expenses on their own behalf.

While Practitioners must account to creditors for Disbursements, the reimbursement for the payment of Disbursements does not require creditor approval before being drawn. Thus, the categorisation of activity as Remuneration or Disbursement is significant.

### 14.10.1 What is a Disbursement?

The Practitioner needs to determine whether the claim for payment is in the nature of a Disbursement, or whether it represents Remuneration. Disbursements are:

- costs paid from the Administration's bank account directly to third parties; or
- costs paid to third parties by the Practitioner and later claimed back from the Administration; or
- costs claimed by the Practitioner for non-professional services provided by the Firm and/or outlays incurred by their staff in the proper conduct of the Administration.

A Practitioner should separate Disbursements from the expenses of running their practice which may only be recovered through Remuneration (for example, in the case of time based remuneration by factoring overheads into the hourly charge-out rate and in fixed fees, by factoring overheads into the fixed fee calculation).

Table 2: Disbursement types

Disbursement type	Criteria	Examples	Rationale
<b>Professional</b>			
External advice, non-insolvency	<p>These are fees that satisfy both the following criteria. They are:</p> <p>(a) for professional services (non-insolvency services) relating to specific tasks required to be done during the Administration; and</p> <p>(b) are properly incurred by independent outside consultants engaged by, and not associated with, the Practitioner and their Firm.</p>	<ul style="list-style-type: none"> <li>• independent lawyers,</li> <li>• auctioneers, valuers, real estate agents,</li> <li>• independent tax advisors or accountants.</li> </ul>	<p>This is a Disbursement because it involves the Practitioner retaining an external advisor for work to be done in the Administration, at an agreed fee or rate. These expenses are claimed from the Administration at cost.</p>
<b>Non-professional</b>			
External	<p>These are costs that satisfy all the following criteria. They are:</p> <p>(a) not for professional services; and</p> <p>(b) incurred with a third party in relation to work required to be done during the Administration.</p>	<ul style="list-style-type: none"> <li>• administration advertising,</li> <li>• travel and accommodation for staff,</li> <li>• room hire,</li> <li>• document storage,</li> <li>• photocopying and printing,</li> <li>• external word processing and secretarial services.</li> </ul>	<p>These are typical Disbursements because they involve an outlay in relation to the Administration. These expenses are claimed from the Administration at cost.</p>
Internal	<p>These are costs that satisfy all the following criteria:</p> <p>(a) they are not for professional services;</p> <p>(b) they are for goods or services properly provided by the Practitioner or their staff in the Administration; and</p> <p>(c) they are not overheads covered in the Remuneration claim.</p>	<p>Reasonable costs of:</p> <ul style="list-style-type: none"> <li>• telephone calls,</li> <li>• postage,</li> <li>• stationery,</li> <li>• photocopying and printing,</li> <li>• data room hosting.</li> </ul>	<p>These are also typical Disbursements, except they are incurred internally by the Firm. These expenses, if charged to the Administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs.</p>

## 14.10.2 What are not Disbursements?

Given the significance of a claim for payment by a Practitioner being classified as a Disbursement, it is useful to list what are not Disbursements:

### A. Overheads

An overhead is not a Disbursement. It is a cost that can only be charged for and recovered across all the administrations handled by the Practitioner's Firm.

In contrast, an out of pocket expense is an expense actually incurred in respect of that Administration. It can be claimed as a Disbursement. The Practitioner must be able to show how the expense:

- is uniquely and directly attributable to the Administration; and
- was calculated and allocated to the Administration.

#### *Example*

Rent, insurance, professional indemnity insurance, professional memberships, staff costs, training, depreciation are examples of overheads.

### B. Internal non-insolvency professional costs

A Practitioner may engage internal non-insolvency related professional services only after proper commercial consideration to that decision has been given that such an engagement is in the interests of creditors and the efficient conduct of the Administration. This includes non-insolvency professional services provided by another practice within a federated practice structure or associated practice.

The point to consider is whether the benefit of the engagement fee will be received by the Practitioner, the Practitioner's Firm or an entity related to the Practitioner or perceived to be related to the Practitioner.

These items are Remuneration and must be disclosed and approved in the same manner as insolvency services (refer to Remuneration Report template for further guidance).

#### *Example*

Legal advice, tax advice, real estate valuations, auctioneering provided by a Practitioner's Firm are examples of internal professional costs.

### C. External insolvency professional costs

If a Practitioner outsources insolvency tasks, the fees charged to the Practitioner may only be claimed as Remuneration, notwithstanding that the fees may be payable before the claim for Remuneration can be made. The necessary and properly performed test applies.

It is not always clear whether the out-sourced work is better categorised as insolvency work (which is claimed as Remuneration), or general non-insolvency work (which is classified as a Disbursement).

Factors to be taken into account when making this assessment include:

- was the contractor an insolvency firm?
- was there a regular resource sharing/provision arrangement?
- would the Practitioner have done the work if there had been sufficient resources?

Where the task involves standard expertise and skills of an insolvency practitioner, the outsourced costs will be a Remuneration claim of the Practitioner. Where the task involves more general or particular skills that are not insolvency specific, then the outsourcing costs will be a Disbursement.

#### *Example*

- A stocktake is required in an Administration. It is a matter for the Practitioner's judgment either to use his or her own Firm's staff, or contract out the work to a suitably qualified specialist; or
- There is a branch of the company's business that is in an outlying country area. The Practitioner may choose to have the stocktake done by a local firm because it would be cheaper than sending the Practitioner's staff to do the stocktake;
- In that country area, the Practitioner considered using a professional stocktaking firm to undertake the stocktake, but selected a local accounting firm. In this instance there are arguments both ways for the costs of the local accountant to be remuneration or a disbursement.
- Similarly, the Practitioner's Firm may have valuation expertise (chargeable as remuneration) but the Practitioner may choose to engage an external valuer (disbursement). This will be a matter for the practitioner's professional judgment having regard to the interests of creditors.

When a Practitioner makes a decision that an expense of this nature is a Disbursement rather than Remuneration, the invoices received for the services should detail the work performed and it should be clear from the description that the services were not insolvency services.

#### D. Late lodgement fees

Any late fee or penalty imposed by a court, Regulator or agency for late lodgement or other default should be borne by the Practitioner.

Late lodgement fees imposed by ASIC or AFSA must not be charged to the Administration.

#### E. Unreasonable Travel Costs

Travel should be bought on the best commercial terms and the style of travel and accommodation should be appropriate for the trip being undertaken.

Care should be taken in claiming the costs of travel by the Practitioner between offices of his or her firm for the purposes of a particular Administration.

Where there are geographically spread locations for a particular Administration, consideration should be given to the retention of local staff or agents to carry out tasks which are appropriate and capable of delegation, in order to minimise the costs to the Administration. However, it may well be appropriate for the Practitioner and/or his or her staff to attend at these locations and incur the relevant travel costs.



Every Firm should have a policy on travel (including time charged and Disbursements), which should be made available to creditors on request. This policy can be Administration specific or a general policy.

*Example*

- Travel costs to and from an Administration's place of business is normal and chargeable;
- If the Administration's business is conducted around Australia, or internationally, it may be appropriate for the Practitioner to personally attend at each location, depending on the size and nature of the business, even if the practitioner has offices around Australia or internationally.

F. Pre-appointment expenses

Any expenses incurred prior to the Appointment must not be claimed from the Administration as a Disbursement. Practitioners are only entitled to claim Disbursements incurred after their Appointment.

### 14.10.3 Necessarily and properly incurred

A. Professional Disbursements

A Practitioner may engage external professional services (refer to the table at section 14.10.1) as Disbursements without creditor approval, but only after exercising proper commercial consideration.

The Practitioner should consider issues of:

- expertise;
- quality;
- timeliness; and
- reasonable and appropriate cost.

Practitioners must assess each engagement of a professional service provider in terms of the interests of creditors and their fiduciary responsibilities.

Unless the Disbursement is insignificant, the Practitioner should document the decision making process identifying why the work was necessary and why the particular firm or professional was engaged. While the approval of creditors is not required, creditors are entitled to be informed of and to understand the decision process if the issue is raised.

Before authorising payment of Disbursements, the Practitioner must ensure that:

- the task has been properly performed; and
- the quantum of the professional service fee is as agreed or is reasonable.

*Example*

- Legal advice, the service provided being assessed on quoted price or time charges, quality and focus of advice, and timeliness of delivery; and
- Agent's sale of property, the service provided being assessed on commission rate, sale price and any quoted expenses.

## B. Non-professional Disbursements

A Practitioner may incur non-professional Disbursements, both internal and external, (refer to the table at section 14.10.1) without creditor approval, but only after exercising proper commercial consideration. While the approval of creditors is not required, creditors are entitled to be informed of and to understand the decision process if the issue is raised.

For internal Disbursements:

- the recovery basis must be set on commercial terms;
- creditors must be advised as part of the initial advice to creditors on Remuneration (refer 15.3.2 and 23.2.1), details of the basis of charging for these types of Disbursements; and
- details of actual internal Disbursements paid (eg. quantity and total cost) must be reported to creditors in each Remuneration report (refer 15.3.2 and 23.2.2).

The Practitioner should consider the reasonableness and appropriateness of the cost of the non-professional Disbursement before authorising the Disbursement. This is equally applicable to internally provided and externally provided non-professional Disbursements.

Practitioners must assess each Disbursement for an Administration in terms of the interests of creditors and their fiduciary responsibilities.

Before authorising payment of Disbursements, the Practitioner must ensure that:

- the benefit has been provided to the Administration; and
- the quantum of the fee is as agreed or is reasonable.

## 15 Meaningful disclosure in Remuneration claims

**Principle 11:** A claim by a Practitioner for Remuneration must provide sufficient, meaningful, open and clear disclosure to the Approving body so as to allow that body to make an informed decision as to whether the proposed Remuneration is reasonable.

A Remuneration claim requires information to be conveyed to the Approving body (creditors, committee of creditors, committee of inspection, or the court). That information encompasses a number of elements:

- a system of recording that information (refer section 15.1);
- a basis for calculating Remuneration (refer section 15.2);
- sufficient detail to justify the amount of Remuneration (refer section 15.3); and
- relevant timing of the information being provided (refer section 15.3).

### 15.1 Recording of Work Done

Regardless of the Remuneration method to be applied, the Practitioner must maintain a proper record of work that was done on an Administration in order to:

- claim Remuneration; and
- report to creditors on the progress of the Administration.

The Practitioner should maintain a system that requires staff to record:

- the period of time spent;
- the categories of the work performed (see Remuneration Report Template);
- details of the work being performed; and
- contemporaneously at the time the work is done in order to maximise accuracy.

Time recording provides good practice management information, even though time data will not be required for reporting to creditors in claims for fixed fee or percentage based Remuneration.

ARITA's Remuneration Report Template provides a description of some common work categories that should be used (refer section 23.2.2).

### 15.2 Bases of calculation

There are several bases by which Remuneration can be calculated (refer sections 15.2.1, 15.2.2, 15.2.3, 15.2.4 and 15.2.5). ARITA has no preference as to the method of calculating fees. Practitioners must be transparent and fully explain to creditors the main bases by which Remuneration can be calculated, the method proposed to be used in the Administration and the reasons for selecting that particular basis (refer to section 15.3.2).

The terms of that Remuneration are a matter for the Approving Body, upon full disclosure of the arrangement being explained to them by the Practitioner.

### 15.2.1 Time based charging

Time based is a common form of charging. Practitioners calculate Remuneration by reference to the hourly or time unit rate which is applied to the time spent on necessary work properly performed.

A Practitioner should ensure that regular reviews of the WIP on an Administration are performed to ensure that only time spent on necessary work, properly performed is retained on the WIP. Such a review must be performed prior to issuing any Remuneration requests for approval.

### 15.2.2 Prospective Fee Approval

A Practitioner may seek approval from creditors for time based Remuneration to be determined in advance of the work to be performed. The approved amount must have a Cap to a nominated limit.

The claim for Remuneration will subsequently be calculated on a time basis for necessary work properly performed and can be drawn without further approval of creditors up to the Cap.

The hourly rates to be applied may be increased by an agreed formula where the escalation factors are objectively and independently determinable. If a Practitioner wants to be able to increase hourly rates that are charged on an Administration in the future without having to obtain creditor approval, a specific formula must be included in the resolution for the approval of the prospective Remuneration (for example, rates are increased annually by the CPI amount). A reference to changes in rates from time to time (or similar) must not be included in resolutions to approve prospective fees.

Any increase approved does not apply to the capped total, only to the hourly charge rate.

If a Practitioner wishes to change the capped amount, or the hourly rate scale other than as agreed, a Practitioner will need to seek Approving body approval (refer section 15.3.2 for reporting obligations).

### 15.2.3 Fixed fee

A Practitioner may claim Remuneration based on a quoted fixed amount with creditor approval. A fixed fee arrangement provides certainty to creditors about how much the Remuneration claim will be. The risk of excessive time spent is transferred to the Practitioner.

Once a fee is fixed for an agreed task, set of tasks or the conduct of the Administration, it remains fixed and a Practitioner must not seek further approval if the original estimate is wrong.

#### *Examples*

- In a small Administration, where the issues can reasonably be anticipated, the Practitioner may wish to have remuneration approved for a fixed amount.
- Towards the end of an Administration where remuneration has been based on a time basis, a Practitioner may choose to charge a fixed fee for work to be done in finalising the Administration, rather than obtaining prospective approval on an hourly basis to a capped amount.

#### 15.2.4 Percentage

A Practitioner may claim Remuneration based on a percentage of a particular factor, usually assets disclosed, or assets realised.

#### 15.2.5 Success or Contingency Fees

A Practitioner must not seek Remuneration on the basis that they will receive a specified bonus, success fee, super-profit or additional percentage as Remuneration, in the event that a specified contingent future event occurs or particular circumstances arise, if that arrangement would place the Practitioner in a position of conflict, or generate a perception of a lack of independence.

This is based on the principles that:

- no additional incentive should be required or offered in order to have the Practitioner perform duties that are required;
- the independence and objectivity of the Practitioner, even if only as perceived, may be compromised by such an arrangement; and
- the arrangement must not be inconsistent with the fiduciary obligations of a Practitioner.

##### *Example*

An example of a duty that may not be a required duty is the pursuit of litigation. The decision to pursue litigation is a matter of professional judgment for the Practitioner, particularly in instances where there are no funds on hand in the Administration and no ready source of funding.

When considering whether a proposed fee arrangement is acceptable, the Practitioner must consider whether the arrangement could be perceived as the Practitioner acting in his or her own interests rather than the interests of the creditors.

If a Practitioner is intending to use this type of fee arrangement, full disclosure of the terms of the proposed arrangement must be made to creditors and the consent of the creditors obtained prior to work commencing under a proposed contingent fee arrangement.

If an arrangement is in breach of this Code, the arrangement will still constitute a breach even if creditors have approved the arrangement.

When considering whether a contingent fee arrangement might be a suitable fee arrangement in a particular Administration, the Practitioner should consider:

- any restrictions that may apply under the relevant legislation;
- funds available in the Administration;
- funding from alternate sources such as creditors or a litigation funder;
- costs of the alternate source of funds compared to a contingent fee arrangement;
- risk associated with the tasks to be undertaken for the contingent fee; and
- the appropriateness of the possible contingent fee amount considering the nature of the Administration and the risk associated with the task to be undertaken.

##### *Example*

An example of an acceptable contingent fee arrangement is discounting standard hourly rates until a certain objective is achieved. If that objective is achieved, standard hourly rates will then be charged.

## 15.3 Information to be disclosed and when

Information on the particular basis of Remuneration claimed should be provided to creditors at two main points of time in an Administration.

- First, soon after the appointment, in order to advise creditors of the available bases by which Remuneration can be calculated and the proposed basis upon which Remuneration will be claimed for the Administration. This will generally be with the notice of first meeting of creditors in a voluntary administration or a creditors' voluntary liquidation, or a Part X agreement; or by including it in the first circular sent to creditors in other Administrations.

This is the equivalent of an Initial Remuneration Notice (IRN) in relation to a personal Administration.

- Second, before any meeting is held at which approval for the Remuneration is to be sought. The information should be sent to creditors in the normal course with any reports and other documents required for the conduct of that meeting in the time frames required by the legislation.

This is the equivalent of an Remuneration Approval Notice (RAN) in relation to a personal Administration.

The table below summarises the timing of the provision of information for each Remuneration basis.

Basis	First communication after appointment	During the Administration
Time based	Advice on the basis chosen. Estimate of fees and comparison to pre-appointment estimate, if one provided.	Report on work undertaken and request approval of quantum. Comparison to initial estimate of fees provided to creditors.
Prospective Fee (time based)	Advice on the basis chosen. Request for approval for time based charging to a capped amount.	Report on work undertaken and request further approvals.
Fixed fee	Advice on the basis chosen. Request for approval of the quantum.	Report on achievement of milestones for the drawing of Remuneration.
Percentage	Advice on the basis chosen. Request for approval of the percentage	Report on the factors underlying the entitlement to claim the Remuneration.
Contingency	Advice on the basis chosen. Request for approval of the arrangement.	Report on the achievement of the contingency event or otherwise.
Note: Mixed Fee Arrangements: There will be circumstances where a Practitioner will seek approval for a different basis of Remuneration for a particular aspect of an appointment or finalisation of the appointment; the appropriate information (refer section 15.3.2) will need to be provided at the time of seeking the creditors' approval of that arrangement.		

The Remuneration reporting requirements do not apply to Controllers. A Controller should report to their appointor in the manner requested by their appointor. The guidance in this section of the Code may still be of assistance to Controllers when preparing their Remuneration reports.

### 15.3.1 Court requirements

In addition, where an application is made to a court for an order that a company be wound up or for an official liquidator to be appointed as a provisional liquidator of a company, regard must be had to any additional requirements of the courts. For example, with the Consent to Act, Practitioners may be required to disclose their hourly rates. The same applies in relation to Part X agreements under the Bankruptcy Act.

### 15.3.2 Information to be provided for all Remuneration bases

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Initial Notification to creditors	<p>A Practitioner must provide the following information to creditors regarding Remuneration in their first communication with creditors (refer section 23.2.1):</p> <ul style="list-style-type: none"> <li>• a brief explanation of the types of methods that can be used to calculate Remuneration;</li> <li>• the particular method or methods that the Practitioner intends to use to calculate Remuneration in the Administration;</li> <li>• why the Practitioner considers this method to be suitable for the Administration;</li> <li>• details of the basis of any internally generated Disbursements that will be charged to the Administration (e.g. Page rate for photocopying done internally);</li> <li>• details of any estimate or fee provided to directors/Insolvent prior to the appointment (refer 6.13); and</li> <li>• if the estimate or fee provided to the directors/Insolvent is no longer appropriate, an explanation of the change from the pre-appointment information provided.</li> </ul> <p>Examples of reasoning for choosing time based Remuneration:</p> <ul style="list-style-type: none"> <li>• It ensures that creditors are only charged for work that is performed.</li> <li>• The Practitioner is required to perform a number of tasks which do not relate to the realisation of assets, for example responding to creditor enquiries, reporting to ASIC, distributing funds in accordance with the provisions of the Corporations Act or the Bankruptcy Act.</li> <li>• The practitioner is unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration.</li> </ul> <p>In respect of Disbursements, a Practitioner must provide general information on the classes of Disbursements and information on the</p>				



	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	basis of recovering internal Disbursements.				
	<p>If a Practitioner is intending to use time based Remuneration (either retrospectively or prospectively), they must also provide:</p> <ul style="list-style-type: none"> <li>the scale of rates that will be used, including qualifications and experience generally of staff at each level; and</li> <li>a best estimate of the costs of the Administration to completion, or to a specific milestone.</li> </ul> <p>If rates change or the estimate is no longer reliable, the Practitioner must notify creditors and advise new rates or a new estimate and provide an explanation to creditors as to why previous estimates have changed.</p>				
Remuneration Approval Request	<p>Details of the Remuneration claimed</p> <p>ARITA's Recommended Remuneration Report template (refer section 23.2.2) , as adapted for the facts and circumstances of the particular Administration, should be used as the means of giving creditors the information they need to make an informed decision at the meeting as to the reasonableness of the Remuneration. It is a guide for time based Remuneration claims and may assist with other bases of Remuneration claims. If broadly followed, the proposed format constitutes good practice.</p>				
	Where a time based Remuneration claim for retrospective fees is being	Where a time based Remuneration claim for prospective fees is	Where a fixed fee is claimed, the Practitioner will need to	Where a percentage based claim is made, information must be	If a contingency arrangement within the scope of this Code is

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	<p>made, the Practitioner will need to report to the relevant Approving body on:</p> <ul style="list-style-type: none"> <li>the amount of time spent;</li> <li>a description of work performed on an Administration, broken down into the broad categories of work performed;</li> <li>the classification of staff engaged on the Administration for each broad category of work; and</li> <li>the Remuneration incurred for each broad category of work.</li> </ul> <p>The Practitioner will also need to compare the estimated Remuneration provided in the initial advice with the actual Remuneration approval</p>	<p>being made, the Practitioner will need to report to the relevant Approving body on:</p> <ul style="list-style-type: none"> <li>a summary description of the major tasks still remaining to be done on the Administration for the period that the Remuneration is sought (e.g. to completion or other relevant milestone);</li> <li>an explanation of the estimated fees remaining to complete the Administration (or to the next major milestone) including the estimated fees for each major task;</li> <li>a monetary 'cap' on the Remuneration;</li> <li>an explanation as to</li> </ul>	<p>report to the relevant Approving body on:</p> <ul style="list-style-type: none"> <li>the amount of the fixed fee proposed;</li> <li>the basis upon which the fee has been calculated (work to be undertaken and the costs for each category of work and scope of work) in the same manner as for prospective fees;</li> <li>the services to be provided for the fixed fee amount in sufficient detail for the Approving body to make an informed decision about why the fee is reasonable;</li> <li>what services will not be included in the fixed fee and</li> </ul>	<p>provided to the relevant Approving body to enable it to make an informed assessment of whether the percentage is reasonable. The following information must be provided:</p> <ul style="list-style-type: none"> <li>the percentage proposed;</li> <li>the nature and estimated value of the individual assets realised or to be realised (or if the percentage is to be applied to another factor, the value of that factor);</li> <li>the formula to be applied for calculation of the Remuneration;</li> <li>what services are to be provided for this percentage amount and the tasks that will comprise this</li> </ul>	<p>proposed, there must be full disclosure of the proposed arrangement to the relevant Approving body, including:</p> <ul style="list-style-type: none"> <li>exactly what the arrangement is contingent upon;</li> <li>how achievement of the contingency will be assessed;</li> <li>what the Practitioner's Remuneration will be in the event that the contingency is or is not achieved;</li> <li>why a contingency arrangement is in the best interests of creditors; and</li> <li>when the Remuneration will be drawn.</li> </ul>

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	sought and provide an explanation for any variance.	<p>what the monetary capped amount represents; and</p> <ul style="list-style-type: none"> <li>when it is proposed that the fees be drawn (for example, monthly).</li> </ul>	<p>the basis of charging for these excluded services; and</p> <ul style="list-style-type: none"> <li>the milestones as to when Remuneration will be drawn from the Administration.</li> </ul> <p>Note: a Practitioner must not draw fixed fee Remuneration up-front.</p> <p>A Practitioner seeking a fixed fee basis for Remuneration must include in the quote for the fixed fee the:</p> <ul style="list-style-type: none"> <li>costs of all statutory investigations;</li> <li>costs of reporting to the creditors and Regulators;</li> <li>cost of issuing letters of demand for preferences;</li> </ul>	<p>work;</p> <ul style="list-style-type: none"> <li>what work has been, or is intended to be outsourced that would normally be carried out by the Practitioner or their staff and whether this outsourced work will be billed separately or included in the percentage based Remuneration claim;</li> <li>the milestones for when the Remuneration will be drawn from the Administration; and</li> <li>the expected range of possible Remuneration outcomes.</li> </ul> <p>Full disclosure of the terms of the arrangement, and the</p>	

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
			<p>and</p> <ul style="list-style-type: none"> <li>costs of meeting all statutory obligations.</li> </ul> <p>Example</p> <p>Acceptable exclusions</p> <ul style="list-style-type: none"> <li>litigation for recovery of preference payments.</li> <li>litigation for insolvent trading.</li> </ul> <p>If a Practitioner is intending to make a claim for Remuneration on a fixed fee basis, this must be done at the first opportunity after the Practitioner is appointed. The only exceptions to this are where a Practitioner chooses to make a claim for a fixed fee to enable finalisation of</p>	<p>expected Remuneration outcome, or range of possible outcomes must be made clear to creditors to minimise any perception of conflict of interest.</p>	

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
			the Administration, or for a specific aspect of the Administration.		
	<p>Statement of Remuneration claim – The practitioner should clearly:</p> <ul style="list-style-type: none"> <li>state the precise terms of the agreement(s) sought from the committee or the resolution(s) sought from creditors including the amount to be approved and when the Remuneration will be drawn. Separate statements of Remuneration claim are required for each distinct remuneration period (e.g. retrospective and prospective);</li> <li>set out the total Remuneration previously determined; and</li> <li>indicate whether they will be seeking the determination of further Remuneration at some time in the future.</li> </ul> <p>A summary of receipts and payments to and from the Administration bank account must be provided. The receipts and payments summary should be prepared up to a date that is as close as possible to the date on which the notice and report is given to creditors. The summary should be clearly labelled as being prepared 'as at' a particular date or for a specified period. If large or exceptional receipts and payments are received or made after the report is prepared but before the meeting at which the Remuneration claim is to be considered, the Practitioner should provide additional information to committee members or creditors at the meeting.</p> <p>Details of Disbursements paid from the Administration, including:</p> <ul style="list-style-type: none"> <li>general information on the different classes of Disbursements;</li> <li>a declaration that the Disbursements were necessary and proper;</li> <li>in relation to Disbursements paid to the Firm, whether directly or in reimbursement of a payment to a third party: <ul style="list-style-type: none"> <li>who the Disbursement was paid to (only for externally provided professional services);</li> <li>what the Disbursement was for;</li> <li>the quantity and rate (only for internal Disbursements); and</li> <li>the amount paid; and</li> </ul> </li> </ul>				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	<ul style="list-style-type: none"> <li>details of the basis of any internal Disbursements that will be charged to the Administration in the future (eg. Page rate for photocopying done internally).</li> </ul> <p>Note that payments direct to third parties from the Administration bank account only need to be clearly included in the receipts and payments.</p> <p>Practitioners should always support their Remuneration report with a general report providing the creditors with information about the progress of the Administration, detailing matters resolved and those matters still outstanding.</p> <p>The general report should assist creditors with understanding:</p> <ul style="list-style-type: none"> <li>matters that may have contributed to the Remuneration claim;</li> <li>complexities or difficulties that have been faced by the Practitioner;</li> <li>goals that have been achieved since the last report;</li> <li>outcomes including explanations as to why that outcome was better or worse than originally predicted; and</li> <li>future tasks to be undertaken and why they need to be done.</li> <li>for corporate Administrations, information on how to access the Creditor Information Sheet on approving Remuneration in external administrations (if not previously provided).</li> </ul> <p>The Creditor Information Sheet is designed to fully inform creditors about:</p> <ul style="list-style-type: none"> <li>the process of determining Remuneration; and</li> <li>the rights and responsibilities of Practitioners, committee members and creditors.</li> </ul> <p>The Information Sheet (or advice as to how creditors can access this information sheet online) must be provided to creditors before approval of Remuneration is sought. It may be provided to creditors at the time of advising them of the basis on which Remuneration will be charged.</p>				

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
Future reporting and/or further Remuneration approval requests	Any further Remuneration approval requests for retrospective fees on time basis have the same reporting requirements as the first Remuneration approval request.	<p>Any further fee approval requests for prospective fees on a time basis have the same reporting requirements as the first Remuneration approval. In addition, the Approving body must be advised on:</p> <ul style="list-style-type: none"> <li>• Remuneration already drawn under the prospective approval;</li> <li>• comparison of actual fees to the estimated fees provided in the original Remuneration approval report;</li> <li>• tasks undertaken; and</li> <li>• tasks remaining to be completed.</li> </ul> <p>The above applies even</p>	<p>Once a fee is fixed for an agreed task, set of tasks or the conduct of the Administration, it remains fixed and a Practitioner must not seek further approval if the original estimate is wrong.</p> <p>After approval of a fixed fee, Remuneration reporting will focus on the progress of the work in the Administration, for example by way of explaining milestone achievements, and the work still to be done.</p>	Future reporting to creditors will need to focus on the factors underlying the entitlement to claim the Remuneration, for example by way of reporting on asset realisations and the percentage taken from those realisations to pay Remuneration.	Future reporting to creditors will need to include information on whether the Practitioner has achieved the contingency and the effect on the calculation of the Practitioner's Remuneration.

	Basis of Fee Approval				
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
		<p>if the Practitioner is only seeking an increase in the previously set capped amount. If the Practitioner is seeking an increase in the capped amount, they will need to provide the Approving body with an explanation as to the reason for the change in the capped amount.</p> <p>If a Practitioner wishes to change the rate scale other than as agreed, the Practitioner will need to seek Approving body approval and provide the Approving body with an explanation as to the reason for the change in the rate scale.</p>			



## 15.4 Sources of Funding

### 15.4.1 Department of Employment payments

#### A. Corporate Administrations

Funding received from the Department of Employment (DE) to facilitate a FEG or GEERS distribution by Appointees may be a limited or partial funding agreement. As such, where higher fees are incurred than the amount agreed with DE there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

While the money received from DE is not subject to creditor approval and can be paid directly to the practitioner, any shortfall must be appropriately approved in accordance with the relevant legislation prior to drawing. In seeking creditor approval for any shortfall, Practitioners must provide separate disclosure of the total time charged, DE receipt(s) and any shortfall amount in the Remuneration report.

Practitioners must ensure that they do not "double dip" in relation to FEG or GEERS Remuneration and that the amount received from DE is allocated to the Administration. To facilitate this, Practitioners must ensure that any work undertaken in relation FEG or GEERS distributions is appropriately identified in their time recording system, including an adjustment for any direct payments from DE.

#### B. Personal insolvency Administrations

Practitioners must have regard to guidance issued by AFSA in respect of the requirements for approval of funding received from DE or any shortfall.

### 15.4.2 Assetless Administration funding

Funding received from ASIC under the Assetless Administration Fund may be a limited or partial funding agreement. As such, if higher fees are incurred than the amount agreed with ASIC there is no restriction in the administration being charged for the shortfall on the basis that all Remuneration claimed is necessary and properly incurred in accordance with ARITA's Code.

Some funding received from ASIC from the assetless administration fund requires creditor approval prior to drawing and some types of funding can be paid directly to the practitioner without creditor approval. Practitioners should refer to RG 109 for ASIC guidance on when approval is required for assetless administration funding.

If approval is not required, any shortfall must be appropriately approved in accordance with the Corporations Act prior to drawing. In seeking creditor approval for any shortfall, Practitioners must provide separate disclosure of the total time charged, ASIC receipt(s) and any shortfall amount in the Remuneration report.

Practitioners must ensure that they do not "double dip" in relation to this Remuneration and that the amount received from ASIC is allocated to the Administration. To facilitate this Practitioners must ensure that any work undertaken for ASIC in relation the Assetless Administration Fund is appropriately identified in their time recording system, including an adjustment for any direct payments from ASIC.

### 15.4.3 Litigation funding

Remuneration from litigation funding from any source, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

### 15.4.4 Creditor funding

Remuneration from funding by creditors provided for any purpose, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

### 15.4.5 Secured creditor funding

Where secured assets are realised in the course of an Administration, except for Appointments as a Controller, any Remuneration in relation to the realisations, including funds withheld from realisations or payments made directly by the Secured creditor, must be:

- paid into and drawn from the Administration bank account; and
- disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

### 15.4.6 Indemnities and up-front payments

Remuneration drawn from an indemnity or an up-front payment provided for any purpose, must be disclosed and approved in accordance with the requirements detailed at chapters 14 and 15.

## 15.5 General guidance on reporting

The provision to creditors of voluminous detailed information is not a substitute for a clear and concise report. It is the *relevance, quality* and *focus* of the information rather than the quantity and detail that is important. Creditors and even committees are not necessarily conversant with insolvency issues and processes, nor do they have the capacity or time to understand WIP records. Creditors have the right to ask questions and have them answered and to inspect supporting documentation if requested.

The information provided to creditors must be:

- Sufficient – be in enough detail for the purposes for which it is prepared and in the context of the work done in the Administration;
- Meaningful – be presented in a way that allows creditors to understand what was done and why it was done;
- Clear – use non-technical terms so that what is being claimed is readily understandable;
- Relevant – limited to what is needed; and
- Concise.

A Practitioner should:

- provide information that is specific to the Administration, rather than generic;

- try and ensure that the level of information is proportionate to the size and complexity of the Administration;
- try to assist committee members or creditors by highlighting the key components of the Remuneration claim and any areas that committee members or creditors are likely to view as contentious; and
- provide a summary of relevant information.

Questions from creditors should be anticipated and not discouraged.

Additional information should be provided if requested.

## 15.6 At the meeting

At a meeting at which a request for approval of Remuneration is being considered, a Practitioner must:

- table the information provided to creditors/the committee in support of the Remuneration request; and
- ask creditors whether there are any questions before putting the resolutions for approval of Remuneration to the meeting.

It is not acceptable to wait until the meeting to provide the required information to creditors. Additional information provided at the meeting should be limited to:

- responding to creditors' questions; or
- clarifying information that has already been provided.

Introducing new information at the meeting disadvantages creditors who did not attend the meeting, or who provided proxies for the meeting based on the information provided prior to the meeting.

Refer to Chapter 24 for further information about meeting requirements.

## 15.7 Changing basis of Remuneration

The basis for claiming Remuneration may be changed with creditor consent, however changing the basis to time based is only possible if proper records have been kept of time and activity. Note the restriction on fixed fees in section 15.2.3.

### *Example*

A percentage of realisations basis does not require recording of time spent. To change to a time basis would only be possible if proper records of time spent had been kept.

## 16 Approval before drawing Remuneration

**Principle 12:** A Practitioner is only entitled to draw Remuneration once it is approved and according to the terms of the approval.

### 16.1 Drawing of Remuneration

A Practitioner is only entitled to draw Remuneration once it is approved, subject to the terms of the approval.

Evidence of the approval must be recorded and maintained on the file. In the case of a resolution of a meeting of creditors, or of the committee, the minutes must be prepared and lodged where required (for example, with ASIC for corporate Administrations). In the case of court-approved Remuneration, the court order must be obtained.

If a Practitioner draws Remuneration in accordance with the default provisions under the Corporations Act or Bankruptcy Act, this must be clearly documented on the Administration file.

If fees have been approved prospectively, in terms that allow them to be drawn at nominated hourly rates, the Practitioner must only draw the Remuneration progressively, on completion of the work, unless it is the final Remuneration account for the finalisation of the Administration.

In respect of percentage-based Remuneration, it is acceptable for the Practitioner to draw his or her Remuneration from each nominated realisation, provided that there are sufficient funds available to meet higher-ranking priority debts.

In respect of a contingency arrangement, fees may be drawn on the basis approved by creditors. Any conditions imposed by creditors when approving a contingency arrangement, (for example, independent assessment of the achievement of a result) must be satisfied before Remuneration is drawn.

In respect of fixed fees, the terms approved by creditors should be that the fixed amount may be drawn only at the conclusion of the Administration; or in specified amounts at nominated milestones in the Administration. Practitioners must not draw fixed fee Remuneration 'up-front'.

### 16.2 Monies received in advance

If a Practitioner is provided with money in advance for the costs of conducting a formal insolvency Administration, the Practitioner is not entitled to apply those monies against their Remuneration until their Remuneration is approved by the Approving body. For details of when it is acceptable to receive monies in advance refer to section 6.14.

### 16.3 Remuneration drawn inappropriately

If a Practitioner becomes aware that fees have been improperly taken, because, for example, the correct process has not been followed, the Practitioner must immediately repay the amount in question into the Administration account.

Remuneration may then only be redrawn on approval being obtained and an explanation as to why the fees were improperly taken must be provided to creditors at that time.

Fees and expenses incurred in rectifying inappropriately drawn fees must be borne by the Practitioner.

## TO INVESTORS

21 May 2014

### **EQUITITRUST INCOME FUND ARSN 089 079 854 (RECEIVER APPOINTED) ("the Fund" or "EIF")**

I refer to my previous reports and now provide my 19<sup>th</sup> update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011.

## **1. Offer from Babgenta Pty Ltd**

A number of investors have contacted our office this week expressing concern at having received an offer from Babgenta Pty Ltd ("Babgenta") to purchase their units in the Fund and querying when a distribution is likely to be made to investors.

At this stage, I do not know how many investors have received this offer. I would appreciate investors advising by email to Daniel.tipman@bdo.com.au if they have received an offer from Babgenta. It would be useful if you could please note the name your unit holding is in and investor number (if known) in the email.

In respect of the offer and some of the events leading up to the offer being sent to investors, I note the following:

- I was contacted by Mr Steven Goakes, the director of Babgenta, by letter dated 24 April 2014 requesting a copy of the members' register of the EIF. Mr Goakes advised that he intended making an offer to Investors and requested a copy of the register pursuant to section 173 of the *Corporations Act 2001 (Cth)* ('the Act').
- A copy of the register was not provided to Babgenta because the purpose for obtaining a copy of the register was a prescribed purpose under Regulation 2C.1.03 of the *Corporations Regulations 2001 (Cth)*. Mr Goakes was advised that he was able to inspect the register at our offices and that in our next report to investors, in order to keep Investors fully informed, we would advise investors of Babgenta's intention to make an offer and request investors to contact our office if they wished to discuss further.
- Mr Goakes subsequently inspected the register at our offices on 6 May 2014 pursuant to section 173(1) of the Act. Prior to his supervised inspection of the register, I advised Mr Goakes that the Collingwood Park property had settled the day before and that it was my intention to make an interim distribution to investors of 5 cents in the dollar. I understand that the offer which has been made to investors is less than the interim distribution of 5 cents in the dollar which I foreshadowed to Mr Goakes. To subsequently offer investors less than the amount of the foreshadowed interim distribution (with this knowledge and without disclosing such information) is, in my opinion, unreasonable.
- During the course of the supervised inspection of the register, Mr Goakes was not allowed to copy any of the details or take notes. Given the number of calls we have received from investors advising of receipt of the offer, I do not know how Mr Goakes

could have recalled all of those names and addresses from his inspection and will query with him if he has otherwise received a copy of the register. If he has, the use of such information is potentially a breach of the provisions of the Act.

I have taken legal advice in relation to the offer and whether or not I would be obliged to transfer units in the fund to Babgenta if a compliant transfer form is received. To date, I have received one transfer form however it is incorrectly completed and not compliant.

There is no statutory obligation to register the transfer. There is also no separate obligation under the EIF Constitution to register the transfer; in fact, the Manager may refuse to register a transfer without assigning a reason (clause 10.1(f)). In light of this, and the advice which I have obtained, I have formed the view that it is not appropriate for me to register a transfer of units in circumstances where:

- (i) a transfer form does not comply with the relevant provisions of the Act;
- (ii) the Fund has been ordered to be wound up;
- (iii) the offer has been made prior to investors being made aware of the foreshadowed interim distribution of 5 cents in the dollar;
- (iv) the offer is less than the foreshadowed interim distribution; and
- (v) it is unclear how Babgenta has obtained the investors names and addresses (given the potential use of such information could amount to a breach of the provisions of the Act).

Accordingly, I do not intend to register a transfer of Investors unitholdings in the Fund unless I receive a compliant transfer form and I am satisfied (acting reasonably) that the Investor wishes the transfer to be registered which would require a positive indication from the Investor accompanied by a certificate of independent legal advice that the Investor has been advised in relation to the transfer and that the Investor understands the nature and effect of the transfer and wishes the transfer to be registered. If there remains any uncertainty as to the wishes of the Investor, I will consider making an application to the Court for directions.

For the avoidance of doubt, the above comments are not intended as an opinion as to the merits of the offer. My position (as set out above) is only in respect of whether I, as receiver of the property of the EIF, am obliged to register a transfer of units given all the circumstances. Investors should take their own advice regarding any offer to transfer units.

Outlined at section 5.1 of this report are further details of the interim distribution to be made to Investors in the immediate future. Accordingly, I encourage all Investors who have received an offer from Babgenta to consider the amount to be received from the interim distribution and seek advice from a trusted adviser as necessary.

## **2. Property Realisations**

A summary of the status of the remaining properties to settle or be sold is provided below. As this is a public document and to ensure I do not prejudice completion of the contracts, I will not at this time identify individual contract values or expected realisable values.

- (i) Collingwood Park, QLD

I am pleased to advise that the Collingwood Park property settled on 5 May 2014. As the property has now settled, I am also able to advise that the property was sold for a total sum of \$10,773,000.

As noted in my previous reports, in addition to the contract price, the purchaser paid \$550,947.94 in extension fees for six 28 day extensions of a condition relating to obtaining satisfactory approvals and under the terms of the contract of sale.

(iii) Wirrina Cove, SA

As advised in my 18<sup>th</sup> report to Investors, the only remaining assets at Wirrina Cove are the Marina St Vincent head lease and three unsold berths. I confirm that the Marina St Vincent head lease is under contract and subject to the approval of the assignment of the head lease by the South Australian Department of Transport. I am hopeful that consent will be obtained from the South Australian Department of Transport within the next month with settlement scheduled 5 days thereafter.

(iv) Cornwallis, NSW

The land and business is currently subject to an offer that is being finalised.

(v) Rosea (Wongawallan, QLD)

As advised in my 18<sup>th</sup> report to Investors, the debtor has submitted a proposal to satisfy their obligations under a deed of settlement, which includes, inter alia, the sale of the Wongawallan property. The deed of settlement includes a number of parties including the Equititrust Premium Fund (Receivers and Managers Appointed) ('EPF'). Therefore, any proposal put forward by the debtor must be agreed and accepted between the parties. At this stage, no agreement has been reached in terms of acceptance of the debtor's proposal amongst the parties.

(vi) Gold Coast, QLD

As advised in my previous reports, this property is subject to possession proceedings and where mediation took place on 11 September 2013. As agreement was not reached the matter is proceeding to trial. The court has ordered a trial date to be set and this date will be finalised shortly dependent on the availability of the parties.

## 2.1 Legal Proceedings

As advised in my 18<sup>th</sup> report to Investors, there are several legal actions currently on foot. I am unable to provide specific details with respect to each matter and the expected outcome of same. However, I provide an overview below:

- An agreement is being finalised with the EPF to settle a number of matters including proceedings currently on foot in relation to funds held in our solicitors trust account following the sale of a property.
- Two claims have been filed against the same valuer for negligence and damages in excess of \$10 million. Leave to Proceed applications and Commercial List applications were heard on 24 April 2014. Notwithstanding that the defendants opposed the Leave to Proceed applications with respect to certain valuations, the judge granted leave to proceed for all valuations and ordered that the proceedings be placed on the Commercial List (note the purpose of the Commercial List is to effect the expeditious resolution of commercial matters).

The defendant is required to file an amended defence with respect to one of the matters before the week ending 31 May 2014, failure of which will result in the matter being brought back before the Court. An amended defence has been received with respect to the other matter with a reply currently being prepared. Any amount



recoverable with respect to the claims will be sought against a professional indemnity insurance policy.

- Two other claims have been filed against separate valuers for negligence and damages. Expert reports have been received for both properties with amended claims and statement of claims now being prepared to establish the loss or damage suffered by the ELF as a result of relying on the valuations at the time of advancing the loans.
- Proceedings are ongoing against a bankrupt/related parties to realise an interest in the surplus proceeds that have been realised from the sale of a property. This is likely to result in a substantial recovery for the Fund. Negotiations are ongoing with several parties who may have an interest in the funds held by the Court.

Given the nature of these matters, they are likely to take up to eighteen months to resolve. However, it is expected that the actions will realise several million dollars for the benefit of Investors.

### **3. Creditor Claims**

#### **3.1 Secured Creditors**

As advised in my 18<sup>th</sup> report to Investors, secured creditors' claims have been discharged, with the exception of approximately \$989,000 in respect of bank guarantees issued by the National Australia Bank. The bank guarantees support bonds held by two Councils with respect to certain development sites.

As previously advised, it has been determined that it is not commercial to complete the outstanding works as the costs of the works are likely to significantly exceed the value of the bonds. It is expected that the bonds will be called upon by the two councils in due course.

#### **3.2 Other Creditors**

As previously advised, there are a number of creditors that are required to be paid (or funds retained) before a distribution is made to Investors, which include:

- Rates and land tax against certain properties to be realised;
- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund;
- Any other creditors outstanding at the date of my appointment; and
- Receiver's remuneration and outlays.

#### **3.3 Claims by the Liquidators of Equititrust Limited ('EL')**

As advised in my 18<sup>th</sup> update to Investors, I lodged an application with the Supreme Court of Queensland on 24 July 2013 appealing the decision of the Liquidators of EL (Hall Chadwick) to adjudicate on a proof of debt lodged by the Fund. The matter was heard on 5 December 2013 and the Court determined that the Liquidators had no right to rule on the proof of debt. The Court also awarded costs against the Liquidators.

I am endeavouring to resolve a claim against the Liquidators for the costs incurred in relation to the application in addition to resolving any other claims between the Fund and the Liquidators in respect of the amount owing at the date of their appointment (where I consider monies are

owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

A meeting with the Liquidators was held on 22 April 2014 with a view to agreeing to a procedure to resolve the outstanding issues and claims promptly. Negotiations are ongoing as to the procedure to be adopted to bring about a resolution of the claims.

#### 4. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 19 March 2014 to 20 May 2014.

<b>Opening Cash at Bank</b>		<b>9,084,456.20</b>
Interest Income		31,310.34
<i>Loan Recoveries:</i>		
Corymbia Corporation Pty Ltd	10,695,376.95	
Summer Hill Business Estate Pty Ltd	18,237.41	10,713,614.36
GST Refund		4,986.15
Rural Security Holdings Pty Ltd - costs order		54,665.26
<b>Total Receipts</b>		<b>10,804,576.11</b>
Bank Charges		32.60
Bank Guarantee/cash bond		28,440.06
<i>Distressed Loan Funding:</i>		
Boothers Pty Ltd	43,315.25	
Corymbia Corporation Pty Ltd	279,713.99	
Corymbia Estates Pty Ltd	13,891.24	
Graham Spottiswood (A Bankrupt)	56,928.01	
Kele Property Group (Port Macquarie) Pty Ltd	1,100.00	
National Resorts	44,389.38	
Western Land Corporation	5,317.95	
Wirrina Cove	326,913.59	
Windsor Turf Pty Ltd	23,236.97	794,806.38
IT expenses		8,651.50
Legal Fees		103,294.30
Printing and Stationery		1,320.10
<b>Total Payments</b>		<b>936,544.94</b>

**Closing Cash at Bank**

**18,952,487.37**

The 'Distressed Loan Funding' for Corymbia Corporation Pty Ltd includes:

- Agent's commission on the sale of the property of approximately \$170,000
- Land tax of approximately \$25,500
- Legal fees of approximately \$85,000 in relation to proceedings against the valuer for negligence and damages

The 'Distressed Loan Funding' for Wirrina Corporation Pty Ltd includes:

- An advance to Wirrina Corporation Pty Ltd to extinguish the GST/PAYG liability for the quarter ending 31 December 2013 of approximately \$225,000
- Advances to Wirrina Corporation Pty Ltd to cover accounts payable relating to the period prior to the settlement of the Wirrina Resort and Conference Centre of approximately \$35,000
- Legal fees of approximately \$67,000

The 'Distressed Loan Funding' for the remaining loans was primarily related to legal fees.

The incurring of these costs is considered essential in terms of successfully realising the assets subject to the Fund's securities.

## 5. Estimated Return to Investors

I provide below an estimated return to Investors of between 11 and 12 cents in the dollar as at 20 May 2014 as follows:

Cash at Bank	18,952	18,952
Estimated selling prices	5,400	6,350
Less:		
Bank guarantees	(989)	(989)
Selling costs (3.5% of sale price)	(189)	(222)
Other unsecured creditors	(800)	(600)
Receiver's fees and outlays	(503)	(503)
Estimated net amount available to Investors as at 20 May 2014	21,871	22,988
Total investor units	193,916,000	193,916,000
Estimated return in the dollar	0.11	0.12

The above table does not take into account future operating costs, future Receiver's fees and future rates and land tax. It also excludes any legal recoveries against borrowers, valuers or other third parties.

## 5.1 Interim Distribution to Investors

As advised in previous reports, the timing of an interim distribution to investors was dependent on the settlement of the Collingwood Park property and/or the resolution of the claims with the Liquidators.

As advised previously in this report, the Collingwood Park property settled on 5 May 2014 resulting in current cash at bank of \$18.9M.

Please note, in estimating the funds that are available for distribution to Investors, I must take into account the secured creditors, land tax, rates, Receiver's fees and the unsecured creditors outstanding at the date of this report along with monies required in order to pay future liabilities that may arise in a worse case scenario.

A "buffer" is required to ensure all legal and other costs can be met, including, in the event costs may be awarded against the fund in relation to the legal proceedings on foot or other claims that may be brought against the fund.

I am therefore in a position to make an interim distribution of 5 cents in the dollar that amounts to approximately \$10M.

Further distributions will be made as the remaining properties are sold and legal proceedings resolved.

Unfortunately the investor management software used by the Fund was never designed to process a distribution of this nature and we are currently working with the software's designers to develop a solution. Following a verification process, I will be in a position to distribute the available funds to Investors on a per unit basis.

The distribution will be paid into the bank account which has previously been nominated by Investors. Investors will also receive an individualised letter detailing the interim distribution paid.

I am endeavouring to have the available funds distributed as soon as possible and anticipate that the funds will be distributed to Investors by mid June 2014 at the latest.

## 6. Receiver's Remuneration and Expenses

As notified to investors recently, I confirm that my fourth application for approval of my remuneration will be heard on 3 June 2014. This covers the period 1 November 2013 to 30 April 2014 and is for a total of \$457,668.50 plus GST, giving a total of \$503,435.35. Attached is a summary of my remuneration and outlays for this period.

A copy of my application in this respect has been posted to the websites [www.equititrust.com.au](http://www.equititrust.com.au) and [www.equititrustincomefund.com.au](http://www.equititrustincomefund.com.au).

## 7. Updating your contact details

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equititrust Income Fund (Receiver Appointed)

C/- BDO  
GPO Box 457, Brisbane, QLD 4001

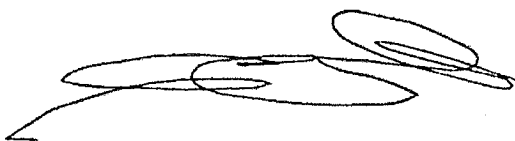
## 8. Queries

All queries should be directed to Daniel Tipman of this office who can be contacted as follows;

Phone: 07 3237 5999  
Email: [daniel.tipman@bdo.com.au](mailto:daniel.tipman@bdo.com.au)

Should Investors have any queries in relation to the winding up of the Fund, they should contact my office on (07) 3237 5999 or by email at [info@bdo.com.au](mailto:info@bdo.com.au).

Yours faithfully

A handwritten signature in black ink, appearing to read 'David Whyte', with a long horizontal flourish extending to the left.

David Whyte  
Receiver

**Equititrust Income Fund (Receiver Appointed)**  
1 November 2013 to 30 April 2014

Employee	Position	Rate	Total Units	Total \$	Assets		Administration		Creditors		Investigation		Trade-on	
					Units	\$	Units	\$	Units	\$	Units	\$	Units	\$
Whyte, David	Partner	560.00	147.00	82,320.00	83.90	46,984.00	30.20	16,912.00	22.40	12,544.00	1.60	896.00	8.90	4,984.00
Jarrold, Clark	Partner	485.00	1.00	485.00	-	-	-	-	1.00	485.00	-	-	-	-
Jenkins, Craig	Partner	485.00	2.00	970.00	-	-	-	-	-	-	2.00	970.00	-	-
Griffin, Maree	Associate Director	430.00	0.20	86.00	0.20	86.00	-	-	-	-	-	-	-	-
Somerville, John	Senior Manager	425.00	450.70	191,547.50	361.60	153,680.00	46.80	19,890.00	37.30	15,852.50	-	-	5.00	2,125.00
Raphael, Alastair	Manager	390.00	0.90	351.00	0.90	351.00	-	-	-	-	-	-	-	-
Hogbin, Tom	Supervisor	280.00	2.50	700.00	2.50	700.00	-	-	-	-	-	-	-	-
Tipman, Daniel	Senior Accountant I	310.00	565.90	175,429.00	34.30	10,633.00	45.30	14,043.00	317.70	98,487.00	11.30	3,503.00	157.30	48,763.00
Withanage, Pawan	Senior Accountant II	220.00	0.10	22.00	0.10	22.00	-	-	-	-	-	-	-	-
Kennedy, Nicola	Accountant II	190.00	16.80	3,172.00	0.60	114.00	18.10	3,439.00	-	-	0.10	19.00	-	-
O'Brien, Dermot	Undergraduate	155.00	13.00	2,015.00	1.20	186.00	6.90	1,069.50	0.30	46.50	-	-	4.60	713.00
Watson, Sarah	Team Assistant	180.00	0.70	126.00	-	-	0.20	36.00	0.50	90.00	-	-	-	-
Richardson, Ashley	Junior Team Assistant	75.00	0.60	45.00	-	-	0.60	45.00	-	-	-	-	-	-
<b>TOTAL</b>			<b>1,203.40</b>	<b>457,668.50</b>	<b>485.30</b>	<b>212,756.00</b>	<b>148.10</b>	<b>55,434.50</b>	<b>379.20</b>	<b>127,505.00</b>	<b>15.00</b>	<b>5,388.00</b>	<b>175.80</b>	<b>56,585.00</b>
			<b>GST</b>	<b>45,766.85</b>										
			<b>TOTAL INC GST</b>	<b>503,435.35</b>										
<b>AVERAGE HOURLY RATE</b>			<b>418.34</b>		<b>438.40</b>		<b>374.30</b>		<b>336.25</b>		<b>359.20</b>		<b>321.87</b>	

**DISBURSEMENT REPORT**

Equititrust Income Fund (Receiver Appointed)  
1 November 2013 to 30 April 2014

Item	\$
Travel	437.21
Printing/Photocopying	14,087.70
Courier	31.63
Searches	381.19
Postage	7,456.72
Archive Retrieval	17.00
Sub Total	22,411.45
GST	2,241.15
<b>TOTAL</b>	<b>24,652.60</b>

**TO INVESTORS**

28 July 2014

**EQUITITRUST INCOME FUND ARSN 089 079 854  
(RECEIVER APPOINTED) ("the Fund" or "EIF")**

I refer to my previous reports and now provide my 20<sup>th</sup> update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011.

**1. Property Realisations**

A summary of the status of the remaining properties to settle or be sold is provided below. As this is a public document and to ensure I do not prejudice completion of the contracts, I will not at this time identify individual contract values or expected realisable values.

**(i) Wirrina Cove, SA**

As advised in my 19<sup>th</sup> report to Investors, the only remaining assets at Wirrina Cove are the Marina St Vincent head lease and three unsold berths. I confirm that the Marina St Vincent head lease is under contract and is subject to the approval of the assignment of the head lease by the South Australian Department of Transport.

I am hopeful that this consent will be provided shortly with settlement scheduled 5 days thereafter.

**(ii) Gold Coast, QLD**

As advised in my previous reports, this property is subject to possession proceedings and where mediation took place on 11 September 2013. An agreement was reached to obtain possession of the property, however, this was subject to the Equititrust Premium Fund (Receivers and Managers Appointed) ('EPF') also agreeing to provide a release of its claims. The EPF would not agree to provide a release at that time.

As part of an overall agreement reached with the EPF recently, which is discussed further at section 1.1 below, the EPF has assigned its debt and securities to the EIF which may allow further negotiations to take place. It is anticipated that a trial with respect to the possession proceedings will be held in or around September 2014. Once possession of the property has been obtained, a marketing campaign will be commenced to realise the property for the benefit of Investors.

A summary of the properties that have settled since my last report is provided below:

**(i) Cornwallis, NSW**

I am pleased to advise that the land and business settled on 22 May 2014 with gross realisations of \$3.5million received by the Receiver and Manager appointed over the property and business.

The Receiver and Manager is currently finalising the Receivership and resolving a number of outstanding issues post settlement.

(ii) Rosea (Wongawallan, QLD)

The EIF no longer has any interest in this matter following an assignment of the debt and securities to the EPF as part of the recently agreed settlement and which is further discussed at section 1.1 below.

## **1.1 Legal Proceedings**

As advised in my 19<sup>th</sup> report to Investors, there are several legal actions currently on foot. I am unable to provide specific details with respect to each matter and the expected outcome of same. However, I provide an overview below:

- As indicated above, an agreement was reached with the EPF to settle a number of matters including proceedings currently on foot in relation to funds held in our solicitor's trust account. Settlement of these matters with the EPF occurred on 10 June 2014 resulting in the EIF receiving total proceeds of approximately \$1.28million.
- Two claims have been filed against the same valuer for negligence and damages in excess of \$10 million. On 26 June 2014 the Court ordered that the plaintiff and defendants provide any expert reports that they intend to reply on at trial by 26 September 2014 and that the parties participate in mediation by 31 October 2014.

Any amount recoverable with respect to the claims will be sought against a professional indemnity insurance policy.

- Two other claims have been filed against separate valuers for negligence and damages. Expert reports have been received for both properties with amended claims and statement of claims being prepared and settled by Counsel to establish the loss or damage suffered by the EIF as a result of relying on the valuations at the time of advancing the loans.
- Proceedings are ongoing against a bankrupt/related parties to realise an interest in the surplus proceeds that have been realised from the sale of a property. This is likely to result in a substantial recovery for the Fund.

Given the nature of these matters, they may take up to twelve to eighteen months to resolve. However, it is expected that the actions will realise several million dollars for the benefit of Investors.

## **2. Creditor Claims**

### **2.1 Secured Creditors**

As advised in my 19<sup>th</sup> report to Investors, secured creditors' claims have been discharged, with the exception of approximately \$989,000 in respect of bank guarantees issued by the National Australia Bank. The bank guarantees support bonds held by two Councils with respect to certain development sites.

As previously advised, it has been determined that it is not commercial to complete the outstanding works as the costs of the works are likely to significantly exceed the value of the bonds. It is expected that the bonds will be called upon by the Ipswich City Council (\$893,820) and Tweed Shire Council (\$94,500) in due course.



## 2.2 Other Creditors

As previously advised, there are a number of creditors that are required to be paid (or funds retained) before further distributions can be made to Investors, which include:

- Rates and land tax against certain properties to be realised;
- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund;
- Any other creditors outstanding at the date of my appointment; and
- Receiver's remuneration and outlays.

## 2.3 Claims by the Liquidators of Equititrust Limited ('EL')

As previously advised, I lodged an application with the Supreme Court of Queensland on 24 July 2013 appealing the decision of the Liquidators of EL (Hall Chadwick) to adjudicate on a proof of debt lodged by the Fund. The matter was heard on 5 December 2013 and the Court determined that the Liquidators had no right to rule on the proof of debt. The Court also awarded costs against the Liquidators.

I continue with efforts to resolve a claim against the Liquidators for the costs incurred in relation to the application in addition to resolving any other claims between the Fund and the Liquidators in respect of the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

An agreed procedure to resolve the outstanding issues and claims has not been finalised at this stage.

### 3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 21 May 2014 to 27 July 2014.

Opening Cash at Bank			18,952,487.37
Interest Income			
Loan Recoveries:			58,687.91
Checkling Pty Ltd	3,479,002.92		
Gonfanon Pty Ltd	4,480.41		
National Resorts	216,581.31		
Rosea Pty Ltd	706,500.65		
Richard Martin Walsh	359,103.20		
Wirrina Cove	95,000.00	4,860,668.49	

# Total Receipts

4,919,356.40

Advertising			1,826.93
Bank Charges			62.30
<i>Distressed Loan funding:</i>			
Boothers Pty Ltd	10,910.05		
Checkling Pty Ltd	291,317.98		
Corymbia Corporation Pty Ltd	75,281.26		
Corymbia Estates Pty Ltd	50,340.19		
Graham Spottiswood (A Bankrupt)	50,531.75		
Gonfannon Pty Ltd	17,644.28		
National Resorts	615.45		
Wirrina Cove	26,450.30	523,091.26	
IT expenses		21,750.30	
Legal Fees		58,014.58	
Printing and Stationery		2,266.35	
Receiver's Fees & Outlays		528,087.95	
Sundry Expenses		129.60	
Unit Holders - Accrued interest 30/06/10		139,540.72	
Unit Holders - 5 cent interim distribution		9,630,079.28	
<b>Total Payments</b>			<b>10,904,849.27</b>
<b>Closing Cash at Bank</b>			<b>12,966,994.50</b>

The 'Distressed Loan Funding' for Boothers Pty Ltd includes:

- Legal fees of approximately \$8,500
- Insurance expenses of approximately \$2,400

The 'Distressed Loan Funding' for Checkling Pty Ltd includes advances to the Receiver and Manager to cover:

- Agent's commission of \$77,000
- Legal fees of approximately \$51,000
- Receiver and Manager's fees and outlays of approximately \$163,000

The 'Distressed Loan Funding' for Gonfannon Pty Ltd includes:

- An advance to the Receiver and Manager to cover professional fees and outlays of approximately \$17,500

The 'Distressed Loan Funding' for Wirrina Corporation Pty Ltd includes:

- An advance to Wirrina Corporation Pty Ltd to cover insurance expenses of approximately \$5,000
- Legal fees of approximately \$21,000

The 'Distressed Loan Funding' for Graham Spottiswood (A Bankrupt) includes:

- Legal fees incurred to secure an interest in the surplus proceeds from the sale of a property

The 'Distressed Loan Funding' for the remaining loans primarily relates to legal fees in relation to legal proceedings currently on foot.

The incurring of these costs is considered essential in terms of successfully realising the assets subject to the Fund's securities.

#### 4. Estimated Return to Investors

I provide below an overall estimated return to Investors of between 11 and 12 cents in the dollar as at 30 June 2014 as follows:

	Estimated Return to Investors of between 11 and 12 cents in the dollar as at 30 June 2014	Estimated Return to Investors of between 11 and 12 cents in the dollar as at 30 June 2014
Net Estimated Value of Fund Assets as at 30 June 2014	\$15,614	\$16,564
Less: Creditors and Other Payables	(\$3,185)	(\$3,018)
<b>Estimated net amount available to investors as at 30 June 2014</b>	<b>12,429</b>	<b>13,546</b>
Total investor units as at 30 June 2014	184,234,000	184,234,000
<b>Estimated Value of Remaining Units as at 30 June 2014</b>	<b>0.067</b>	<b>0.074</b>
5 cent interim distribution paid to investors	\$9,678	\$9,678
Total investor units as at 21 November 2011	193,912,000	193,912,000
<b>Overall Estimated Return in the Dollar</b>	<b>0.114</b>	<b>0.120</b>

The above table does not take into account future operating costs, future legal fees, future Receiver's fees and future rates and land tax for the Gold Coast property. It also excludes any legal recoveries against borrowers, valuers or other third parties.

##### 4.1 Interim Distribution to Investors

I am pleased to advise that an interim distribution of 5 cents per unit has been made with the majority of payments to Investors having now been paid either into their nominated account or distributed via cheque.

My office has been contacted by several Investors querying how their unit balance(s) on which the interim distribution was calculated was derived. As some Investors are already aware, the Fund recorded an accounting and tax loss for the year ended 30 June 2011. Accordingly, the Fund had no surplus income available to distribute to Investors in the 2011 financial year. All payments to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital. I *attach* a letter addressed to Investors dated 20 June 2011 detailing the partial repayment of capital. Unfortunately, this information does not appear to have been adequately disclosed to Investors in 2011 which has caused confusion amongst some Investors.

When calculating the number of units presently held, Investors will need to take into account the amount received from the interim distribution. For example, if an investor held 100,000 units and received \$5,000 from the 5c interim distribution, the investor will now only hold 95,000 units in the Fund. As further distribution(s) are made, the number of units in the Fund will continue to decrease in accordance with the amount distributed to Investors.

As the number of units held has decreased for each investor and the estimated value of their remaining units has reduced materially, Investors should advise Centrelink accordingly to ensure their pension is correctly revised. Please refer to section 5 for an updated unit price as at 30 June 2014.

## 4.2 Annual Distribution Recipients

A large proportion of the Fund's Investors received distributions monthly, however a number of Investors elected to receive distributions annually in exchange for a slightly higher benchmark rate of return.

The interest accrued as at 30 June 2010 that had remained unpaid to these Investors has now been paid.

As many Investors are aware, distributions ceased in March 2011, with the last distribution made to monthly distribution recipients originally treated as interest accrued for the month ending 28 February 2011. As detailed in section 4.1 of this report, the Fund recorded a loss for the year ending 30 June 2011 and therefore distributions made to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital.

As a result of the cessation of distributions in March 2011, the majority of annual distribution recipients were left disadvantaged when compared to the monthly distribution recipients. I have not yet fully determined the amount of any "equalisation payment" that may be due to Investors who elected to receive distributions annually however preliminary investigations have identified 384 Investors who are owed capital distributions equal to interest accrued on their investment for the period 1 July 2010 to 28 February 2011 totalling approximately \$1,100,000.

I have received several queries from investors requesting clarification on how the "equalisation payment" will be calculated and how it will impact on investors' unit holdings given an interim distribution has now been paid. The following example provides a concise explanation on these matters.

In the table below, both Investor A and Investor B invested \$100,000 in the EIF. Investor A elected to receive distributions monthly and last received a distribution for the month ending February 2011 while Investor B elected to receive distributions annually. As Investor B's investment matured in April 2011, Investor B did not receive any repayment of capital in the year ending 30 June 2011.

	A	B
Unit balance as at 1 July 2010	100,000	100,000
Less capital repaid in FY2011	\$5,326	\$0
Unit balance as at 21 November 2011	94,674	100,000
Less interim distribution of capital (5 cents per unit)	\$4,734	\$5,000
Unit balance as at 30 June 2014	89,940	95,000
Equalisation Payment	\$0	\$5,060

Unit balance prior to final distribution	89,940	89,940
Final distribution of capital (estimate of 7.5 cents per unit)	\$6,746	\$6,746
Final Unit balance at conclusion of winding up	83,195	83,195

The above example shows how the “equalisation payment” will be calculated taking into account the payment of the interim distribution of 5 cents. If a further interim distribution is made prior to the conclusion of the winding up, this will also need to be taken into account. As mentioned above in section 4.1, as further distributions are made (including any “equalisation payments”), the number of units in the Fund will continue to decrease in accordance with the amount distributed to Investors.

I have sought legal advice which indicates that the most appropriate means of resolving the “equalisation payment” issue is, upon the finalisation of the winding up of the Fund, to apply and seek a declaration from the Court as to the final payment to be made to all Investors as well as consent for an “equalisation payment” to be made. Accordingly, steps will be taken in this respect upon finalisation of the winding up of the Fund.

#### 4.3 Future Distributions


The timing of further distributions to Investors is dependent on the timing of the resolution of the legal proceedings currently on foot and the resolution of the claims with the Liquidators of Equititrust Limited.

I anticipate that the winding up of the Fund may take a further twelve to eighteen months to finalise, however, subject to resolving the majority of the abovementioned matters in a timely manner, I am hopeful that I will be in a position to make a further distribution to Investors during the first half of 2015.

In order to reduce costs, I will issue my next update to Investors in early October 2014 where I will update Investors further with respect to the anticipated timing of the next distribution to investors.

### 5. Updated Unit Price

I provide below an updated unit price as at 30 June 2014 of 7 cents, which is based on the mid-point of the high and low estimated selling prices of the assets as at 30 June 2014.

	
Total Value of Fund Assets as at 30 June 2014 (net of land tax and rates)	16,089
Less value of NAB facility	(989)
	15,100
Less Creditors and Other Payables	(2,112)
<b>Total Net Value of Fund Assets</b>	<b>12,988</b>
Total Number of Units as at 30 June 2014	184,234,000
<b>Unit Price</b>	<b>0.07</b>

I attach a copy of a letter to Centrelink confirming the unit price as at 30 June 2014, which may be used by Investors to assist with the revision of their pensions.

As previously advised, I have written to the Minister for Families, Housing, Community Services and Indigenous Affairs seeking consideration to exempt units in the Fund from social security deeming provisions to assist retirees who are income and asset tested. However, the Minister has advised that an exemption from the deeming rules are only provided in very limited circumstances and only when specific characteristics are met, including the investment ceasing to operate within the terms of the Product Disclosure Statement (PDS). The Minister considers that the freezing of distributions and the risks associated with this product is allowed for in the PDS and the constitution of the Fund and therefore an exemption will not be granted.

## **6. Receiver's Remuneration and Expenses**

As notified to Investors recently, I confirm that my fourth application for approval of my remuneration for the period 1 November 2013 to 30 April 2014 was heard on 3 June 2014 and was fixed in the amount of \$457,668.50 plus GST. A copy of the court order can be obtained from the websites detailed below.

I attach a summary of my current remuneration and outlays outstanding for the period from 1 May 2014 to 30 June 2014. My remuneration incurred during this period totals \$136,279.50 plus outlays of \$3,479.80 plus GST.

I anticipate that my next application for approval of my remuneration will be heard in October 2014. A copy of my application in this respect will be posted to the websites [www.equitytrust.com.au](http://www.equitytrust.com.au) and [www.equitytrustincomefund.com.au](http://www.equitytrustincomefund.com.au) and Investors will be notified when this application has been lodged.

## **7. Updating your contact details**

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equitytrust Income Fund (Receiver Appointed)  
C/- BDO  
GPO Box 457, Brisbane, QLD 4001

## **8. Queries**

All queries should be directed to Daniel Tipman of this office who can be contacted as follows;

Phone: 07 3237 5999  
Email: [daniel.tipman@bdo.com.au](mailto:daniel.tipman@bdo.com.au)

Should Investors have any queries in relation to the winding up of the Fund, they should contact my office on (07) 3237 5999 or by email at [info@bdo.com.au](mailto:info@bdo.com.au).

Yours faithfully



David Whyte  
Receiver


**TO WHOM IT MAY CONCERN**

28 July 2014

**EQUITITRUST INCOME FUND  
ARSN 089 079 854  
(RECEIVER APPOINTED) ("THE FUND")**

I refer to my court appointment on 21 November 2011 as interim Receiver and subsequent appointment on 23 November 2011 as Receiver of the Fund's assets and the person responsible for ensuring the winding up of the Fund in accordance with the terms of its constitution.

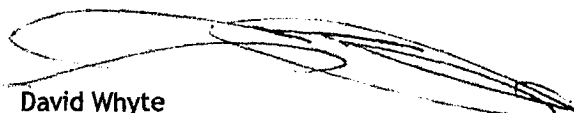
I provide an update on the estimated unit price of the Fund as at 30 June 2014, calculated as follows:

	
Total Value of Fund Assets as at 30 June 2014 (net of land tax and rates)	16,089
Less value of NAB facility	(989)
	15,100
Less Creditors and Other Payables	(2,112)
Total Net Value of Fund Assets	12,988
Total Number of Units as at 30 June 2014	184,234,000
Unit Price	0.07

I confirm that all distributions paid to investors during the 2013 financial year were partial repayments of capital and not income. This letter should be retained by investors for income tax purposes if required.

Should you have any queries in respect of the above, please contact Daniel Tipman of my office on (07) 3237 5704.

Yours faithfully



David Whyte  
Receiver



## EQUITITRUST CAPITAL™

20 June 2011

### Equititrust Income Fund (EIF) – Fund Update

#### Unit Value

Equititrust Limited, as Responsible Entity of EIF, has completed the review of the current value of all assets of EIF, being principally the loans due from borrowers secured by real property assets.

As a result of that review, and using the methodology discussed below, an Ordinary Unit in EIF has been determined to have a value of \$0.78 (ie 78 cents).

The simplified mechanics of the calculation are as follows:

Total value of Fund Assets		\$195,476,421
Less value of National Australia Bank facility		<u>(\$25,000,000)</u>
		\$170,476,421
Less Creditors and Other Payables		<u>(\$10,814,762)</u>
<b>Total net value of Fund Assets</b>	<b>A</b>	<b>\$159,661,659</b>
<b>Total number of Ordinary Units issued</b>	<b>B</b>	<b>203,634,856</b>
<b>Current value of an Ordinary Unit</b>	<b>A/B</b>	<b>\$0.78</b>

As this is the first time the value of an Ordinary Unit has fallen below \$1.00, unitholders may not be familiar with the relevant clauses of the EIF constitution dealing with this issue and accordingly those provisions are included in a separate document provided on this website titled "EIF Constitution extracts – Calculation of unit value".

Equititrust Limited holds 40,000,000 subordinated units in EIF and it has taken the loss of the first \$40,000,000 of impairments to asset value, such that the investment held by Equititrust Limited now has a nil value.

Unitholders should be aware of the following additional factors regarding this estimate of current unit value of Ordinary Units :

- The values used are those at 30 April 2011;
- Operating costs, including future bank interest and the costs incurred in managing the fund, have not been recognised in this calculation and equally further income earned from interest during the realization process has also not been recognised;

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Box 8111 GCMC Queensland 9726 Australia  
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- The selling costs relating to secured properties, where it is likely that those properties will need to be sold to repay the debt, have been recognised wherever possible in the estimate of current asset value;
- We have not taken into account any "equalization amounts" which may be payable to some investors including those holding investments where distributions were paid on an annual basis and as such those investors have not had the same level of distributions for the current year as investors who were receiving monthly distributions. The amount involved is not material in the context of the overall calculation;

### **Income Tax Impact on Investors**

Many investors have asked us about the impact of recent events regarding their investment in EIF on their own income tax position. Equititrust is not an expert in taxation matters and does not provide taxation advice and in addition not all investors are in the same taxation position.

So whilst we share below our understanding of the "typical" position investors are encouraged to seek their own independent expert advice on all taxation matters. Put simply though, in almost all cases, there is no assessable income from your EIF investment for the year ended 30 June 2011.

### ***Assessable Income – Monthly Distributions***

For those investors who chose to receive a distribution monthly we understand the position to be as follows:

- The ordinary monthly payment received on 1 July 2010 was in relation to the 30 June 2010 year and accordingly it
  - was included in your Client Income Statement for the year ended on 30 June 2010 sent to investors on or about 31 July 2010;
  - should therefore have been included in your 30 June 2010 income tax return; and
  - therefore is not assessable income in the 2010/11 financial year;
- EIF will record an accounting loss and a tax loss for the year ended 30 June 2011. Accordingly, as EIF has no income to distribute, the ordinary monthly payments received by investors in the period 2 July 2010 to 29 March 2011 are all partial repayments of capital and, therefore, are not income and will not need to be included in the assessable income in an investor's tax return for the current year.
- Any distributions of capital will usually need to be taken into account in calculating any capital loss incurred on a future disposal or deemed disposal of your units in EIF.



### ***Assessable Income – At Maturity or Annual Distribution***

The vast majority of investors chose to receive distributions monthly, however, a modest number of investors elected to receive distributions once annually, on the maturity of their investment. Such distributions were paid on the first business day after the maturity date. Those investors fall into one of two categories – (1) those who have received a distribution between 1 July 2010 and 29 March 2011 and (2) those who have not received an ordinary distribution at all during this period.

For those investors who have received a distribution during the period we understand the position to be as follows:

- If the payment was received on 1 July 2010 (ie maturity date of 30 June 2010) then the whole of the payment relates to the year ended 30 June 2010 and it would all have been shown as such in your Client Income Statement for the year ended on 30 June 2010 sent to investors on or about 31 July 2010.
- If the payment was received after 1 July 2010 then part of the payment would relate to the year ended 30 June 2010 and the remaining amount relates to the current financial year (year ended 30 June 2011). The amount received in relation to the year ended 30 June 2010 was shown as “accrued” in your Client Income Statement for the year ended on 30 June 2010 sent to investors on or about 31 July 2010. As EIF will record an accounting loss and a tax loss for the year ended 30 June 2011, EIF has no income to distribute and the payment received by investors in relation to this financial year is a partial repayment of capital and, therefore, is not income and will not need to be included in the assessment of income in investor’s tax return for the current year.
- Unlike last year there will be no accrued but unpaid income at 30 June 2011 in relation to the year ended on that date.
- These distributions of capital will usually need to be taken into account in calculating any capital loss incurred were you to dispose of your units in EIF.

For those investors who have not received a distribution at all during the period since 30 June 2010 we understand the position to be as follows:

- In relation to the year ended 30 June 2010 the Client Income Statement provided to you on or about 31 July 2010 included an amount accrued at 30 June 2010 and thus to be included in your assessable income for last year. It is our current expectation that this accrued amount will be paid when funds are available from assets sales after the National Australia Bank is fully repaid.
- In relation to this current financial year (year ended 30 June 2011) you have not received any payment and as EIF will record an accounting loss and a tax loss for the year ended 30 June 2011, EIF has no income to distribute and, accordingly, there will be no accrued amount either.

As you can see the position is different for different situations and we emphasise that investors should seek expert advice as to their own taxation position.



**Distributions**

The NAB facility is expected to be fully repaid in August 2011 from the sales proceeds of secured properties. Once the bank facility is fully repaid the Directors of Equititrust Limited will consider the then forward cash flow projections of EIF and provide an update to investors of the likely future distribution timetable.

Payments to investors will not recommence before the bank is fully repaid. All future payments are expected to be payments of capital and not income.



**Equitrust Income Fund (Receiver Appointed) 1 May 2014 to 30 June 2014**

Employee	Position	Rate	Totals		Assets		Creditors		Employees	Trade Debt		Investigations		Dividends		Administration		Other
			hrs	\$	hrs	\$	hrs	\$		hrs	\$	hrs	\$	hrs	\$	hrs	\$	
David Whyte	Partner	560	70.0	39,200.00	33.0	18,480.00	1.2	672.00		2.3	1,288.00	1.9	1,064.00			31.6	17,696.00	
John Somerville	Senior Manager	425	66.1	28,092.50	48.7	20,697.50	14.5	6,162.50		0.5	212.50					2.4	1,020.00	
Daniel Tipman	Senior Accountant I	310	201.5	62,465.00	18.9	5,859.00	148.2	45,942.00		15.2	4,712.00	1.4	434.00			17.8	5,518.00	
Jayden Coulston	Senior Accountant I	310	0.1	31.00			0.1	31.00										
Michael Dharmaratne	Senior Accountant I	310	4.1	1,271.00			3.5	1,085.00								0.6	186.00	
Nicola Kennedy	Accountant II	190	13.1	2,489.00	1.8	342.00	4.7	893.00		6.2	1,178.00					0.4	76.00	
Dermot O'Brien	Undergraduate	155	15.2	2,356.00	0.8	124.00	0.7	108.50								13.7	2,123.50	
Nicole Jackson	Team Assistant	150	2.1	315.00			1.6	240.00						0.5	75.00			
Wolra Hattingh	Team Assistant	75	0.7	52.50			0.7	52.50										
Ashley Richardson	Junior Team Assistant	75	0.1	7.50												0.1	7.50	

**Note:** All amounts exclude GST unless otherwise noted

Expense Type		Amount (\$ ex GST)
Photocopy		627.90
Postage		1,649.34
Printing		1,131.30
Search Fee		64.50
Taxi fares		6.76
<b>TOTAL</b>		<b>3,479.80</b>
<b>GST</b>		<b>347.98</b>
<b>TOTAL IN GST</b>		<b>3,827.78</b>

**TO INVESTORS**

15 October 2014

**EQUITITRUST INCOME FUND ARSN 089 079 854  
(RECEIVER APPOINTED) ("the Fund" or "EIF")**

I refer to my previous reports and now provide my 21<sup>st</sup> update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011.

**1. Asset Recoveries**

**1.1 Property Realisations**

A summary of the property that has settled since my 20<sup>th</sup> update to investors along with a summary of the only remaining property to settle is provided below.

(i) Wirrina Cove, SA

Settlement of the remaining assets at Wirrina Cove, being the Marina St Vincent head lease and three berths, took place on 30 September 2014.

The only remaining matter to be attended to at Wirrina Cove is the resolution of objections to the land tax assessments of certain lots. In this regard, I anticipate a reduction in the taxable site values for 2012/13 and 2013/14 of approximately \$2.9 million and \$2.2 million respectively, which should result in an estimated land tax refund of approximately \$163,000.

(ii) Gold Coast, QLD

As advised in my previous report to investors, this property was subject to possession proceedings with a trial expected to take place over three days in September 2014. However, an agreement has been reached with the defendant with settlement due on 22 October 2014. Should payment not be forthcoming by this date, possession of the property will be granted and a marketing campaign will be commenced to realise the property for the benefit of Investors. As this is a public document and to ensure I do not prejudice completion of the settlement, I will not at this time identify the settlement amount.

**1.2 Legal Proceedings**

As advised in my 20<sup>th</sup> report to Investors, there are several legal actions currently on foot. I am unable to provide specific details with respect to each matter and the expected outcome of same. However, I provide an overview below:

- Two claims have been filed against the same valuer for negligence and damages in excess of \$10 million. The Court ordered that the plaintiff and defendants provide expert reports that they intend to rely on at trial by 26 September 2014 and that the parties participate in mediation by 31 October 2014. Expert reports have not been finalised as yet as further disclosure has been requested by the defendants to assist in the preparation of their reports.

Any amount recoverable with respect to the claims will be sought against a professional indemnity insurance policy.

- Two other claims have been filed against separate valuers for negligence and damages.

An amended claim and statement of claim has been filed and served on the defendants in one of the actions along with a copy of the retrospective valuation prepared on our behalf.

Discussions are ongoing with legal counsel and the expert valuer with respect to the other claim to establish the loss or damage suffered by the EIF in order to finalise the amended claim and statement of claim.

- Proceedings are ongoing against a bankrupt/related parties to realise an interest in the surplus proceeds that have been realised from the sale of a property. Witness statements and summaries of evidence are currently being finalised in preparation for trial.

Given the nature of these matters, they may take up to twelve months to resolve. However, it is expected that the actions will realise several million dollars for the benefit of investors.

## **2. Creditor Claims**

### **2.1 Secured Creditors**

As advised in my 20<sup>th</sup> report to investors, secured creditors' claims have been discharged, with the exception of approximately \$989,000 in respect of bank guarantees issued by the National Australia Bank. The bank guarantees support bonds held by two Councils with respect to certain development sites.

As previously advised, it has been determined that it is not commercial to complete the outstanding works as the costs of the works are likely to significantly exceed the value of the bonds.

### **2.2 Other Creditors**

As previously advised, there are a number of creditors that are required to be paid (or funds retained) before further distributions can be made to investors, which include:

- Rates in respect of the remaining Gold Coast property (should the settlement agreement noted at section 1.1 above not transpire);
- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund;
- Any other creditors outstanding at the date of my appointment; and
- Receiver's remuneration and outlays.

### **2.3 Claims by the Liquidators of Equititrust Limited ('EL')**

As previously advised, I lodged an application with the Supreme Court of Queensland on 24 July 2013 appealing the decision of the Liquidators of EL (Hall Chadwick) to adjudicate on a proof of debt lodged by the Fund. The matter was heard on 5 December 2013 and the Court determined that the Liquidators had no right to rule on the proof of debt. The Court also awarded costs against the Liquidators.

I continue with efforts to resolve a claim against the Liquidators for the costs incurred in relation to the application in addition to resolving any other claims between the Fund and the Liquidators in respect of the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

It is hoped that an agreed procedure to resolve the outstanding issues and claims will be finalised in the coming months.

### 3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 28 July 2014 to 12 October 2014.

--	--

Opening Cash at Bank	12,966,994.50
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Interest Income	73,094.08
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*Loan Recoveries:*

Gonfanon Pty Ltd	844.69	
Wirrina Cove	304,851.00	305,695.69

Total Receipts	378,789.77
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Agent's Fees	15,614.30
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Bank Charges	198.00
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*Distressed Loan funding:*

Boothers Pty Ltd	28,815.02	
Corymbia Corporation Pty Ltd	60,297.52	
Corymbia Estates Pty Ltd	44,520.96	
Gamp Developments Pty Ltd	216.67	
Gonfanon Pty Ltd	1,885.00	
Graham Spottiswood (A Bankrupt)	138,099.96	
National Resorts	1,583.83	
Kristine Lorraine Newton	400.83	
Rosea Pty Ltd	3,046.33	
Tweed Central Pty Ltd	2,871.10	
Western Land Corporation	1,503.67	
Wirrina Cove	131,129.25	414,370.14

GST Paid	251,290.00
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IT Expenses	10,991.20
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Legal Fees	154,573.10
Printing and Stationery	2,247.43
Unit Holders - 5 cent interim distribution	46,347.33

<b>Total Payments</b>	<b>895,631.50</b>
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<b>Closing Cash at Bank</b>	<b>12,450,152.77</b>
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The 'Distressed Loan Funding' for Boothers Pty Ltd includes:

- Legal fees of approximately \$22,700
- Insurance expenses of approximately \$2,500
- Valuation fees of approximately \$1,500
- Consultant's fees of approximately \$2,000

The 'Distressed Loan Funding' for Corymbia Corporation Pty Ltd relates to costs in pursuing a legal action and includes:

- Legal fees of approximately \$52,900
- Consultant's fees of approximately \$7,400

The 'Distressed Loan Funding' for Corymbia Estates Pty Ltd relates to costs in pursuing a legal action and includes:

- Legal fees of approximately \$40,500
- Consultant's fees of approximately \$4,000

The 'Distressed Loan Funding' for Wirrina Corporation Pty Ltd includes:

- An advance to Wirrina Corporation Pty Ltd to cover trading expenses with respect to Marina St Vincent of approximately \$16,200
- Insurance in relation to Marina St Vincent of approximately \$17,800
- Legal fees of approximately \$19,900
- An advance to Wirrina Corporation Pty Ltd to cover a GST liability of approximately \$74,300
- Agent's commission of \$1,300
- Consultant's fees of \$1,700

The 'Distressed Loan Funding' for Graham Spottiswood (A Bankrupt) includes:

- Legal fees incurred to secure an interest in the surplus proceeds from the sale of a property

The 'Distressed Loan Funding' for the remaining loans primarily relates to legal fees in relation to legal proceedings currently on foot.

The incurring of these costs is considered essential in terms of successfully realising the assets subject to the Fund's securities.



#### 4. Estimated Return to Investors

I provide below an overall estimated return to Investors of between 11.2 and 11.4 cents in the dollar as at 12 October 2014 as follows:

	11.2 cents	11.4 cents
Net Estimated Value of Fund Assets as at 12 October 2014	\$14,200	\$14,200
Less: Creditors and Other Payables	(\$2,231)	(\$1,831)
Estimated net amount available to investors as at 12 October 2014	11,969	13,546
Total investor units as at 12 October 2014	184,234	184,234
Estimated Value of Remaining Units as at 12 October 2014	0.065	0.067
5 cent interim distribution paid to investors	\$9,678	\$9,678
Total investor units as at 21 November 2011	193,912	193,912
Overall Estimated Return (Cents in the Dollar)	11.2 cents	11.4 cents

The above table does not take into account future operating costs, future legal fees, future Receiver's fees and future rates for the Gold Coast property (if any). It also excludes any legal recoveries against borrowers, valuers or other third parties.

The estimated return as at 12 October 2014 has been revised downwards slightly from my estimate as at 30 June 2014 of between 11.4 and 12 cents in the dollar.

##### 4.1 Distributions to Investors

As advised in my previous report, an interim distribution of 5 cents per unit was made on 20 June 2014. There are a small number of cases where investors' bank account details or postal addresses are not up to date and as a result cheques and electronic fund transfers have been returned. I am endeavouring to contact these investors to obtain up to date information.

The timing of further distributions to Investors continues to be dependent on the timing of the resolution of the legal proceedings currently on foot and the resolution of the claims with the Liquidators of Equititrust Limited.

I anticipate that the winding up of the Fund may take a further twelve to fifteen months to finalise, however, subject to resolving the claims with the Liquidators of Equititrust Limited in a timely manner, I continue to be hopeful that I will be in a position to make a further distribution to Investors during the first half of 2015.

In order to reduce costs, I will issue my next update to Investors in January 2015 when I will update Investors further with respect to the anticipated timing of the next distribution to investors.

#### 5. Receiver's Remuneration and Expenses

I attach a summary of my current remuneration and outlays outstanding for the period from 1 July 2014 to 7 October 2014. My remuneration incurred during this period totals \$219,619.00 plus outlays of \$2,190.39 plus GST.

I anticipate that my next application for approval of my remuneration will be heard in November 2014. A copy of my application in this respect will be posted to the websites



[www.equititrust.com.au](http://www.equititrust.com.au) and [www.equitrustincomefund.com.au](http://www.equitrustincomefund.com.au) and Investors will be notified when this application has been lodged.

## 6. Updating your contact details

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equititrust Income Fund (Receiver Appointed)  
C/- BDO  
GPO Box 457, Brisbane, QLD 4001

## 7. Queries

All queries should be directed to Daniel Tipman of this office who can be contacted as follows;

Phone: 07 3237 5999  
Email: [daniel.tipman@bdo.com.au](mailto:daniel.tipman@bdo.com.au)

Should Investors have any queries in relation to the winding up of the Fund, they should contact my office on (07) 3237 5999 or by email at [info@bdo.com.au](mailto:info@bdo.com.au).

Yours faithfully

A handwritten signature in black ink, appearing to read 'David Whyte', with a long horizontal stroke extending to the right.

David Whyte  
Receiver

**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 July 2014 to 7 October 2014**

**Equititrust Income Fund (Receiver Appointed)**

		S			S			S						
David Whyte	Partner	560	63.6	32,648.00	38.8	21,728.00	1.3	728.00	3.7	2,072.00	1.8	1,008.00	12.7	7,112.00
John Somerville	Senior Manager	440	177.5	69,828.00	127.3	56,012.00	25.3	11,132.00	0.5	220.00			5.6	2,464.00
Michael Dharmaratne	Senior Accountant I	320	0.4	128.00			0.4	128.00						
Daniel Tipman	Senior Accountant I	320	327.1	96,576.00	33.6	10,752.00	202.6	64,832.00	55.6	17,792.00	0.8	256.00	9.2	2,944.00
Nicola Kennedy	Accountant I	225	32.2	6,772.50	7.2	1,620.00	16.7	3,757.50	4.0	900.00			2.2	495.00
Dermot O'Brien	Accountant II	195	59.2	9,282.00			5.8	1,131.00					41.8	8,151.00
Sarah Cunningham	Financial Assistant	195	0.3	58.50									0.3	58.50
Dermot O'Brien	Undergraduate	160	24.8	3,968.00	0.2	32.00	0.3	48.00	5.7	912.00			18.6	2,976.00
Nicole Jackson	Practice Assistant	155	2.0	310.00			2.0	310.00						
Moirra Hattingh	Administration Assistant	80	0.6	48.00			0.6	48.00						

**Note:** All amounts exclude GST unless otherwise noted

**Disbursements for the period 1 July 2014 to 7 October 2014**

**Equititrust Income Fund (Receiver Appointed)**

Parking	117.90
Photocopy	11.70
Postage	2,012.53
Search Fee	48.26
<b>TOTAL</b>	<b>2,190.39</b>
<b>GST</b>	<b>219.04</b>
<b>TOTAL INC GST</b>	<b>2,409.43</b>

**TO INVESTORS**

30 January 2015

**EQUITITRUST INCOME FUND ARSN 089 079 854  
(RECEIVER APPOINTED) ("the Fund" or "EIF")**

I refer to my previous reports and now provide my 22<sup>nd</sup> update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011.

**1. Asset Recoveries**

**1.1 Property Realisations**

I advise that all real property assets of the Fund have now been realised. A summary of the property that has settled since my 21<sup>st</sup> update to investors and matters that are still to be finalised are provided below.

**(i) Gold Coast, QLD**

As advised in my previous report to investors, an agreement was reached with the defendant with settlement effected on 27 October 2014 with gross proceeds of \$1.75 million realised. The EIF no longer holds any interest in the property.

**(ii) Wirrina Cove, SA**

As advised in my previous report to investors, the only outstanding matter at Wirrina Cove is the resolution of objections to the land tax assessments of certain lots. In this regard, the South Australian Valuer-General has reduced the 2013/14 taxable site value from \$4.89 million to \$3.29 million and, therefore, a land tax refund of approximately \$60,000 is expected. The reduction in the taxable site values adopted by the South Australian Valuer-General is still higher than a valuation obtained, however, it is not considered commercially worthwhile to seek a review of the South Australian Valuer-General's decision given the risks and costs involved.

**(iii) Cornwallis, NSW**

As previously advised, the sale of the land and business settled on 22 May 2014 with gross realisations of \$3.5 million received by the Receiver and Manager appointed over the assets. There have been some delays experienced by the Receiver and Manager in finalising the Receivership due to post settlement issues, however, I have been advised that these matters will be resolved in the next month.

**1.2 Legal Proceedings**

As advised in my 21<sup>st</sup> report to Investors, there are several legal actions currently on foot. I am unable to provide specific details with respect to each matter and the expected outcome of same. However, I provide an overview below:

- Two claims have been filed against the same valuer for negligence and damages in excess of \$10 million. On 10 December 2014, the Court ordered a revised timetable as follows:

- (i) By 19 December 2014, the plaintiff serve further documents on the defendants.
- (ii) By 13 February 2015, the defendants deliver any expert reports.
- (iii) By 6 March 2015, the plaintiff deliver any expert report in reply to any expert reports delivered by the defendants.
- (iv) The matter will be listed for a review on 11 March 2015.

The Judge listed the matter for review on 11 March 2015 in order to review the position after all the expert evidence has been obtained.

Any amount recoverable with respect to the claims will be sought against a professional indemnity insurance policy.

- Two other claims have been filed against separate valuers for negligence and damages.

We are currently finalising a Reply to the Defence filed by the Defendants on 19 December 2014, which is due to be filed by 30 January 2015.

It has been determined that it is not commercial to continue with the other claim following further analysis of the expert valuer's report. As such, this claim will be withdrawn.

- An agreement has been reached with the relevant parties to apportion the surplus proceeds that have been realised from the sale of a property. Settlement proceeds of approximately \$1.8 million will be received in the next 7 days.

I am hopeful that these claims can be finalised this calendar year.

### **1.3 Liquidators' claim against the Auditors and Directors and Officers**

As Investors may be aware, a Claim and Statement of Claim was filed in the Federal Court on 27 September 2013 by the Liquidators of Equititrust Limited against the Auditors, Directors and Equititrust Limited in its own capacity for breach of duties. The claim includes the claims that were originally contemplated as being made on behalf of the Investors of the Fund as a class action.

The Liquidators have entered into a litigation funding deed with a litigation funder, which has been approved by the Court, to fund the action.

I have been provided with the following update from the Liquidators' solicitors in relation to the status of the claim and the public examination:

- a) following the dismissal of the Auditor's application to set-aside the summonses to appear at the examinations (and their subsequent application for leave to appeal), examinations took place in July 2014 and September 2014;
- b) various directors, employees and auditors have been examined but not everyone in respect of whom summonses were issued have been examined;
- c) each of the examinations were adjourned at the completion of the sessions rather than the examinees being released, in order to allow the Liquidator to call back individuals for a further examination if required; and

- d) an Amended Statement of Claim was filed on 31 October 2014 following the examinations.

On 3 December 2014, the Court ordered, inter alia, the following:

- (i) By 27 February 2015, the Defendants are to file and serve their Defences to the Amended Statement of Claim;
- (ii) By 20 March 2015, the Plaintiff is to file and serve any Reply to the Defences; and
- (iii) Proceedings are to be listed for directions by the Court on 25 March 2015.

Any funds realised from this claim will be paid to the Fund and after deducting the costs of the litigation.

I will keep Investors updated as to the progress, however, Investors should note that I will not be in a position to make a final distribution and finalise the winding up of the Fund until this litigation has been resolved.

## **2. Creditor Claims**

### **2.1 Secured Creditors**

As advised in my 21<sup>st</sup> report to Investors, secured creditors' claims have been discharged, with the exception of approximately \$989,000 in respect of bank guarantees issued by the National Australia Bank. The bank guarantees support bonds held by two Councils with respect to certain development sites.

As previously advised, it has been determined that it is not commercial to complete the outstanding works as the costs of the works are likely to significantly exceed the value of the bonds. Discussions are ongoing with the respective Councils to settle these matters.

### **2.2 Other Creditors**

As previously advised, there are a number of creditors that are required to be paid (or funds retained) before further distributions can be made to Investors, which include:

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund;
- Claims against the Fund made by the Liquidators of Equititrust Limited;
- Any other creditors outstanding at the date of my appointment; and
- Receiver's remuneration and outlays.

### **2.3 Claims by the Liquidators of Equititrust Limited ('EL')**

As previously advised, I continue with efforts to resolve a claim against the Liquidators for the costs incurred in relation to the application in addition to resolving any other claims between the Fund and the Liquidators in respect of the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution. However, despite numerous requests by my solicitor to the Liquidators' solicitor for a response to a proposal to resolve the matter, one is yet to be received.

I am currently considering what further action can be taken in order to resolve this matter without further delay.

### 3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 13 October 2014 to 26 January 2015.

Summary of Receipts and Payments for the Period		
13 October 2014 to 26 January 2015		
	\$	\$
Opening Cash at Bank		12,450,152.77
<b>Receipts</b>		
Interest Income		67,634.05
Loan Recoveries:		
Boothers Pty Ltd	1,750,000.00	
Wirrina Cove	120.00	1,750,120.00
<b>Total Receipts</b>		<b>1,817,754.05</b>
<b>Payments</b>		
Agent's Fees		16,500.00
Bank Charges		56.40
Bank Guarantee/Cash Bond		28,440.06
<i>Distressed Loan funding:</i>		
Boothers Pty Ltd	60,438.66	
Corymbia Corporation Pty Ltd	42,955.61	
Corymbia Estates Pty Ltd	17,746.20	
Graham Spottiswood (A Bankrupt)	80,209.75	
Tweed Central Pty Ltd	3,955.60	
Wirrina Cove	11,906.00	217,211.82
GST Paid		246,263.37
IT Expenses		20,396.33
Legal Fees		139,019.54
Printing and Stationery		1,452.17
<b>Total Payments</b>		<b>669,339.69</b>
<b>Closing Cash at Bank</b>		<b>13,598,567.13</b>

The 'Distressed Loan Funding' for Boothers Pty Ltd includes:

- Legal fees of approximately \$60,000, which relate to possession proceedings for a Gold Coast property that ultimately settled.

The 'Distressed Loan Funding' for Corymbia Corporation Pty Ltd relates to costs in pursuing a legal action and includes:

- Legal fees of approximately \$34,700
- Expert Witness fees of approximately \$8,250

The 'Distressed Loan Funding' for Corymbia Estates Pty Ltd relates to costs in pursuing a legal action and includes:

- Legal fees of approximately \$9,500
- Expert Witness fees of approximately \$8,250

The 'Distressed Loan Funding' for Wirrina Corporation Pty Ltd includes:

- Settlement monies payable in relation to the demountable buildings at Marina St Vincent of \$7,500
- Legal fees of approximately \$2,900
- Valuer fees of approximately \$1,500 to support an objection to the land tax assessment

The 'Distressed Loan Funding' for Graham Spottiswood (A Bankrupt) includes:

- Legal fees incurred to secure an interest in the surplus proceeds from the sale of a property

The 'Distressed Loan Funding' for Tweed Central Pty Ltd includes:

- Legal fees incurred in progressing a claim against a Valuer

The "Legal Fees" of \$139,019.54 includes:

- Assessed costs of \$54,016.19 payable to Equititrust Limited's legal counsel in relation to the court application to wind up the Fund
- The balance of approximately \$85,000 relates to legal fees which cannot be attributed to a borrower and are recorded as scheme expenses

The incurring of these costs is considered essential in terms of successfully recovering assets for the benefit of Investors.

#### 4. Estimated Return to Investors

I provide below an overall estimated return to Investors of between 11.9 and 12 cents in the dollar as at 26 January 2015 as follows:

	Low \$000's	High \$000's
Net Estimated Value of Fund Assets as at 26 January 2015	\$15,398	\$15,398
Less: Creditors and Other Payables	(\$2,069)	(\$1,819)
Estimated net amount available to investors as at 26 January 2015	13,329	13,579
Total investor units as at 26 January 2015	184,234	184,234
Estimated Value of Remaining Units as at 26 January 2015	7.2 Cents	7.4 Cents



5 cent interim distribution paid to investors	\$9,678	\$9,678
Total investor units as at 21 November 2011	193,912	193,912
Overall Estimated Return in the Dollar	11.9 Cents	12.0 Cents

The above table does not take into account future operating costs, future legal fees and future Receiver's fees.

It also excludes any potential legal recoveries against borrowers, valuers or other third parties.

#### 4.1 Distributions to Investors

As advised in my previous report, an interim distribution of 5 cents per unit was made on 20 June 2014.

The timing of further distributions to Investors continues to be dependent on the timing of the resolution of the legal proceedings currently on foot and the resolution of the claims with the Liquidators of Equititrust Limited.

I anticipate that the winding up of the Fund may take a further twelve to eighteen months to finalise (including resolving the Liquidators' claim against the auditors), however, I continue to be hopeful that I will be in a position to make a further distribution to Investors before June 2015.

In order to reduce costs, I will issue my next update to Investors in April 2015 when I will update Investors further with respect to the anticipated timing of the next distribution to investors.

### 5. Updated Unit Price

I provide below an updated unit price as at 31 December 2014 of 7.4 cents, which is based on the mid-point of the high and low estimated net assets as at 31 December 2014.

	\$000's
Total Value of Fund Assets as at 31 December 2014	15,735
Less value of NAB facility	(989)
	14,746
Less Creditors and Other Payables	(1,080)
Total Net Value of Fund Assets	13,666
Total Number of Units as at 31 December 2014	184,234
Unit Price	7.4 cents

I attach a copy of a letter to Centrelink confirming the unit price as at 31 December 2014, which may be used by Investors to assist with the revision of their pensions.

As previously advised, I have written to the Minister for Families, Housing, Community Services and Indigenous Affairs seeking consideration to exempt units in the Fund from social security deeming provisions to assist retirees who are income and asset tested. However, the Minister

has advised that an exemption from the deeming rules are only provided in very limited circumstances and only when specific characteristics are met, including the investment ceasing to operate within the terms of the Product Disclosure Statement (PDS). The Minister considers that the freezing of distributions and the risks associated with this product is allowed for in the PDS and the constitution of the Fund and therefore an exemption will not be granted.

## **6. Receiver's Remuneration and Expenses**

I attach a summary of my current remuneration and outlays outstanding for the period from 7 October 2014 to 26 January 2015. My remuneration incurred during this period totals \$118,875 plus outlays of \$2,519.14 plus GST.

I anticipate that my next application for approval of my remuneration for the period 1 May 2014 to 31 December 2014 will be heard in February 2015. I am still finalising my affidavit to support the application, however, my remuneration claimed will be approximately \$475,000 plus GST. A copy of my application in this respect will be posted to the websites [www.equititrust.com.au](http://www.equititrust.com.au) and [www.equitrustincomefund.com.au](http://www.equitrustincomefund.com.au) and Investors will be notified when this application has been lodged.

## **7. Updating your contact details**

If Investors wish to update their postal address or bank details, a request should be submitted in writing to the following address.

Equititrust Income Fund (Receiver Appointed)  
C/- BDO  
GPO Box 457, Brisbane, QLD 4001

## **8. Queries**

All queries should be directed to Dermot O'Brien of this office who can be contacted as follows;

Phone: 07 3237 5999  
Email: [Dermot.O'Brien@bdo.com.au](mailto:Dermot.O'Brien@bdo.com.au)

Should Investors have any queries in relation to the winding up of the Fund, they should contact my office on (07) 3237 5999 or by email at [info@bdo.com.au](mailto:info@bdo.com.au).

Yours faithfully



David Whyte  
Receiver

**REMUNERATION REPORT - Summary of professional fees by category of work for the period 7 October 2014 to 26 January 2015**

**Equititrust Income Fund (Receiver Appointed)**

		Totals		Task Area										
				Assets		Creditors		Trade On		Investigations		Administration		
Employee	Position	Rate	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	560	21.3	11,928.00	12.4	6,944.00	1.6	896.00	3.5	1,960.00	0.3	168.00	3.5	1,960.00
John Somerville	Senior Manager	440	59.4	26,136.00	29.9	13,156.00	8.5	3,740.00	0.9	396.00	0.5	220.00	19.6	8,624.00
Daniel Tipman	Supervisor	360	56.5	20,340.00	2.9	1,044.00	16.1	5,796.00	18.0	6,480.00			19.5	7,020.00
Jayden Coulston	Supervisor	360	0.2	72.00									0.2	72.00
Michael Dharmaratne	Supervisor	320	1.1	352.00			0.6	192.00					0.5	160.00
Daniel Tipman	Supervisor	320	139.3	44,576.00	29.7	9,504.00	76.7	24,544.00	23.4	7,488.00			9.5	3,040.00
Nicola Kennedy	Accountant I	225	20.4	4,590.00			9.1	2,047.50	8.2	1,845.00	0.5	112.50	2.6	585.00
Dermot O'Brien	Undergraduate	195	46.5	9,067.50									46.5	9,067.50
Nicole Jackson	Team Assistant	155	0.5	77.50			0.5	77.50						
Moir Hattingh	Team Assistant	80	21.7	1,736.00	2.3	184.00							19.4	1,552.00
TOTALS		366.9		118,875.00	77.2	30,832.00	113.1	37,293.00	54.0	18,169.00	1.3	500.50	121.3	32,080.50
GST				11,887.50										
TOTAL INC GST				130,762.50										
AVERAGE HOURLY RATE			324		399		330		336		385		264	

**Note:** All amounts exclude GST unless otherwise noted

**Disbursements for the period 7 October 2014 to 26 January 2015**

**Equititrust Income Fund (Receiver Appointed)**

Expense Type	Amount (\$ ex GST)
Photocopy	0.60
Search Fee	560.48
Postage	1,792.27
Accommodation	135.79
Parking	30.00
<b>TOTAL</b>	<b>2,519.14</b>
<b>GST</b>	<b>251.91</b>
<b>TOTAL INC GST</b>	<b>2,771.05</b>

**TO WHOM IT MAY CONCERN**

30 January 2015

**EQUITITRUST INCOME FUND  
ARSN 089 079 854  
(RECEIVER APPOINTED) ("THE FUND")**

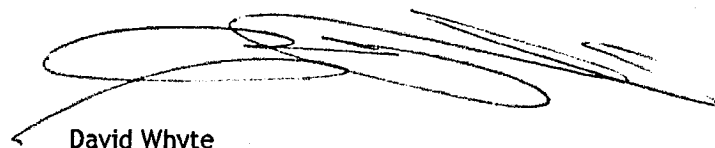
I refer to my court appointment on 21 November 2011 as interim Receiver and subsequent appointment on 23 November 2011 as Receiver of the Fund's assets and the person responsible for ensuring the winding up of the Fund in accordance with the terms of its constitution.

I provide an update on the estimated unit price of the Fund as at 31 December 2014, calculated as follows:

	\$000's
Total Value of Fund Assets as at 31 December 2014	15,735
Less value of NAB facility	(989)
	14,746
Less Creditors and Other Payables	(1,080)
Total Net Value of Fund Assets	13,666
Total Number of Units as at 31 December 2014	184,234
Unit Price	7.4 cents

Should you have any queries in respect of the above, please contact Dermot O'Brien of my office on (07) 3237 5999.

Yours faithfully



David Whyte  
Receiver

Summary of Receipts and Payments for the Period  
21 November 2011 to 31 January 2015

Receipts		\$
Bank Guarantees released for distribution		39,066.65
Interest Income		472,244.97
<i>Loan Recoveries:</i>		
Boothers Pty Ltd	1,753,423.65	
Checkling Pty Ltd	5,222,090.17	
Corymbia Corporation Pty Ltd	11,376,212.53	
Corymbia Estates Pty Ltd	2,136,247.31	
East Coast Pty Ltd	2,394,502.16	
Elysian Marketing Pty Ltd	412,821.57	
Gamp Developments Pty Ltd	482,510.23	
Gonfanon Pty Ltd	2,354,818.22	
Hollyander	344,457.88	
Kele Property Group (Port Macquarie) Pty Ltd	1,101,864.86	
Kristine Newton	2,665,906.97	
Lazar	22,701.00	
Morvale Land Pty Ltd	3,897,632.45	
Mountbell Pty Ltd	641,481.75	
National Resorts Corporation	2,205,458.07	
Resort Corporation Australia (No 2) Pty Ltd	824,745.90	
Robert Hardy, Elysian Marketing Pty Ltd and Mark J	5,899.05	
Rosea Pty Ltd	1,195,250.59	
Rural Security Holdings Pty Ltd	50,000.00	
Spottiswood, Graham (A Bankrupt)	13,606.11	
Summer Hill Business Estate Pty Ltd	18,237.41	
Taylor, AG & SK	215,438.34	
Toowoomba (Foundry Shopping Centre) Pty Ltd	4,807,860.63	
Tweed Central Pty Ltd	7,097,417.88	
Valencia Grove Pty Ltd	1,803,390.00	
Walsh	508,367.95	
Western Land Corporation	1,070,456.17	
Wirrina Cove	10,927,139.19	
Wonderkids Pty Ltd	10,000.00	65,559,938.04
<i>Other Income:</i>		
Pre-appointment ATO lodgements	69,453.00	
Fees earned from Release of Mortgage	1,183.33	
Other Sundry Income	2,130.40	
Sale of Plant and Equipment	800.00	73,566.73
Refunds received		655.06
Transfer from Pre-appointment accounts		1,263,719.13
<b>Total Receipts</b>		<b>67,409,190.58</b>

Payments		\$
Advertising		5,347.92
Bank Charges		54,028.22
Bank Guarantee		159,376.48
Consultant fees		68,709.20
<i>Distressed Loan funding:</i>		
Boothers Pty Ltd	365,024.68	
Checkling Pty Ltd	573,855.61	
Corymbia Corporation Pty Ltd	3,208,595.12	
Corymbia Estates Pty Ltd	666,747.93	
CTP Pty Ltd	21,571.00	

East Coast Pty Ltd	505,991.96	
Gamp Developments Pty Ltd	108,801.41	
Glenrowan Land Pty Ltd	4,215.00	
Gonfanon Pty Ltd	189,280.34	
Graham Spottiswood (A Bankrupt)	442,574.01	
Kele Property Group (Port Macquarie) Pty Ltd	354,039.69	
Morvale Land Pty Ltd	828,555.99	
Mountbell Pty Ltd	180,436.78	
National Resorts	370,284.58	
Newton, Kristine Lorraine	6,597.01	
Resort Corporation Australia (No 2) Pty Ltd	117,136.25	
Rosea Pty Ltd	7,888.16	
Spottiswood, Graham (A Bankrupt)	193,266.72	
Toowoomba (Foundry Shopping Centre) Pty Ltd	1,668,608.37	
Tweed Central Pty Ltd	1,003,079.98	
Valencia Grove Pty Ltd	126,745.19	
Walsh	149,264.75	
Western Land Corporation	406,365.17	
Windsor Turf Pty Ltd	424,059.35	
Wirrina Cove	10,762,625.34	22,685,610.39
Office Establishment expenses		14,909.51
Document Production & Stationary		14,116.76
GST Paid		1,599,375.91
Insurance		31,415.50
IT expenses		242,246.46
Legal Fees		2,013,809.83
Mclvor Superannuation Fund (Payment into Court)		3,495,953.42
Office Rental charge		91,542.60
PAYG Paid		107,976.00
Receiver's Fees (Court approved)		
Remuneration	2,850,849.65	
Outlays	111,440.79	2,962,290.44
Reimbursement of Expenses - Equititrust Limited		
Pre-appointment (prior to 21 November 2011)	653,867.63	
Post-appointment (subsequent to 21 November 2011)	305,682.62	959,550.25
Secured Creditor Fees and Charges (Bill Facility)		600,527.80
Secured Creditor distribution		
Commonwealth Bank of Australia	54,409.25	
National Australia Bank	8,400,000.00	8,454,409.25
Statutory Fees		1,199.00
Telephone, Fax & Internet		2,494.80
Unit Holders - Accrued interest 30/06/2010	139,540.72	
Unit Holders - 5 Cent Interim distribution	9,676,426.61	9,815,967.33
Wages & associated reimbursements		408,907.28
<b>Total Payments</b>		<b>53,789,764.35</b>
<b>Closing Cash at Bank</b>		<b>13,619,426.23</b>