

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-12" to the affidavit of **DAVID WHYTE** sworn at Brisbane on this 2nd day of November 2015.

Exhibit	Description	Page No.
DW-7	Schedule of work performed by David Whyte, and his staff, during the period 1 February 2015 to 30 September 2015	161 – 460
DW-8	Hourly charge out rates for BDO Business Recovery & Insolvency (Qld) and BDO Financial Management Consulting	461 – 464
DW-9	Parts 14, 15 and 16 of the ARITA Code of Professional Practice	465 – 493
DW-10	Twenty-third report to EIF investors	494 – 500
DW-11	Twenty-fourth report to EIF investors	501 – 509
DW-12	Copy of receipts and payments schedule for the period from 21 November 2011 to 30 September 2015	510 - 511

.....
Deponent

.....
Solicitor

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

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"DW-7"

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 February 2015 to 30 September 2015
Equitrust Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Task Area									
			hrs	\$	Assets	Creditors	Trade Or	Investigations	Administration					
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$		
David Whyte	Partner	560	96.1	53,816.00	49.3	27,608.00	18.7	10,472.00	6.8	3,808.00	1.2	672.00	20.1	11,256.00
Peter Sheehan	Partner	500	0.5	250.00	0.5	250.00								
John Somerville	Senior Manager	440	198.6	87,384.00	74.1	32,604.00	81.0	35,640.00	13.0	5,720.00	1.7	748.00	28.8	12,672.00
Maree Griffin	Associate	440	0.5	220.00	0.3	132.00			0.2	88.00				
Maree Griffin	Associate	430	0.3	129.00					0.3	129.00				
Maree Griffin	Associate	400	0.4	160.00					0.4	160.00				
Murray Daniel	Supervisor	360	13.3	4,788.00	4.5	1,620.00	0.2	72.00	6.4	2,304.00			2.2	792.00
Ashleigh Simpson-Wade	Supervisor	360	4.6	1,656.00			2.5	900.00			2.1	756.00		
Daniel Tipman	Supervisor	360	141.0	50,760.00	19.1	6,876.00	69.0	24,840.00	32.2	11,592.00	0.3	108.00	20.4	7,344.00
Tom Hogbin	Manager	320	2.3	736.00	2.3	736.00								
Tom Hogbin	Manager	315	4.5	1,417.50	4.5	1,417.50								
Nicola Kennedy	Senior Accountant II	280	11.8	3,304.00			2.1	588.00	7.7	2,156.00			2.0	560.00
Gavin Hennessy	Supervisor	280	0.3	84.00					0.3	84.00				
Nicola Kennedy	Senior Accountant II	225	25.7	5,782.50	0.2	45.00	3.8	855.00	10.4	2,340.00			11.3	2,542.50
Philip Smith	Accountant I	225	0.1	22.50									0.1	22.50
Damien Hicks	Consultant I	225	19.9	4,477.50	19.0	4,275.00			0.9	202.50				
Damien Hicks	Consultant I	220	53.6	11,792.00	49.3	10,846.00			4.3	946.00				
Dermot O'Brien	Accountant II	195	65.8	12,831.00			0.5	97.50			0.5	97.50	64.8	12,636.00
Julia Mayne	Accountant II	195	270.1	52,669.50	11.8	2,301.00	110.2	21,489.00	76.5	14,917.50			71.6	13,962.00
Samantha Brown	Accountant II	195	126.3	24,628.50			116.7	22,756.50					9.6	1,872.00
Sarah Cunningham	Team Assistant	195	5.4	1,053.00			3.0	585.00					2.4	468.00
Elizabeth Wagner	Senior Accountant II	185	0.6	111.00									0.6	111.00
Samantha Brown	Accountant II	160	21.0	3,360.00			12.4	1,984.00					8.6	1,376.00

Employee	Team A		Team B		Team C		Team D		Team E		Team F		Team G		Team H		Team I		Team J		
	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	
Nicole Jackson	155	1.5	232.50	1.0	155.00																
Rebecca Gregory	135	0.3	40.50																		
Rebecca Gregory	130	0.9	117.00																		
Moira Hattingh	80	33.5	2,680.00																		
TOTALS		1,098.9	324,502.00		421.1	120,434.00		189.4	44,447.00		6.0	2,197.80		279	400		270.3	67,878.80		0.5	77.50
		GST				32,450.20						286						251			
		TOTAL INC GST				356,952.20						369						251			
		AVERAGE HOURLY RATE				295						279						251			

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 February 2015 to 30 September 2015	
Equititrust Income Fund (Receiver Appointed)	
Expense Type	Amount (\$ ex GST)
Postage	5,980.66
Search Fee	146.50
General	1,589.19
TOTAL	7,716.35
GST	771.64
TOTAL INC GST	8,487.99

WIP_Date	Name	Description	Position	Hours	Value	Milestone	Narration
03/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from trustee in bankruptcy of borrower/sent response regarding distribution of monies and payment of fees
03/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed draft letter to Revenue SA regarding land tax objection/confirmed instructions to issue and not pursue the 2012/13 position any further
04/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with our solicitors regarding distribution in respect of guarantor matter
05/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed report from Receiver and Manager of borrower/request for funding/issues to resolve before finalising
09/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed report from Receiver and Manager of borrower/request for funding/reviewed correspondence from John Somerville/confirmed agreement to pay remuneration of Receiver and Manager and requested funding
11/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors regarding claims against valuer of Collingwood Park and Carbrook properties/reviewed notices of disclosure to be served on third parties
11/02/2015	Whyte, David	BRI	Partner	1.00	\$560.00	Assets	teleconference with Squire Patton Boggs and John Somerville regarding claims against directors, responsible entity and auditors/progression of same/funding agreement followed by telecon with our solicitors and discussion with John Somerville regarding same/options available
11/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed email from Squire Patton Boggs regarding auditor and other claims/sent response
12/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding appointment of expert lender and report produced by the defendants of two claims
12/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	telecon with marina berth owner regarding sale of marina at Wirrina Cove and assignment of debts/enforcement action by new owner

12/02/2015	Whyte, David	BRI	Partner	1.60	\$896.00	Assets	reviewed expert lenders report commissioned by the defendants in respect of the proceedings against the valuer of the Carbrook property
16/02/2015	Whyte, David	BRI	Partner	1.50	\$840.00	Assets	reviewed expert lenders report in relation to proceedings against valuer of Collingwood Park property
16/02/2015	Whyte, David	BRI	Partner	2.80	\$1,568.00	Assets	reviewed funding agreement between liquidators of Equititrust Ltd and funder of litigation/reviewed statement of claim against directors and auditors/telecons with liquidators solicitors and our solicitors regarding proposed way forward/email Equititrust Ltd's solicitors
17/02/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed supplementary expert lenders report served on behalf of the defendants in the claims against the valuers of the Carbrook and Collingwood Park properties
18/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding amended land tax assessment for lot at Wirrina Cove/reviewed schedule of all adjustments
19/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed report to creditors in relation to bankrupt estate of guarantor/finalisation of bankruptcy
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed proposed resolution in relation to bankrupt estate of guarantor
24/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	continued review of retrospective valuation of Carbrook property provided by defendants in relation to the proceedings brought against the valuer
24/02/2015	Whyte, David	BRI	Partner	0.90	\$504.00	Assets	meeting with our solicitors and John Somerville regarding ongoing strategy in respect of claims against valuers of Collingwood Park and Carbrook properties
24/02/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed retrospective valuation of Carbrook property provided by defendants in relation to the proceedings brought against the valuer

03/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from trustee in bankruptcy of guarantors estate regarding finalisation of bankruptcy and fees payable
03/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors regarding documents to be disclosed in the proceedings against the Cape Gloucester property valuer/reviewed list of documents
10/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors regarding proceedings against valuer of Collingwood Park and Carbrook properties/reviewed draft court orders and affidavit sworn by our solicitors
11/03/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Assets	reviewed list of documents to be supplied to defendants in respect of proceedings against Cape Gloucester valuer/reviewed additional documents supplied
18/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed court order in relation to conduct of proceedings against valuer of Carbrook and Collingwood Park valuer
31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed list of documents in relation to proceedings against valuer of Cape Gloucester property
31/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed draft deed of indemnity in relation to expert lender to be appointed in respect of two claims against valuers
09/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed letter to our solicitors regarding claim against valuer of NSW property and review of retrospective valuation of same
10/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed deed of indemnity in relation to expert lender report for two loans/discussed amendment with John Somerville
10/04/2015	Whyte, David	BRI	Partner	0.90	\$504.00	Assets	commenced review of summaries of witness statements relating to proceedings against valuer of Collingwood Park and Carbrook properties

13/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed draft brief to expert lender in relation to certain issues raised by expert lender acting on the instructions of the defendants to our claim against the value of the Carbrook property
13/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors and defendants solicitors including a list of documents held by the defendant in respect of the proceedings against the value of a Queensland property
13/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed draft brief to expert lender in relation to certain issues raised by expert lender acting on the instructions of the defendants to our claim against the value of the Collingwood Park property
14/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed/executed deed of indemnity in relation to provision of expert's report
14/04/2015	Whyte, David	BRI	Partner	1.60	\$896.00	Assets	reviewed summaries of evidence prepared on behalf of the six witnesses on behalf of the plaintiff in respect of the proceedings against the value of the Collingwood Park property
16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding proceedings against value of NSW property/confirmed instructions to discontinue proceedings
16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding expert lender reports for Collingwood Park and Carbrook loans/authorised quote for provision of same
21/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from borrower's solicitors and Daniel Tipman regarding requested release of security/authorised same
21/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed verification statement in relation to discharge of security of guarantor of loan
22/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors attaching listing of documents disclosed by valuer of Queensland property and summary in relation to same/sent response

22/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors in relation to settlement of marina berths and confirmation of amounts paid at settlement of berths
22/04/2015	Whyte, David	BRI	Partner	1.80	\$1,008.00	Assets	reviewed expert lender reports in relation to proceedings against valuer of Collingwood Park and Carbrook properties
28/04/2015	Whyte, David	BRI	Partner	0.60	\$336.00	Assets	reviewed expert lenders report prepared on behalf of the fund in respect of the proceedings against the valuer of the Carbrook property
28/04/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Assets	reviewed expert lenders report prepared on behalf of the fund in respect of the proceedings against the valuer of the Collingwood Park property
29/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors and offers received to settle proceedings against the valuer of the Carbrook and Collingwood Park properties
04/05/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors regarding claims against Equititrust Ltd/costs awarded against them/claim from Equititrust against the fund
05/05/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed final report from Receiver of borrower and including receipts and payments and breakdown of fees for approval/authorised same
06/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors enclosing letter from valuer's solicitors in respect of disclosure to date and request for further documentation
06/05/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	telecon with our solicitors regarding enforcement of costs order against the liquidators of Equititrust Ltd and proposed way forward to resolve outstanding issues
07/05/2015	Whyte, David	BRI	Partner	1.20	\$672.00	Assets	meeting with Squire Patton Boggs regarding claims against certain parties and including loan advances/BDO assistance to be provided to help prosecute same

11/05/2015	Whyte, David	BRI	Partner	0.80	\$448.00	Assets	reviewed expert lenders report in relation to Carbrook matter
11/05/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Assets	reviewed defendants list of witnesses and witness statements in relation to proceedings against valuer of Carbrook property
11/05/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Assets	reviewed defendants list of witnesses and witness statements in relation to proceedings against valuer of Collingwood Park property
11/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed court order regarding proceedings against valuer of Collingwood Park property
11/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed court order regarding proceedings against valuer of Carbrook property
11/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding enforcement of costs orders against the liquidators of Equititrust Ltd/confirmed instructions to take steps to enforce same
13/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	email our solicitors in relation to two claims against valuers and insurance policy in respect of same
13/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from first mortgagee's solicitors in respect of consents to leases over property
14/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors and letter to liquidators of Equititrust's solicitors seeking costs payable under costs order
15/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding guarantor and likely dividend in respect of proposal by creditor of the bankrupt estate

15/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding proposed mediation dates for claims against valuer of Carbrook and Collingwood Park properties
19/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with our solicitors regarding section 73 proposal in respect of bankrupt estate of creditor of a bankrupt guarantor
26/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed draft letter from our solicitors to valuers solicitors in respect of claims against valuers of Carbrook and Collingwood Park properties
01/06/2015	Whyte, David	BRI	Partner	0.90	\$504.00	Assets	reviewed correspondence from our solicitors and summaries of evidence in response to valuers evidence regarding Carbrook and Collingwood Park properties
02/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding caveat over NSW property/request for consent to leases
03/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding mediation to be held on 14 and 15 July in respect of claims against valuers of Carbrook and Collingwood Park properties/documents to be presented to mediator
03/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed/signed letter of consent to four leases over guarantor's property
05/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding creditors meeting for bankrupt/proof of debt
09/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding proceedings against valuer of Carbrook and Collingwood Park properties/mediation to be held/amounts paid under insurance policy to date
09/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding further disclosure in respect of proceedings against valuer of Queenstand property and proposed review of defendants expert evidence

11/06/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed mediation agreement and correspondence from mediator in relation to upcoming mediation of two claims against valuers
12/06/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed liquidators report to creditors on borrower/guarantor
16/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed proof of debt and proxy form in relation to creditors meeting of borrower/guarantor
16/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed draft offer in relation to release of caveat against guarantor's property
16/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors and updated list of documents to be served on defendants of claims against the value of Carbrook and Collingwood Park properties
17/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	email our solicitors with our instructions to proceed with a costs assessment on legal matter
17/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed court orders in relation to proceedings against value of Carbrook and Collingwood Park properties
24/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed/signed proof of debt in relation to claim against bankrupt's estate
10/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with solicitors regarding accessing loan files
10/07/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed position paper for mediation in relation to claim against value of Carbrook property
10/07/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed position paper for mediation in relation to claim against value of Collingwood Park property

10/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with our solicitors regarding meeting with counsel in respect of upcoming mediation of two claims against valuers
10/07/2015	Whyte, David	BRI	Partner	1.30	\$728.00	Assets	meeting with our solicitors and counsel regarding mediation of two claims against valuers and strategy in relation to same
13/07/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed list of documents for discovery in respect of claim against valuer
13/07/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Assets	Reviewed position papers prepared by defendants solicitors in relation to two claims against valuers
13/07/2015	Whyte, David	BRI	Partner	1.50	\$840.00	Assets	Reviewed position papers prepared by defendants solicitors in relation to two claims against valuers of Collingwood Park and Carbrook properties
14/07/2015	Whyte, David	BRI	Partner	3.70	\$2,072.00	Assets	preparation for and day one of mediation of two claims against valuers
14/07/2015	Whyte, David	BRI	Partner	4.50	\$2,520.00	Assets	attendance at mediation of two claims against valuers
15/07/2015	Whyte, David	BRI	Partner	3.70	\$2,072.00	Assets	preparation for and day two of mediation of two claims against Collingwood Park and Carbrook valuers
15/07/2015	Whyte, David	BRI	Partner	2.70	\$1,512.00	Assets	mediation of claim against two valuers/review and execution of deed of settlement
22/07/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed correspondence from valuers solicitors regarding claim against valuer/further documents to be discovered/reviewed further valuation provided
23/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed court order regarding timetable to complete proceedings against valuer

27/07/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed summary prepared by expert valuer in relation to different versions of valuation of Queensland property and where proceedings are on foot against the valuer
27/07/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Assets	reviewed information memorandum and other documents relating to the sale of a Queensland property and required to be discovered in proceedings against valuer of the property
28/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed court order in relation to next steps in proceedings against valuer
29/07/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed updated list of documents for disclosure in proceedings against valuer/reviewed report from real estate agent to be included
31/07/2015	Whyte, David	BRI	Partner	0.80	\$448.00	Assets	meeting with our solicitors regarding status of claim against valuer/witness statements to be obtained/further work to be done
31/07/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed further correspondence and documentation to be disclosed in proceedings against a valuer
04/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with our solicitors regarding expert auditor opinion required in relation to statement of claim
04/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors including documentation located on the lending file relating to the valuation of a Queensland property
10/08/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed correspondence from valuer and valuation in relation to proceedings against valuer/reviewed letter of instruction
31/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors and including notice of non party disclosure to Balmain in respect of proceedings against valuer of Queensland property

31/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors regarding claim filed against three parties/renewal of claim
31/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed draft affidavit in relation to claim filed against three parties/renewal of claim
16/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors including court order renewing claim against several parties (which has not been served and is confidential)
16/09/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed Receivers and Managers report and receipts and payments regarding two borrowers/finialisalation of administrations/fees for approval
17/09/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed correspondence received from third party in response to notice of non party disclosure regarding claim against valuer/reviewed instructions to expert to prepare a retrospective valuation of the property
22/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed file note in relation to finalisation of two receivership matters/approved fees in relation to same
03/02/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and analysis of bankruptcy trustee of a guarantor's fees and outlays. Review of further realisations and matters to finalise. Email to David Whyte regarding same
03/02/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of draft letter from our solicitors to the South Australian Valuer General regarding the 2013/14 land tax objection. Review and consider merits in pursuing an appeal of the review by the Valuer general for the 2012/13 financial year and email to David Whyte
03/02/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of outstanding issues to resolve in relation to the Wirrina Corporation Pty Ltd income tax returns and email to Dan Tipman regarding same
03/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding insurance cover for the proposed expert lender in the Carbrook and Collingwood Park valuer actions

04/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Instructions to our solicitors regarding the Wirrina Cove land tax objections
04/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding settlement proceeds from the proceedings against a guarantor
05/02/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Assets	Review of update report from receiver of Windsor Turf. Review and consider further funding request. Email to receiver regarding same
05/02/2015	Somerville, John	BRI		Senior Manager	0.80	\$352.00	Assets	Analysis of claim and statement of claim filed by liquidator of Equititrust Limited against directors and officers and auditors. Review of Supreme Court and Federal Court proceedings against directors and officers and email to David Whyte regarding same
06/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding PI insurance for the proposed expert lender in relation to the Carbrook and Collingwood Park property valuer proceedings
06/02/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Call from our insurance broker regarding PI insurance cover for the proposed expert lender in relation to the Carbrook and Collingwood Park property valuer proceedings
06/02/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Assets	Review of status of liquidators claim against auditors and directors and officers. Instructions to Ashleigh Simpson Wade regarding same
06/02/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Call to Blue Broking regarding professional indemnity cover for a proposed expert lender in the Carbrook and Collingwood Park valuer proceedings
09/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Instructions to Dan Tipman regarding funding request for receiver and manager of borrower
09/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Review of payment of fees to trustee of bankrupt guarantor
09/02/2015	Somerville, John	BRI		Senior Manager	0.70	\$308.00	Assets	Investigations into claims against certain parties. Review and consider statement of claim in other proceedings against same parties lodged by the liquidator of Equititrust Limited

09/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Dan Tipman regarding updating a loan statement to verify debt due from guarantor
09/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to the Receiver and Manager of a borrower regarding statement of position post settlement of the property security
09/02/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of funding request from receiver and manager of borrower and accompanying reports. Email to David Whyte regarding same
10/02/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Assets	Investigations into claims against certain parties. Review and collate documentation to support claims
10/02/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Discussion with David Whyte regarding claim against Equititrust Limited and preparation for meeting with solicitors of applicant
11/02/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of notices of non-party disclosure in the Carbrook and Collingwood Park valuer proceedings and email to our solicitors regarding same
11/02/2015	Somerville, John	BRI	Senior Manager	1.00	\$440.00	Assets	teleconference with Squire Patton Boggs and David Whyte regarding claims against directors, responsible entity and auditors/progression of same/funding agreement followed by telecon with our solicitors and discussion with David Whyte regarding same/options available
13/02/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Review of liquidators litigation funding agreement and terms contained within in relation to scope of claims and security for costs. Review of amended statement of claim. Email to David Whyte regarding same
18/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email from our solicitors regarding 213/14 land tax refund and email response
19/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email to conveyancer for purchaser of a Wirrina Cove lot

20/02/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Review of expert report filed by the defendants in the Carbrook and Collingwood Park valuer proceedings. Consider allegations and review of list of documents to determine any further disclosure required
23/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with David Whyte regarding potential claims against certain parties and records to support same
23/02/2015	Somerville, John	BRI	Senior Manager	1.30	\$572.00	Assets	Review of expert lender's report filed by the defendant in the Collingwood Park valuer proceedings. Investigations into allegations made in expert lender's report
23/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Dan Tipman regarding retrieving books and records from archives to support a claim against certain parties
24/02/2015	Somerville, John	BRI	Senior Manager	0.90	\$396.00	Assets	Meeting with our solicitors regarding strategy with respect to the Carbrook and Collingwood Park valuer proceedings
24/02/2015	Somerville, John	BRI	Senior Manager	1.30	\$572.00	Assets	Review and analysis of expert lenders and expert valuers reports filed by the defendants in the Carbrook valuer proceedings
25/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Dan Tipman in relation to recovery of books and records to support claim against certain parties
26/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our solicitors regarding professional indemnity cover for proposed expert lender to support claims in the Carbrook and Collingwood Park valuer proceedings
26/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding professional indemnity cover for proposed expert lender to support claims in the Carbrook and Collingwood Park valuer proceedings
03/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to trustee of bankrupt guarantor regarding fees and outlays

03/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to David Whyte regarding fees and expenses for trustee of bankrupt guarantor
03/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to David Whyte regarding GST credits due from guarantors bankrupt estate
04/03/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Investigations into further material to support claims against certain parties. Prepare summary of same
04/03/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Assets	Investigations into further material to support claims against certain parties. Prepare summary of same
05/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email from solicitor acting for liquidators of Equititrust Ltd in relation to accessing books and records to pursue claims against certain parties. Email to David Whyte regarding same
05/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding list of documents to be filed in relation to the claim against the Cape Gloucester valuer
06/03/2015	Somerville, John	BRI	Senior Manager	1.60	\$704.00	Assets	Review and collate further disclosure material in the Cape Gloucester valuer proceedings. Emails to our solicitors regarding same
06/03/2015	Somerville, John	BRI	Senior Manager	1.00	\$440.00	Assets	Review of draft list of documents for disclosure in the Cape Gloucester valuer proceedings. Review of further material required for disclosure
11/03/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of amended list of documents in the Cape Gloucester valuer proceedings and email to David Whyte regarding same
11/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email from our solicitors regarding status of Carbrook and Collingwood Park valuer proceedings

11/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding list of documents for filing with the court in the Cape Gloucester valuer proceedings
16/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from solicitors for the receivers and managers of MM Holdings Pty Ltd regarding subrogated claim to a mortgage securing a loan to a former borrower of the EIF and email to David Whyte regarding same
16/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of revised court timetable in relation to the Carbrook and Collingwood Park valuer proceedings
17/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and amendments to draft email to our solicitors regarding responding to the solicitors for the receivers and managers of MM Holdings in relation to a mortgage over a security for a loan for a previous borrower of the Fund
17/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our insurance broker regarding professional indemnity insurance cover for proposed expert lender in the Collingwood Park and Carbrook valuer proceedings
20/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Julia Mayne regarding a Review of credit committee meeting minutes and other documents to identify and list potential witnesses to produce evidence in the proceedings against the valuers of the Carbrook and Collingwood Park properties
24/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding witnesses for the Carbrook and Collingwood Park valuer proceedings
24/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding witness statements in the Carbrook and Collingwood Park valuer proceedings
24/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Dan Tipman regarding further searches of the archive records required to support the proceedings against the valuers of the Carbrook and Collingwood Park valuer proceedings
24/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email to accountant for a party who took an assignment of the debt and securities of a borrower

25/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Review and amendments to an email to a party seeking information on the assignment of the debt and securities of a borrower
25/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our insurance broker regarding professional indemnity policy for expert lender in the Carbrook and Collingwood Park valuer proceedings
25/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Review of email to our solicitors regarding security of former borrower
26/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Review and amend letter to solicitors for the receivers and managers of MM Holdings Pty Ltd regarding security of former borrower
26/03/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Assets	Review of draft brief to expert in relation to the Carbrook valuer proceedings and email to David Whyte regarding same
26/03/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Assets	Review of draft brief to expert in relation to the Collingwood Park valuer proceedings and email to David Whyte regarding same
27/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding Carbrook and Collingwood Park valuer claims
27/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to Ipswich City Council regarding uncompleted works bonds
27/03/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Review of amended list of documents to be filed in the Cape Gloucester valuer proceedings and email to our solicitors regarding same
30/03/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Call to our solicitors regarding the Carbrook and Collingwood Park valuer proceedings. Email to David Whyte regarding same

30/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of further information to support the Carbrook and Collingwood Park valuer proceedings and email to David Whyte regarding same
31/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding update on claim against valuer of the Cape Gloucester property
01/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding further information sought to support the Carbrook and Collingwood Park valuer proceedings
01/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our insurance broker regarding professional indemnity policy for the expert lender in the Carbrook and Collingwood Park valuer proceedings
01/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Dan Tipman regarding further information required to support the claim in the Carbrook and Collingwood Park valuer proceedings
02/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with Dan Tipman regarding further documentation required to support claim against the Carbrook and Collingwood Park valuers
08/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of draft letter to the ATO seeking remission of penalties and interest on late business activity statement lodgements for a subsidiary of the Fund
08/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of letter to our solicitors regarding claim against a valuer of the Tweed Central property
08/04/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of deed of release and indemnity proposed to be entered into with the expert lender in the Carbrook and Collingwood Park valuer proceedings and email to David Whyte regarding same
09/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email from our solicitors regarding disclosure in the Cape Gloucester property valuer proceedings. Email to our solicitors regarding same

09/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of business activity statement for subsidiary of the Fund
10/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call to our solicitors regarding Collingwood Park and Carbrook valuer proceedings
14/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of deed of indemnity and release required for the expert lender in the Collingwood Park and valuer proceedings and discussion with David Whyte regarding same
14/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of email from our solicitors regarding further disclosure required in the Cape Gloucester valuer proceedings and instructions to Dan Tipman regarding same
15/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email from our solicitor regarding expert lender's costs to prepare a report in the Carbrook and Collingwood Park valuer proceedings and email to our solicitors regarding same
27/04/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of expert reports filed in the proceedings against the valuer of the Collingwood Park property
29/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of further disclosure required in the proceedings against the valuer of the Cape Gloucester property and email to Dan Tipman regarding same
30/04/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of outstanding matters to finalise the receivership of a borrower in NSW. Email to the receiver regarding same
30/04/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of outstanding matters to finalise a controllership of a borrower in South Australia. Email to the controller regarding same
01/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from the office of a receiver of a borrower regarding finalisation of the receivership

04/05/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Assets	Investigations into caveats lodged by the EIF over a NSW property and request from first mortgagee for consent to registering leases over property. Email to David Whyte regarding same
05/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Review of final remuneration and final distribution for controller of a South Australian asset and email to David Whyte regarding same.
06/05/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to a receiver of a property security regarding finalisation of the receivership
08/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Call from the receiver and manager of a property security regarding the finalisation of the income tax position for the receivership and the receivership generally
08/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding outcome of hearing in relation to the Carbrook and Collingwood Park valuer proceedings
11/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Review of business activity statements for Wirrina Corporation Pty Ltd and discussion with Dan Tipman regarding same
13/05/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Assets	Review of caveat registered by the fund over a NSW property and a request from the 1st mortgagee of the property for a blanket consent to register shop leases. Email to our solicitors regarding same
18/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding proposed mediation in the proceedings against the valuers of the Carbrook and Collingwood Park properties
25/05/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Review of deed of retirement for a receiver of a borrower
27/05/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Instructions to Nicola Kennedy regarding finalising a business activity statement for the appointment as controller of a borrower

27/05/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of matters to finalise controllerships of a borrower. Instructions to Nicola Kennedy regarding same
29/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Nicola Kennedy regarding payment of an outstanding business activity statement for a controllership that is being finalised
01/06/2015	Somerville, John	BRI	Senior Manager	0.90	\$396.00	Assets	Review and collate further disclosure material in the proceedings against the valuer of the Cape Gloucester property
02/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from a solicitor regarding an encumbrance over realised security. Email to solicitor regarding same
03/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Instructions to Nicola Kennedy regarding retiring as controller of a borrower and matters to be attended to
03/06/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and collation of further disclosure documents in the Cape Gloucester valuer proceedings
03/06/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Review and consider witness statements in the Carbrook and Collingwood Park valuer proceedings. Review of email from our solicitors regarding proposed mediation
03/06/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Assets	Review of position with a caveat over a NSW property and a request from the 1st mortgagee of the property for consents to register leases. Review of draft letter to land titles office. Review of strategy re caveat and discussion with David Whyte re same
04/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of matters to be attended to in order to finalise controllership of a borrower. Email to director of Wirrina Corporation Pty Ltd regarding same
04/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Email to our solicitors regarding caveat over NSW property and facsimile to the NSW Land Titles Office in relation to the caveat

04/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of final 524 (receipts and payments account) for the controllership of a borrower and ASIC form 505 to retire from the controllership. Discussion with Nicola Kennedy regarding same
04/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Call from the director of Wirrina Corporation Pty Ltd regarding finalising controllership of a borrower and preparation for members voluntary liquidation of two subsidiaries of the EIF
10/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of correspondence from our solicitors and the mediation agreement with respect to resolving the claim against the valuer of the Carbrook and Collingwood Park properties
10/06/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Assets	Review of file in relation to caveat over a NSW property, review of security documents and deeds of collateralisation. Consider strategy in terms of dealing with first mortgagee. Email to our solicitors regarding same
10/06/2015	Somerville, John	BRI	Senior Manager	1.10	\$484.00	Assets	Review and consider further documentation required to be disclosed in the proceedings against the valuer of the Cape Gloucester property
10/06/2015	Somerville, John	BRI	Senior Manager	0.90	\$396.00	Assets	Continue review of documentation required to be disclosed in the proceedings against the valuer of the Cape Gloucester property
10/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Emails to our solicitors regarding further documents for disclosure in the proceedings against the valuer of the Cape Gloucester property
10/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of report from liquidator of guarantor and instructions to Nicola Kennedy regarding same
11/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from a former borrower of the fund in relation to the transfer of a liquor licence
11/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors in relation to mediation for the Carbrook and Collingwood Park claims against valuers

12/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of the finalisation of a controllership for a borrower and email to David Whyte regarding same
15/06/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Review and consider statements and exhibits of witnesses in the proceedings against the valuers of the Collingwood Park and Carbrook properties
15/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to director of Wirrina Corporation Pty Ltd regarding MYOB accounts
15/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding offer to 1st mortgagee to withdraw caveat over property security
16/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call to the liquidator of a borrower regarding potential claims in the winding up
16/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email from our solicitors regarding caveat registered over property and proposed correspondence to be sent to the 1st mortgagee. Email to David Whyte regarding same
16/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and amendments to an email to the liquidator of a guarantor
16/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding responding to first mortgagee where the Fund holds an equitable caveat
16/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to the director of Wirrina Corporation Pty Ltd regarding final MYOB accounts
16/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of creditors statutory demand filed against Wirrina Corporation Pty Ltd and instructions to Nicola Kennedy regarding same. Email to the directors of Wirrina Corporation Pty Ltd

16/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of status of outstanding business activity statements for Wirrina Corporation Pty Ltd and discussion with Nicola Kennedy regarding same
16/06/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Assets	Review and update schedule of claims against third parties and guarantors. Review and update supporting files
17/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and consider further list of documents to be filed in the proceedings against the value of the Carbrook property and email to David Whyte regarding same. Email to our solicitors regarding same
17/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and consider further list of documents to be filed in the proceedings against the value of the Collingwood Park property and email to David Whyte regarding same. Email to our solicitors regarding same
24/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of matters to be finalised to wind up a subsidiary of the Fund and email to the proposed liquidator regarding same
24/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of proof of debt to be lodged in the estate of a bankrupt guarantor. Email to the trustee of the bankrupt guarantor regarding same
24/06/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review of financial accounts of subsidiary of Fund to complete outstanding income tax returns and instructions to Damien Hicks regarding same
24/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our solicitors regarding amount of claim to be lodged in the bankrupt estate of a guarantor
25/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and consider response from first mortgagee of property where the EIF holds a registered equitable caveat. Email to our solicitors regarding same
26/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of email from our solicitors regarding further information required in relation to the claim against the valuers of the Cape Gloucester property. Review of file in relation to information sought

29/06/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Assets	Call to our consultant regarding exchange of bank guarantees for a NSW property, further information required in relation to the proceedings against the value of the Cape Gloucester property and witness statements in the Carbrook valuer claim
30/06/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Review of further disclosure material in the proceedings against the value of the Cape Gloucester property and discussion with our consultant regarding same
30/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Call to our consultant regarding further information required in the proceedings against the value of the Cape Gloucester property and email to our solicitors regarding same
01/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to director of a subsidiary of the EIF regarding outstanding income tax returns
01/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to Damien Hicks regarding outstanding income tax returns for a subsidiary of the EIF
03/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Instructions to Sam Brown regarding outstanding tax compliance issues for a subsidiary of the fund
03/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of correspondence from the proposed liquidator of two subsidiaries of the fund regarding the members voluntary liquidation of the companies. Email to the directors of the subsidiary companies regarding same
03/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of email from liquidator of borrower regarding petitioning creditor costs. Review of file and email to David Whyte regarding same
07/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to Damien Hicks regarding tax compliance issues for a subsidiary of the EIF
07/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from expert valuer in relation to the proceedings against the value of the Cape Gloucester property
07/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of status of claim against value of Cape Gloucester property and email to David Whyte regarding same

09/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to Wirrina Corporation director regarding deed of retirement of receiver of the head lease and members voluntary liquidation of Wirrina Corporation
09/07/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review of further documents to support claims against certain parties and email to David Whyte regarding same
10/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and consider position paper in preparation for mediation in the proceedings against the valuer of the Carbrook property
10/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and consider position paper in preparation for mediation in the proceedings against the valuer of the Collingwood Park property
10/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Call to solicitor acting for the liquidators of Equititrust Limited in relation to books and records to support claim against directors and auditors
10/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call to our consultant regarding books and records to support claim against directors and auditors
10/07/2015	Somerville, John	BRI	Senior Manager	1.30	\$572.00	Assets	Meeting with counsel and our solicitors regarding mediation of the action against the valuer of the Carbrook and Collingwood Park properties
10/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding deed of retirement of receiver of a borrower
13/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with David Whyte regarding preparation for mediation for the claims against the valuers of the Carbrook and Collingwood Park properties
13/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitor regarding books and records to be inspected by solicitor acting for the liquidators of Equititrust Ltd to pursue claims against certain parties

13/07/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Assets	Review and collate soft copy records from the Equititrust server to be provided to solicitors acting for the liquidators of Equititrust Limited in relation to claims against third parties
13/07/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Assets	Review of documents in preparation for mediation of the Carbrook and Collingwood Park valuer claims. Undertake searches of defendants and email to David Whyte regarding same
13/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our solicitor regarding books and records to be inspected by solicitor acting for the liquidators of Equititrust Ltd to pursue claims against certain parties
14/07/2015	Somerville, John	BRI		Senior Manager	0.80	\$352.00	Assets	Meeting with solicitor acting for the liquidators of Equititrust Ltd in relation to claims against certain parties and inspection of books and records
14/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Call to our consultant regarding books and records to support claim against certain parties being pursued by the liquidators of Equititrust Ltd
14/07/2015	Somerville, John	BRI		Senior Manager	1.30	\$572.00	Assets	Meeting with the solicitors acting for the liquidators of Equititrust Ltd in relation to a claim against certain parties. Teleconference with former employee in relation to loan chronologies
14/07/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Assets	Review of amended list of documents to be disclosed in the proceedings against the valuer of the Cape Gloucester property and telephone call to our consultant regarding same
14/07/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Assets	Review and collate further documents for disclosure in the proceedings against the valuer of the Cape Gloucester property
14/07/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Assets	Review and collate further documents for disclosure in the proceedings against the valuer of the Cape Gloucester property
15/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Call to solicitor acting for the liquidators of Equititrust Ltd in relation to books and records to support a claim against certain parties

15/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our consultant regarding further documents to be disclosed in the proceedings against the valuer of the Cape Gloucester property
15/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our consultant regarding further documentation to be disclosed in the proceedings against the valuer of the Cape Gloucester property
15/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of report from expert valuer in relation to variances in the defendants valuations and email to David Whyte regarding same
16/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of members voluntary liquidation documents to wind up two subsidiaries of the Fund
16/07/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Assets	Conference call with directors of subsidiaries of the Fund regarding members voluntary winding up and the process in relation to same
16/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of deed of settlement in the Collingwood Park and Carbrook valuer proceedings
16/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding further disclosure request from the defendants in the Cape Gloucester valuer proceedings
16/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitor regarding settlement of the Collingwood Park and Carbrook valuer proceedings
17/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Arrangements to provide books and records to support claim against certain parties being pursued by the liquidators of Equititrust Ltd and instructions to Ashley Richardson regarding same
20/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our expert valuer regarding further information required in relation to the proceedings against the valuer of the Cape Gloucester property

21/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of costs claimed by liquidator of a borrower and email to David Whyte regarding same
21/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of tax compliance issues for a subsidiary of the fund and email to Damien Hicks regarding same
22/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to Damien Hicks regarding tax compliance issues in relation to subsidiaries of the fund
22/07/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Email to our solicitors regarding settlement issues and settlement adjustments
22/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding the case flow plan for the claim against the value of the Cape Gloucester property
22/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from solicitor acting for the liquidators of Equititrust Ltd in relation to the loan management database to support claims against certain parties
22/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of loan management and investor management databases. Email to solicitor acting for liquidators of Equititrust Ltd in relation to the databases to support a claim against certain parties
22/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of email from our solicitors regarding case flow order and allegations by the defendant in the Cape Gloucester valuer proceedings. Email to our solicitors regarding same
23/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to Damien Hicks regarding FY2015 income tax return for a subsidiary of the EIF
24/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and consider allegations of defendant in the Cape Gloucester valuer proceedings in relation to the incorrect valuation relied upon for lending purposes. Review of variances between valuations and email to David Whyte regarding same

24/07/2015	Somerville, John	BRI		Senior Manager	1.10	\$484.00	Assets	Review and consider further documents recovered from the EIF server for disclosure in the proceedings against the valuer of the Cape Gloucester property. Discussion with David Whyte regarding same. Email to our solicitors regarding same
24/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Email to the directors of a subsidiary of the fund in relation to tax compliance and indemnity issues
24/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Review of supplementary list of documents in the proceedings against the valuer of the Cape Gloucester property
27/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Call from the solicitor acting on behalf of the liquidators of Equititrust Ltd in relation to loan documents to support a claim against certain parties
27/07/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Assets	Call from our consultant regarding a request from the solicitor acting on behalf of the liquidators of EL to generate loan documents to support a claim against certain parties. Discussion regarding further documentation to support claim against Cape Gloucester valuer
27/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to the directors of a subsidiary of the Fund in relation to further documentation to execute to commence a members voluntary liquidation
27/07/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Assets	Further investigation into claim against valuer of the Cape Gloucester property and documentation to support same
28/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Review of revised case flow plan in relation to the proceedings against the valuer of the Cape Gloucester property
28/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to Damien Hicks regarding tax compliance issues for a subsidiary of the Fund
28/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding revised cash flow plan in the Cape Gloucester valuer proceedings

28/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding revised case flow plan in the Cape Gloucester valuer proceedings
28/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and amendments to supplementary list of documents to be filed in the proceedings against the valuer of the Cape Gloucester property and email to David Whyte regarding same
29/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding receipt of the settlement proceeds in the Carbrook and Collingwood Park valuer proceedings
29/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Email to our solicitors regarding supplementary list of documents to be filed in the proceedings against the valuer of the Cape Gloucester property
29/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Damien Hicks regarding lodgement of ATO client update form for two subsidiaries of the fund
30/07/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Review of email from our consultant regarding valuation relied upon to support the claim against the Cape Gloucester valuer. Review of supporting emails and material and consider non party disclosure
30/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and consider request from solicitor acting for liquidators of Equititrust Ltd in relation to information required to support claim against the auditors and directors and officers. Email to David Whyte regarding same
31/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and finalise documents regarding the members voluntary liquidation of two subsidiaries of the fund
31/07/2015	Somerville, John	BRI	Senior Manager	0.90	\$396.00	Assets	Meeting with our solicitors regarding strategy to progress the claim against the valuer of the Cape Gloucester property
03/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding information requested by the solicitors acting for the liquidators of Equititrust Ltd to pursue a claim against the directors and officers

03/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to the solicitors acting for the liquidators of Equititrust seeking an update on the status of the claim against certain parties for inclusion in the 24th update report to investors
03/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call to our solicitors regarding expert reports requested by the solicitors of Equititrust Ltd to pursue the claim against certain parties
03/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call to the solicitors for the liquidators of Equititrust Ltd regarding further information requested to support a claim against certain parties
03/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of status of a distribution from the liquidator of a guarantor and consider offer to assign debt
04/08/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Call to our consultant regarding investigations into further documents to support the claim against the valuer of the Cape Gloucester property
04/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to the liquidator of a borrower regarding finalisation of the controllership of the borrower
04/08/2015	Somerville, John	BRI	Senior Manager	1.40	\$616.00	Assets	Further investigations into documents to support the claim against the valuer of the Cape Gloucester proceedings
04/08/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Further investigations into documents to support the claim against the valuer of the Cape Gloucester proceedings
04/08/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Call to a former employee regarding the Cape Gloucester valuation and loan to support a claim against the valuer
05/08/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Investigation into further documents to support claim against valuer of the Cape Gloucester property and email to our solicitors regarding same

06/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Julia Mayne regarding GST on settlement of the valuer claims
06/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of email from our solicitors regarding petitioning creditors costs for the winding up of a borrower and email to David Whyte regarding same
06/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to the liquidator of a borrower regarding finalising the winding up
06/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of email from our solicitors regarding expert report in the Cape Gloucester valuer proceedings. Email to our solicitors regarding same
10/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding documents to support the liquidators of Equitrust Ltd's claim against certain third parties
10/08/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Assets	Investigation into further material and documentation to support claim against the valuer of the Cape Gloucester property
11/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Discussion with Nicola Kennedy regarding finalisation of controllerships over borrowers and final 524 amendments (receipts and payments accounts)
13/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of income tax return for the 2015 financial year for subsidiaries of the Fund and email to Tom Hogbin regarding same
13/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of email from IT consultant regarding recovery of data from server to support claim against the valuer of the Cape Gloucester property. Review of issues with server. Email to David Whyte regarding same
14/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Call to the solicitors acting for the liquidators of Equitrust Ltd in relation to the claim against certain parties and email to David Whyte regarding same

14/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our solicitors regarding documents to support the liquidators of Equititrust Ltd's claim against certain third parties
17/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email instructions to our solicitors regarding renewal of claim against certain parties
18/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from a director of a subsidiary of the Fund regarding winding up the entity and final income tax return
18/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to the solicitors acting for the liquidators of Equititrust Ltd in relation to further information to support the claim against certain parties
20/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call to our solicitors regarding witnesses for the proceedings against the valuer of the Cape Gloucester property
20/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of revised final income tax return for a subsidiary of the Fund and email to the director of the subsidiary
20/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of further material to support claim against the Cape Gloucester valuer and email to a potential witness regarding same
21/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of final income tax return for a subsidiary of the fund and email to Damien Hicks with instructions to lodge with the ATO
24/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our service provider regarding proposed member's voluntary liquidations of two subsidiaries of the fund
25/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of the Fund's server regarding email records to support the claim against the Cape Gloucester property and email to our consultant regarding same

25/08/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Assets	Review of declaration of solvency and directors meeting minutes of subsidiaries of the Fund regarding a members voluntary liquidation and email to the proposed liquidator regarding same. Email to the directors of the subsidiaries regarding members meeting
28/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to the trustee of a guarantor regarding distribution from the estate
28/08/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Assets	Review and amendments to affidavit material to extend a claim against certain parties and email to David Whyte regarding same
31/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding final distribution to be distributed from the bankrupt estate of a guarantor
31/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Review of MYOB accounts to verify reimbursement of legal fees from the trustee of a bankrupt guarantor
31/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding renewal of a claim against certain parties
07/09/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Assets	Email to director of subsidiary of Fund regarding winding up and ongoing director fee
11/09/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to the liquidator of a subsidiary of the Fund regarding the ATO outstanding tax position
14/09/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Assets	Email to the director of a subsidiary of the fund regarding the winding up of the entity and final directors fees
14/09/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Assets	Review and consider email from our solicitors and documents produced by third party following notice given in relation to the proceedings against the valuer of the Cape Gloucester property

16/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of final report from liquidator of guarantor and update loan book schedule
16/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from receiver and manager of a borrower regarding issues to finalise the receivership
16/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of correspondence from our solicitors in relation to the amended list of documents filed in the proceedings against the Cape Gloucester valuer and review of brief to expert witness
21/09/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review of final report and fee accounts in relation to receiverships of two borrowers. Prepare file note regarding finalisation of receiverships and payment of final accounts.
21/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to the receiver of two borrowers regarding the finalisation of the receiverships
22/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Email to a receiver of two borrowers regarding finalisation of the receiverships and remittance of final GST refunds to the EIF
25/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our solicitors regarding update on the expert valuer's report in the proceedings against the valuer of the Cape Gloucester property
20/05/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Assets	Review of correspondence to investors seeking further information to process deceased estates and transfer of units.
21/05/2015	Daniel, Murray	BRI	Supervisor	0.40	\$144.00	Assets	review change of detail forms and supporting documentation to update the investor management database
17/06/2015	Daniel, Murray	BRI	Supervisor	0.60	\$216.00	Assets	Prepare email to Ipswich City Council regarding exchange of Bank Guarantees for bank cheque. Review of relevant correspondence on file in relation to issue.

17/06/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Assets	discussions with Tweed Council regarding procedures for exchange of bank guarantees and bank cheques regarding uncompleted works bond.
19/06/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Assets	discussions with Tweed Shire council regarding bank guarantees for uncompleted works bonds.
19/06/2015	Daniel, Murray	BRI	Supervisor	0.40	\$144.00	Assets	review of books and records regarding details of bank guarantees for Tweed Council uncompleted works bonds
23/06/2015	Daniel, Murray	BRI	Supervisor	0.60	\$216.00	Assets	Finalise letters to Tweed Shire Council and Ipswich City Council regarding bank guarantees. Review of correspondence from Ipswich City Council and Tweed Council.
23/06/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Assets	Email reply to Ipswich City Council to confirm bank cheques/ guarantee exchange update.
24/06/2015	Daniel, Murray	BRI	Supervisor	0.60	\$216.00	Assets	Finalise letters to Tweed Shire Council and Ipswich City Council regarding bank guarantees. Review of correspondence from Ipswich City Council and Tweed Council.
24/06/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Assets	Draft correspondence to Ipswich City Council regarding exchange of bank guarantees securing uncompleted works bonds
26/06/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Assets	discussions with NAB regarding details of Bank cheques to be exchanged for bank guarantees securing uncompleted works bonds
30/06/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Assets	draft correspondence to Ipswich City Council regarding arrangements for the bank guarantee exchange
16/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Assets	scan and email Proof of Debt and Proxy Form to liquidators of borrower, save to file

20/03/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Assets	Review of credit committee meeting minutes and other documents to identify and list potential witnesses to produce evidence in the proceedings against the valuers of the Carbrook and Collingwood Park properties
27/05/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Assets	Preparing, scanning, emailing and posting letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents
22/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Assets	Prepare 3 x letters to investors regarding transfer from deceased estate and change of details
22/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Assets	Prepare 3 x letters to investors regarding transfer from deceased estate and change of details
29/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Assets	Review bank account to ascertain if deposit was made for settlement of claim against Carbrook and Collingwood Park valuers
03/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Assets	Prepare and review reconciliation for period 30 May - 25 June in MYOB Insolvency accounts. Discussions with Sarah Cunningham to resolve issue balancing reconciliation
03/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Assets	Prepare and review MYOB reconciliation for period 30 May - 02 August. Review all payments over period to resolve issues balancing reconciliation
03/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Assets	Prepare and review MYOB reconciliation for period 30 May - 02 August. Review all payments over period to resolve issues balancing reconciliation
03/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Assets	MYOB Insolvency reconciliation for period 30 May - 30 July (428 transactions)
04/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Assets	Assist Sarah Cunningham to resolve issue with MYOB reconciliation for 30 May - 25 June

04/08/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Assets	Prepare and review MYOB reconciliation for period 25 - 30 June (221 transactions)
04/08/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Assets	Prepare and review MYOB reconciliation for period 1-10 July (50 transactions)
04/08/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Assets	Prepare and review MYOB reconciliation for period 11 July - 3 August (143 transactions)
05/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Assets	Discussions with Alastair Raphael to resolve issue of deleting duplicate transactions after reconciliation in MYOB Insolvency
05/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Assets	Prepare and review MYOB reconciliation for high interest account for period 20 May - 4 August
05/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Assets	Prepare summary of receipts and payments for period 29 April - 31 July
05/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Assets	Prepare summary of receipts and payments for period 29 April - 31 July
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Assets	Commence drafting email to BDO Tax providing background to subsidiary of the Fund and its purpose to complete outstanding income tax returns.
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Draft email to BDO Tax providing background to subsidiary of the Fund and its purpose to complete outstanding income tax returns.
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Assets	Finalise drafting email to BDO Tax providing background to subsidiary of the Fund and its purpose to complete outstanding income tax returns. Forward to John Somerville for review and comment.
04/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Email to our insurance broker re sourcing a professional indemnity policy for a proposed expert witness in proceedings against valuers of property securities

04/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review emails from David Whyte and John Somerville re guarantor of a borrower. Instructions to Nicola Kennedy re same
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review email from John Somerville re property owned by a borrower. Respond re same.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Liaison with Matthew Joiner re property owned by borrower. Draft and send update to David Whyte/John Somerville re same.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Respond to query from the receivers and managers of MM Holdings Pty Ltd.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Email to John Somerville/David Whyte regarding sale of property owned by borrower
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Assets	Respond to query from executor of deceased investor's estate. Access investor database and review unit holdings. Draft letter to executor to confirm that they are in fact authorised to act on behalf of the creditors.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Assets	Respond to query regarding transfer of units from self managed superannuation fund. Access investor database and locate unit holdings. Draft letter to investor and pro-forma declaration confirming requirements in order to effect same.
10/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Issue instructions to our consultant re generation of borrower statement as requested by our solicitors.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	review and consider email from receivers and managers of MM Holdings Pty Ltd re I13 investors and proposed deed of acknowledgment.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Review email from our consultant re loan statements for legal action against a guarantor of a borrower. Review and attend to forwarding same to our solicitors.

13/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Instructions to Dermot O'Brien /Julia Mayne re receipt of monies following settlement of legal action against guarantor.
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Assets	Review email from conveyancer regarding encumbrance registered on title. Draft letter to conveyancer re same.
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Call to solicitor re encumbrance on title on residential lots at Wirrina Cove.
23/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Amendments to Notice of Proposal to creditors of a bankrupt guarantor. Email to guarantor's bankruptcy trustee re same
23/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review email from John Somerville regarding Directors and officers insurance policy and assisting Squire Patton Boggs. Consider same.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Field call from receivers and managers of MM Holdings Pty Ltd re update, Email to John Somerville re same.
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Arrange for books and records to be retrieved from archives to assist with claims against certain parties
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Field call from receivers and managers of Equititrust Ltd re current status of litigation against the Directors and Officers policy.
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Attend to addressing query from our lawyers regarding legal action against value of Cape Gloucester property
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Field call from our lawyers regarding claim against value of Cape Gloucester property

25/02/2015	Tipman, Daniel	BRI	Supervisor	0.80	\$288.00	Assets	Attend to identifying records held in archives regarding several borrowers, collate list of archive boxes identified and draft and send email to John Somerville for review.
11/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Liaison with director of a subsidiary of the Fund re date of lodgement of form 524 (receipts and payments account) with ASIC.
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Assets	Meeting with Damien Hicks to discuss preparation of income tax returns for a subsidiary of the Fund
19/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Assets	Respond to queries from Damien Hicks re income tax returns for a subsidiary of the Fund
20/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Revision of email and attachments from solicitor.
23/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Field call from party requesting information in regards to assignment of debt and securities from borrower.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review report from trustee in bankruptcy for guarantor of borrower.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Review and consider email from accountant regarding assignment of debt and securities, liaison with John Somerville regarding same.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Assets	Conduct ASIC search on borrower, review results, draft email to accountant re transferring of debt and securities.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review and consider email from solicitor regarding legal action on foot regarding borrower.

24/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Email to accountant re assignment of debts and securities from borrower.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Respond to query from investor re change of details. Attend to forwarding blank form to investors nominated address.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Collection of cheque for refund of land tax from South Australian office of state revenue
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Field call from solicitor regarding refund monies received, issue instructions regarding same
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Liaison with financial controller regarding further information required to finalise outstanding income tax returns for a subsidiary of the Fund
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Field call from solicitor regarding status of response to query.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Email to director of subsidiary of the Fund regarding further information required to complete outstanding income tax returns
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Field call from director of subsidiary of the Fund re winding up of company and remaining issues to be attended to.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review and respond to query from solicitor regarding properties owned by former borrower of fund.
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Return call from financial controller of a subsidiary of the Fund regarding outstanding lodgements, outstanding charges and process to deregister company.

30/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review and consider email from David Whyte re known claims against entity.
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review and consider email from director of subsidiary of the Fund. Respond to same.
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with financial controller regarding outstanding issues for a subsidiary of the Fund
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Liaison with Damien Hicks regarding debt owed to the ATO regarding a subsidiary of the Fund
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with directors of a subsidiary of the Fund and John Somerville regarding debt owed to the ATO.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Review email from Damien Hicks regarding amount owing to ATO for subsidiary of the Fund. Email to directors re same.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with Damien Hicks re outstanding lodgements for a subsidiary of the Fund and request for remission of penalties.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Revision and amendments to email to ATO prepared by Damien Hicks regarding request for remission of penalties for a subsidiary of the Fund.
01/04/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Assets	Conduct search of EIF server in attempt to locate facility agreements with secured creditors for proceedings against valuer. Collate documents.
01/04/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Assets	Conduct further review of EIF server in order to locate facility agreements and compliance with loan covenants with secured creditors for proceedings against valuer. Collate documents in respect of same.

01/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Scan and send letter to solicitor regarding position on properties in north Queensland. Email to solicitor acting on our behalf regarding same.
02/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with directors of a subsidiary of the Fund re outstanding debt due.
08/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with Damien Hicks and financial controller of a subsidiary of the Fund regarding outstanding lodgements.
08/04/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Assets	Finalise BAS for a subsidiary of the Fund for quarter ending 31 December 2014. Submit to John Somerville for review and consideration.
08/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Amendments to letter to solicitor as requested by John Somerville
08/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Commence review of BAS for a subsidiary of the Fund for quarter ending 31 December 2014.
09/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Scan and send letter to solicitor regarding legal action presently on foot.
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Consider response from John Somerville regarding BAS for a subsidiary of the Fund for the period ending 31 December 2014. Liaison with financial controller of the subsidiary regarding same.
13/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Review email from our solicitors regarding legal action on foot against a valuer of a former property security. Review and consider list of documents for disclosure.
13/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Revision of BAS for quarter ending 31 March 2015 for a subsidiary of the Fund

13/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Email to financial controller of a subsidiary of the Fund regarding queries on BAS.
14/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Review and consider email from John Somerville regarding legal action against a valuer of a former property security and further documents for disclosure.
14/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Conduct search of hard copy records in order to locate further documents for legal action and further documents for disclosure.
20/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Respond to query from Damien Hicks regarding finalisation of an income tax return for a subsidiary of the Fund
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Assets	Access Finmanagement software and generate and review loan statements for former borrower. Report to John Somerville on findings.
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Attend to discharging PPSR interest for guarantor that the EIF no longer has an interest in. Email discharge statement to solicitor re same.
27/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with Damien Hicks regarding outstanding lodgements for a subsidiary of the Fund
29/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review email from John Somerville regarding legal action on foot. Respond via email
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with Damien Hicks regarding lodgement of Income Tax Returns signed by financial controller of a subsidiary of the Fund
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Field call from financial controller regarding queries in respect to income tax returns for a subsidiary of the Fund

06/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Instructions to Nicola Kennedy and Julia Mayne regarding outstanding controllership lodgements.
07/05/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Assets	Finalise BAS for the quarter ending 31 March 2015 for a subsidiary of the Fund
07/05/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Assets	Finalise BAS for the quarter ending 31 December 2014 for a subsidiary of the Fund
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Liaison with consultant regarding collation of additional electronic books and records for legal action against the valuer of the Cape Gloucester property
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Meeting with John Somerville to discuss progression of outstanding issues.
12/05/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Assets	Revision of documentation prepared by consultant regarding legal action against a valuer of property security.
05/02/2015	Hattingh, Moira	BRI	Team Assistant	1.10	\$88.00	Assets	Filing
01/07/2015	Hattingh, Moira	BRI	Team Assistant	3.10	\$248.00	Assets	Filing
23/07/2015	Hattingh, Moira	BRI	Team Assistant	0.70	\$56.00	Assets	Filing
04/08/2015	Hattingh, Moira	BRI	Team Assistant	1.10	\$88.00	Assets	Filing

13/03/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Assets	Updating trial balance of a subsidiary of the Fund to reflect the information provided regarding outstanding queries for the preparation of income tax returns.
13/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Updating trial balance of a subsidiary of the Fund to reflect the information provided regarding outstanding queries for the preparation of income tax returns.
13/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Updating trial balance of a subsidiary of the Fund to reflect the information provided regarding outstanding queries for the preparation of income tax returns.
16/03/2015	Hicks, Damien	BRI	Consultant I	0.50	\$110.00	Assets	Adjusting the trial balance for a subsidiary of the Fund to adjust for specific tax treatment of accounts (pre-paid subscriptions, assets, unearned income).
16/03/2015	Hicks, Damien	BRI	Consultant I	1.90	\$418.00	Assets	Adjusting the trial balance for a subsidiary of the Fund to adjust for specific tax treatment of accounts (pre-paid subscriptions, assets, unearned income).
16/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Prepare for meeting and meeting with Peter Sheehan to discuss tax effect of capital losses for subsidiary of the Fund.
16/03/2015	Sheehan, Peter	BRI	Partner	0.50	\$250.00	Assets	Meeting with Damien Hicks to discuss tax effect of capital losses for subsidiary of the Fund.
17/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Complete Tax Reconciliation for capital items owned by subsidiary of the Fund and other non-deductible/assessable items.
17/03/2015	Hicks, Damien	BRI	Consultant I	2.10	\$462.00	Assets	Adjusting the trial balance for a subsidiary of the Fund to adjust for specific tax treatment of accounts (pre-paid subscriptions, assets, unearned income).
17/03/2015	Hicks, Damien	BRI	Consultant I	2.00	\$440.00	Assets	Adjusting the trial balance for a subsidiary of the Fund to adjust for specific tax treatment of accounts (assets, unearned income, depreciation, pre-paid subscriptions).

17/03/2015	Hicks, Damien	BRI	Consultant I	1.40	\$308.00	Assets	Completing fixed asset register for a subsidiary of the Fund for assets purchased during 2013 financial year.
18/03/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Assets	Complete 2012 income tax return for a subsidiary of the Fund
18/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Complete Tax Reconciliation for capital items owned by a subsidiary of the Fund and other non-deductible/assessable items.
18/03/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Assets	Complete 2013 income tax return for a subsidiary of the Fund
18/03/2015	Hicks, Damien	BRI	Consultant I	0.50	\$110.00	Assets	Completing Tax reconciliation for add-back items relating to capital asset sales for a subsidiary of the Fund.
18/03/2015	Hicks, Damien	BRI	Consultant I	0.60	\$132.00	Assets	Meeting with Daniel Tipman to discuss entity structure/set-up and confirm tax add-back items for a subsidiary of the Fund.
19/03/2015	Hicks, Damien	BRI	Consultant I	2.10	\$462.00	Assets	Adjusting the trial balance for a subsidiary of the Fund to adjust for specific tax treatment of accounts (Depreciation, assets, unearned income, reviewing asset purchases).
19/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Updating fixed asset register for a subsidiary of the Fund for assets purchased during 2014 financial year.
19/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Complete Tax Reconciliation for capital items owned by a subsidiary of the Fund and other non-deductible/assessable items.
19/03/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Assets	Complete 2014 income tax return for a subsidiary of the Fund

19/03/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Complete update email of processes to date and queries for manager review in relation to income tax returns for a subsidiary of the Fund.
19/03/2015	Hogbin, Tom	BRI	Manager	0.50	\$157.50	Assets	Review query responses in relation to information to finalise income tax returns for a subsidiary of the Fund
24/03/2015	Hicks, Damien	BRI	Consultant I	1.10	\$242.00	Assets	Update income tax return for a subsidiary of the Fund for changes in trial balance.
24/03/2015	Hicks, Damien	BRI	Consultant I	1.10	\$242.00	Assets	Update income tax return for a subsidiary of the Fund for changes in trial balance.
25/03/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Assets	Update income tax return for a subsidiary of the Fund for changes in trial balance.
25/03/2015	Hicks, Damien	BRI	Consultant I	1.20	\$264.00	Assets	Update income tax return for a subsidiary of the Fund for changes in trial balance.
25/03/2015	Hicks, Damien	BRI	Consultant I	0.80	\$176.00	Assets	Phone call with and email to Daniel Tipman requesting additional information to finalise tax returns for a subsidiary of the Fund (TFN, public officer details and clarification on client response). Update Tom Hogbin with progress of returns and query responses.
26/03/2015	Hicks, Damien	BRI	Consultant I	1.10	\$242.00	Assets	Reviewing ITR's for a subsidiary of the Fund and updating references for manager review.
26/03/2015	Hicks, Damien	BRI	Consultant I	1.10	\$242.00	Assets	Reviewing ITR's for a subsidiary of the Fund and updating references for manager review.
26/03/2015	Hicks, Damien	BRI	Consultant I	1.10	\$242.00	Assets	Reviewing ITR's for a subsidiary of the Fund and updating references for manager review.

26/03/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Assets	Update income tax return for a subsidiary of the fund for changes in trial balance.
27/03/2015	Hicks, Damien	BRI	Consultant I	0.50	\$110.00	Assets	Correspondence with Tom Hogbin and Daniel Tipman regarding the completion of activity statements (x 3) for a subsidiary of the Fund.
08/04/2015	Hicks, Damien	BRI	Consultant I	1.20	\$264.00	Assets	Update review points within the Income Tax Return for a subsidiary of the Fund.
08/04/2015	Hicks, Damien	BRI	Consultant I	1.20	\$264.00	Assets	Update review points within the Income Tax Return for a subsidiary of the Fund.
08/04/2015	Hogbin, Tom	BRI	Manager	1.00	\$315.00	Assets	Review income tax return for a subsidiary of the Fund and review of outstanding queries in relation to same
08/04/2015	Hogbin, Tom	BRI	Manager	1.00	\$315.00	Assets	Review income tax return for a subsidiary of the Fund and review of outstanding queries in relation to same
09/04/2015	Hicks, Damien	BRI	Consultant I	0.60	\$132.00	Assets	Update Income Tax Return for a subsidiary of the Fund and update fixed asset register.
09/04/2015	Hicks, Damien	BRI	Consultant I	1.40	\$308.00	Assets	Update Income Tax Return for a subsidiary of the Fund and update fixed asset register.
09/04/2015	Hogbin, Tom	BRI	Manager	1.00	\$315.00	Assets	Review income tax return for a subsidiary of the Fund and review of outstanding queries in relation to same
10/04/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Assets	Update Income Tax Return for a subsidiary of the Fund and update fixed asset register.

10/04/2015	Hicks, Damien	BRI	Consultant I	1.20	\$264.00	Assets	Update Income Tax Return for a subsidiary of the Fund and update fixed asset register.
10/04/2015	Hicks, Damien	BRI	Consultant I	0.40	\$88.00	Assets	Phone call with Tom Hogbin to clarify review points regarding balance sheet items and tax losses for the preparation of an income tax return for a subsidiary of the Fund.
19/04/2015	Hogbin, Tom	BRI	Manager	0.30	\$94.50	Assets	Final review of income tax return for a subsidiary of the Fund
19/04/2015	Hogbin, Tom	BRI	Manager	0.30	\$94.50	Assets	Final review of income tax return for a subsidiary of the Fund
19/04/2015	Hogbin, Tom	BRI	Manager	0.40	\$126.00	Assets	Final review of income tax return for a subsidiary of the Fund
20/04/2015	Hicks, Damien	BRI	Consultant I	2.40	\$528.00	Assets	Updating tax return for Superannuation adjustment and annotated the removal of items from the return for a subsidiary of the Fund.
20/04/2015	Hicks, Damien	BRI	Consultant I	2.00	\$440.00	Assets	Updating tax return for Superannuation adjustment and annotated the removal of items from the return for a subsidiary of the Fund.
21/04/2015	Gregory, Rebecca	BRI	Team Assistant	0.50	\$65.00	Assets	Collation of ESOP including returns for 2012, 2013 and 2014 for a subsidiary of the Fund
22/04/2015	Gregory, Rebecca	BRI	Team Assistant	0.20	\$26.00	Assets	Finalising lodgement of income tax return for a subsidiary of the Fund
22/04/2015	Hicks, Damien	BRI	Consultant I	0.30	\$66.00	Assets	Issue completed income tax return for a subsidiary of the Fund to Daniel Tipman for review

05/05/2015	Gregory, Rebecca	BRI	Team Assistant	0.20	\$26.00	Assets	Lodgement of 2014, 2013 and 2012 returns for a subsidiary of the Fund
05/05/2015	Hicks, Damien	BRI	Consultant I	1.00	\$220.00	Assets	Receiving signed 2012, 2013 & 2014 tax returns for a subsidiary of the Fund. Reviewing signatures and completion before lodging with the ATO.
07/07/2015	Hicks, Damien	BRI	Consultant I	1.50	\$337.50	Assets	2015 income tax return. Request remission of penalties on income tax account for a subsidiary of the Fund.
09/07/2015	Hicks, Damien	BRI	Consultant I	2.00	\$450.00	Assets	2015 income tax return for a subsidiary of the Fund. Reconciling accounts to BDO adjustments from previous years and entering information into Tax Manager program.
10/07/2015	Hicks, Damien	BRI	Consultant I	2.00	\$450.00	Assets	2015 income tax return for a subsidiary of the Fund. Reconciling accounts to BDO adjustments from previous years and entering information into Tax Manager program.
20/07/2015	Hicks, Damien	BRI	Consultant I	0.80	\$180.00	Assets	Completing 2010 & 2011 client update forms for a subsidiary of the Fund
20/07/2015	Hicks, Damien	BRI	Consultant I	0.20	\$45.00	Assets	Phone call with John Somerville and notes regarding the need to complete a client update form for 2010 & 2011 financial years for a subsidiary of the Fund as company not trading but tax returns outstanding.
21/07/2015	Griffin, Maree	BRI	Associate	0.10	\$44.00	Assets	Review of business activity statements
21/07/2015	Hicks, Damien	BRI	Consultant I	0.80	\$180.00	Assets	Confirming the lodgement requirements for the Client Update forms and research regarding the signees of relevant form for a subsidiary of the Fund to seek remission of penalties and interest for late lodgements from periods prior to the receivers appointment.
21/07/2015	Hicks, Damien	BRI	Consultant I	1.00	\$225.00	Assets	Confirming the lodgement requirements for the Client Update forms and research regarding the signees of relevant form for a subsidiary of the Fund to seek remission of penalties and interest for late lodgements from periods prior to the receivers appointment.

21/07/2015	Hogbin, Tom	BRI	Manager	0.10	\$32.00	Assets	Review income tax return for a subsidiary of the Fund and review of outstanding queries in relation to same
22/07/2015	Griffin, Maree	BRI	Associate	0.20	\$88.00	Assets	Discussion with Damien Hicks regarding lodgement requirements for the Client Update forms for a subsidiary of the Fund to seek remission of penalties and interest for late lodgements from periods prior to the receivers appointment.
22/07/2015	Hicks, Damien	BRI	Consultant I	0.80	\$180.00	Assets	Looking into exemption for subsidiary of the Fund regarding requirements of signing and completing 2010 & 2011 tax returns. Following up John Somerville on outstanding BAS's
22/07/2015	Hicks, Damien	BRI	Consultant I	1.50	\$337.50	Assets	Update income tax return for a subsidiary of the Fund with query responses, adjust loan accounts for changes, update income tax return and respond to John Somerville regarding outstanding debt to ATO.
24/07/2015	Hicks, Damien	BRI	Consultant I	1.00	\$225.00	Assets	Update income tax return for a subsidiary of the Fund with query responses, adjust loan accounts for changes, update income tax return and respond to John Somerville regarding outstanding debt to ATO.
28/07/2015	Gregory, Rebecca	BRI	Team Assistant	0.20	\$27.00	Assets	Deregistering for GST and PAYG as at 30/06/15 for a subsidiary of the Fund
30/07/2015	Gregory, Rebecca	BRI	Team Assistant	0.10	\$13.50	Assets	Lodgement of 2010 and 2011 return forms for a subsidiary of the Fund
30/07/2015	Hicks, Damien	BRI	Consultant I	0.20	\$45.00	Assets	Update remission request for penalties on ATO portal subsequent to the outstanding income tax returns being lodged for a subsidiary of the Fund.
31/07/2015	Hicks, Damien	BRI	Consultant I	0.30	\$67.50	Assets	Update remission request for penalties on ATO portal subsequent to the outstanding income tax returns being lodged for a subsidiary of the Fund.
04/08/2015	Hicks, Damien	BRI	Consultant I	1.30	\$292.50	Assets	Send out letter update on obligations for final tax return for a subsidiary of the Fund.

05/08/2015	Hicks, Damien	BRI	Consultant I	1.20	\$270.00	Assets	Updated 2015 income tax return for a subsidiary of the Fund for payments and review whether a tax reconciliation was required for 2015 financial year.
06/08/2015	Hicks, Damien	BRI	Consultant I	0.80	\$180.00	Assets	Send out letter update on obligations for final tax return for a subsidiary of the Fund.
10/08/2015	Hicks, Damien	BRI	Consultant I	0.50	\$112.50	Assets	Sending GST and ITR deregistration for a subsidiary of the Fund to manager and partner for stamp of approval.
10/08/2015	Hogbin, Tom	BRI	Manager	0.40	\$128.00	Assets	Review income tax return for a subsidiary of the Fund and review of outstanding queries in relation to same
11/08/2015	Hogbin, Tom	BRI	Manager	0.80	\$256.00	Assets	Review and finalisation of final tax return for FY2015 for a subsidiary of the Fund
14/08/2015	Hicks, Damien	BRI	Consultant I	0.90	\$202.50	Assets	Update 2015 Income Tax Return for a subsidiary of the Fund
19/08/2015	Hicks, Damien	BRI	Consultant I	0.50	\$112.50	Assets	Update 2015 Income Tax Return for a subsidiary of the Fund
20/08/2015	Hicks, Damien	BRI	Consultant I	0.50	\$112.50	Assets	Update 2015 Income Tax Return for a subsidiary of the Fund
20/08/2015	Hogbin, Tom	BRI	Manager	1.00	\$320.00	Assets	Final review of 2015 income tax return for a subsidiary of the Fund and review letter
21/08/2015	Hicks, Damien	BRI	Consultant I	1.20	\$270.00	Assets	Lodgement of 2015 income tax return for a subsidiary of the Fund and requesting refund of credit on income tax account from remission of ATO penalties.

03/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding transfer of units/reviewed letter in response
04/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor/representative of investor regarding change of details and value of holdings/reviewed letters in response
05/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	telecon with investors representative regarding holding in fund/distributions/value of holding
05/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors/approved change in details
10/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding update reports sent to investors/reviewed draft response
10/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor's representative regarding holdings in the fund/reviewed letter in response
10/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding timing of further distribution and dividend/reviewed letter in response
12/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from the Receivers and Managers of Equititrust Ltd and John Somerville in relation to outstanding fees and bank guarantees issued by their appointor/sent response
12/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	telecon with representative of two investors in relation to distribution not received and position in relation to future distributions
13/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from Ferner Hodgson and John Somerville regarding claim for remuneration/reviewed terms of charge

17/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors/approved change in details
17/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from three investors/representatives of investors in relation to transfer of units/change of details/reviewed letters in response
17/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from four investors regarding change in details/approved same
20/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence to investor regarding process in relation to transfer of units and documentation required in that respect
02/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding costs of winding up the fund/reviewed draft response
02/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from representative of investor regarding transfer of units/confirmed transfer
03/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from John Somerville regarding fees claimed by Receivers and Managers of Equitrust Ltd/sent response regarding legal advice required
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors/approved change in details
10/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from executor of deceased investor's estate regarding unit holding and proposed transfer of units/reviewed letter in response
16/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from solicitor of first mortgagee in relation to mortgage over Queensland property/reviewed draft response

18/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding unit holding and proposed transfer of units/reviewed letter in response
18/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from liquidator of investor regarding unit holdings/reviewed letter in response and documentation in relation to same
31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding change in details/reviewed letter in response
31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from executors of investor's estate/confirmed transfer of units
01/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to King & Wood Mallesons regarding mortgage over Queensland property/MM Holdings rights to same
02/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from representative of investor/reviewed letter in response
09/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to Tweed Shire Council regarding proposed cancellation of bank guarantees
09/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	authorised change in details for three investors
16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence and documentation received from executor of deceased investor's estate/approved change in details
28/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investor regarding unit holdings and current valuation of same

04/05/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Creditors	reviewed report to investors
04/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors regarding change in details/authorised changes
05/05/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Creditors	telecon with our solicitors regarding proceedings currently on foot/review and update report to investors including estimated return and costs
05/05/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Creditors	reviewed/finalised report to investors
05/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors regarding proposed way forward to resolve outstanding claim for costs/confirmed instructions in respect of same
05/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from five investors regarding change in details/approved same
06/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed/signed report to investors
11/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding report to investors/queries regarding certain costs/sent response
11/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	telecon with our solicitors regarding application by creditor for payment of costs
13/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from Receivers and Managers of Equititrust Ltd regarding claim/reviewed draft email to our solicitors requesting advice in respect of same

13/05/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	telecon with investors representative regarding distributions paid/current position in relation to winding up of fund/change in details/email Daniel Tipman to check holdings and send documentation to update changes
13/05/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed deed of settlement with MM Holdings in relation to hardship payments made by them and subrogation of rights of investors/reviewed note explaining discrepancy and total hardship payments made
13/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from an investor and representative of an investor requesting change in details/reviewed letters in response
14/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors/approved change in details
14/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	telecon with our solicitors regarding progression of creditor claim
15/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors regarding units held, value of same, change in details/reviewed letters in response
22/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investors representative regarding unit holding/information requested
25/05/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from our solicitors regarding costs orders/instructions to cost assessor in relation to same/provide instructions to our solicitors to proceed as suggested
26/05/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from eight investors/representatives of investors in relation to change of details/transfer of units/reviewed letters in response
26/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors regarding change of details/reviewed letters in response

27/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors/representatives of investors in relation to changes in details/reviewed letters in response
28/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors regarding change in details/transfer of units/approved same
02/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors regarding remuneration and expenses claim from Receivers and Managers of Equititrust Ltd
03/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	telecon with investor's representative regarding change in details
04/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed draft email to our solicitors regarding claim from Receivers and Managers of Equititrust
05/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investor regarding transfer of units and documentation required in respect of same
11/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding change in details/approved request/reviewed letter in response
12/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors/representatives of investors regarding change in details/reviewed letters in response
16/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from five investors/representatives of investors regarding change in details/authorised changes
16/06/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from our solicitors and investors solicitors and costs assessor in relation to assessment of costs in respect of application to wind up the fund and hearings leading to my appointment

17/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investors/three changes in details/approved same
25/06/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed two letters to NAB regarding request to issue bank cheques/logon to internet banking and authorise fund transfers
06/07/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Creditors	Reviewed deed of settlement regarding hardship payments funded by MM Holdings/email John Somerville regarding same
06/07/2015	Whyte, David	BRI	Partner	1.10	\$616.00	Creditors	reviewed dividend payments for 270 investments/signed cheques in relation to same and where no banking details are held or original payments returned
07/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	Reviewed correspondence from Ferrier Hodgson regarding costs claimed against the EIF/reviewed response prepared by our solicitors querying the position
13/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investors representative/approved transfer of units
13/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors regarding changes in details/reviewed letters in response
16/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors regarding unit holdings and change in details/reviewed letters in response
21/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investor regarding reconciliation of number of units held for two holdings and current balance after distributions paid
21/07/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from eight investors/representatives of investors regarding change in details/reviewed letters in response

23/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors regarding change in details/approved same
23/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from four investors regarding units held and value of same/reviewed letters in response
24/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from Ferrier Hodgson and John Somerville regarding claim received from Receivers and Managers/sent response
24/07/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from our solicitors regarding costs assessment being undertaken on Tucker SF costs/reviewed draft letter to costs assessor/sent response
24/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from seven investors regarding change in details/approved same
27/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from five investors/representatives of investors regarding change in details/reviewed letters in response
28/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed final draft of deed of settlement with MM Holdings regarding hardship payments
28/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors including letter to costs assessor in relation to Tucker SF costs
29/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed file note relating to distribution being returned/reissue of cheque/authorised payment
03/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investor regarding winding up of the fund/costs incurred in relation to same/distributions to date and number of units held/reviewed letter in response
04/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors and the cost assessor relating to petitioning creditors costs claimed

10/08/2015	Whyte, David	BRI	Partner	0.60	\$336.00	Creditors	reviewed/amended report to investors
10/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed/finalised report to investors
11/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors and the costs assessor regarding Tucker SF costs and current status of assessment
11/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors and draft email to Ferrier Hodgson regarding costs claimed
11/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from ten investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
14/08/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Creditors	reviewed correspondence from ten investors/representatives of investors regarding change in details/distributions paid/value of units/reviewed letters in response
17/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed/executed deed of settlement with MM Holdings regarding hardship payments
19/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investors regarding requirements to transfer units
19/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from seventeen investors/representatives of investors regarding change in details/transfer of units/authorised changes
19/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letters to four investors regarding unit holdings/transfer of units/value of holdings

24/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from five investors/representatives of investors regarding change of details/transfer of units/reviewed letters in response
24/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from nine investors/representatives of investors regarding change of details/transfer of units/reviewed letters in response
24/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors and costs assessor regarding assessment of Tucker SF costs/reviewed invoice for payment
24/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors regarding change in details/reviewed letters in response
24/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed three letters to investors regarding distribution/authorised payments
25/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letters to two investors regarding unit holdings/change in details
25/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from executors of investor's estate regarding last will and testament/reviewed transfer forms for units/checklist regarding transfer
26/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from investor regarding distributions paid to date/reconciliation of return per unit/reviewed and amended draft letter in response
26/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence to investors regarding documentation required to complete transfer of units
27/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from five investors regarding change in details/transfer of units/approved same
27/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed/amended letter to investor regarding valuation of fund/estimated return to investors

27/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letters to two investors regarding information required to effect change of details and pay outstanding distributions
27/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investors regarding change in details/approved same
01/09/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Creditors	reviewed correspondence from nine investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
01/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence to four investors regarding change in details
02/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from five investors regarding change in details/approved same
02/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors/representatives of investors regarding change in details/reviewed letters in response
03/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed draft letter to investors representative in respect of transfer of units from deceased estates
04/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/authorised same
07/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investor regarding unit holding transactions/previous distributions/estimated returns to investors
07/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letters to two investors/representatives of investors regarding transfer of units/documentation requirements in relation to same

08/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors regarding costs incurred in respect of cost assessment/correspondence to cost assessor in relation to same
09/09/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed summary of estimated return to investors and funds available for distribution/reviewed draft letter to investors regarding 3 cents distribution/reviewed last report to investors
10/09/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence from nine investors/representatives of investors regarding change in details/distributions/transfer of units/reviewed letters in response
14/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investors regarding third interim distribution/details in respect of same
14/09/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Creditors	reviewed correspondence from our solicitors and costs assessors certificates and reasons for two cost assessments relating to proceedings leading to my appointment
14/09/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed correspondence and documentation received from three investors/representatives of investors regarding transfer of units/authorised same
15/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/authorised same
16/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors regarding change in details/approved same
16/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed letter to investor regarding distributions paid and current unit holdings/reviewed transaction statement
17/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from two investors regarding unit holdings/distributions and transfer of units/reviewed letters in response

17/09/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Creditors	reviewed file note and correspondence in relation to transfer of units between the EPF and EIF and status of investor
22/09/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Creditors	reviewed payments to investors regarding 3 cent distribution/logon to internet banking and process transfer and payments
22/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
22/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from three investors regarding change in details/transfer of units/approved same
24/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from investors regarding change in details/transfer of units/reviewed letters in response
24/09/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Creditors	reviewed claim from Receivers and Managers of EL regarding costs incurred/breakdown of costs/narrations in respect of same/reviewed letter to Receivers/authorised payment
24/09/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Creditors	reviewed documentation received from investor regarding transfer of units/reviewed letter in response/logon to internet banking and authorised payment
02/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and amendments to outgoing correspondence to investors regarding change of address requests and deceased estate notifications
02/02/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Meeting with Dan Tipman regarding matters to be considered for further distribution to investors and timing of same
03/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and amendments to letters to investors regarding change of detail requests and deceased estate notifications

04/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of outgoing letters to investors regarding change of detail requests and unit holding enquiries
05/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms for investor change of detail requests to update the Finpower investor management database
05/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of draft email to the receivers and managers of MM Holdings regarding subrogated claim with respect to hardship payments to investors
05/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Dan Tipman regarding responding to a query from an investor regarding further distributions
05/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of outgoing letters to investors in response to change of detail requests
05/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of winding up
09/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of incoming correspondence from investors and instructions to Dan Tipman regarding same
09/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of outgoing letters to investors in response to queries following 22nd update report to investors
09/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letter to an investor querying further distributions
09/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from EIF investor
13/02/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of NAB charge documentation to consider receiver of Equititrust Ltd's claim for an indemnity out of Fund assets for their fees. Email to David Whyte regarding same

16/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms for investor change of detail requests to enable an update the Finpower investor management database
16/02/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of outgoing correspondence to investors in response to change of detail requests
16/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from EIF investor regarding status of winding up of the fund
17/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review and approve internal control form in relation to investor change of details for updating of the Finpower investor management database
17/02/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Creditors	Meeting with Daniel Tipman, Dermot O'Brien and Julia Mayne regarding addressing investor deceased estate requests and the documentation, protocols and procedures in relation to same
17/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review and approval of internal control form for investor change of detail requests for updating of the Finpower investor management database
19/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from EIF investor
20/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Instructions to Dan Tipman regarding dealing with bonds held by Ipswich City Council
25/02/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms regarding investor change of detail requests for updating investor management database
25/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Instructions to Dan Tipman regarding deed of release to be drafted in relation to MM Holdings subrogated claim

26/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of email to receivers of MM Holdings Pty Ltd regarding subrogated claim
27/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors in response to receiver's application to court for approval of his remuneration
27/02/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms to update the investor management database for deceased estates
02/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from investor seeking update on status of winding up
02/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of outgoing letter to investor regarding winding up status
03/03/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Creditors	Review of status of outstanding uncompleted works bonds on various borrower developments guaranteed by the EIF and email to David Whyte regarding same
03/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review and approval of internal control forms to update the Finpower investor management database for change of address detail requests
03/03/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of email to our solicitors regarding deed of settlement with receivers and managers of MM Holdings Pty Ltd in relation to hardship payments made to investors. Review of file to consider other issues to be captured in deed of settlement
04/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Email to Ipswich City Council regarding uncompleted works bonds
05/03/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of NAB's security documents to consider the receivers of Equititrust Ltd claim to be indemnified out of fund assets for their outstanding fees. Email to our solicitors regarding same

05/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review and approval of internal control form for updating the Finpower investor management database for investors change of detail requests
05/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of internal control form for updating of the Finpower investor management database for investor change of detail requests
10/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from EIF investor
16/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Email to Ipswich City Council regarding uncompleted works bonds
17/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms to update investor details in the Finpower investor management database
20/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Email to the receivers and managers of Equititrust Ltd regarding outstanding costs
20/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Email to Ipswich City Council regarding uncompleted works bonds
30/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from an investor seeking an update on the status of the winding up
31/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Email to Ipswich City Council regarding uncompleted works bonds
31/03/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms to update Finpower investor management database for change of detail requests

31/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Discussion with Dan Tipman regarding further information required from investor in order to process a change of details request
31/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of outgoing correspondence to investors in relation to change of detail requests
01/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to our solicitors regarding costs claimed by the receivers and managers of Equititrust Ltd
08/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and approval of internal control forms to process an update of investors change of detail requests in the Finpower investor management database
08/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors regarding information required to process deceased estate transfer of units
08/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors regarding information required to process deceased estate transfer of units
08/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to draft letter to Council regarding release of bank guarantees supporting uncompleted works bonds
10/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of email from Dan Tipman regarding receivers and managers of MM Holdings Pty Ltd subrogated claim in relation to hardship payments made to investors. Email to Dan Tipman regarding same
15/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms for deceased estate and transfer of unit requests from investors for updating the Finpower investor management database
29/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from investor seeking update on timing of further distributions
30/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors requesting further information to effect a transfer of units and change of details

30/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms and supporting documentation to effect changes of investor details and transfer of units in the Finpower investor management database
30/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Dan Tipman regarding 23rd update report to investors
30/04/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and follow up on status of outstanding uncompleted works bonds provided in relation to former securities. Discussion with Dan Tipman regarding same
30/04/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Creditors	Review and amendments to the 23rd update report to investors
30/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Dan Tipman regarding estimated further dividend to investors and finalisation of the 23rd update report to investors
01/05/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Meeting with Dan Tipman regarding estimated further distribution to investors and equalisation payment issues
04/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors in response to requests for change of details to unit holdings and further information required to effect same
05/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of change of detail and transfer of unit checklists to enable the Finpower investor management database to be updated
05/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Further review of update report to investors
08/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and amendments to outgoing correspondence to an investor regarding balance of unit holding

11/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of outgoing letters to investors in response to requests for tax statements
12/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors in response to change of detail requests
14/05/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Discussion with Dan Tipman regarding equalisation issues for investor units
14/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors seeking further information to effect a transfer of units from superannuation funds into individual names
14/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and approval of internal control checklist and supporting documentation required to update the Finpower investor management database for investor change of detail and transfer of unit requests
14/05/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Review and consider investor unit equalisation issues. Review of reports generated from the Finpower investor management database
15/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Dan Tipman regarding investor unit equalisation issues
19/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Call from the receivers and managers for MM Holdings Pty Ltd regarding deed of release in relation to the hardship payments due
20/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Dermot O'Brien regarding response required to an investor regarding unit balance
20/05/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of position in relation to the outstanding uncompleted works bonds and email to Murray Daniel regarding same

21/05/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of incoming correspondence from investors and instructions to Dermot O'Brien regarding same
25/05/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of internal control forms for change of detail and transfer of unit requests for updating the Finpower investor management database. Review of supporting documentation to verify change of detail and transfer of units
25/05/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of letter to an investor in response to a query regarding unit balance and prior distributions
25/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors/advisors in response to requests to transfer units from self-managed super funds
25/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors/advisors in response to requests to transfer units following notification of deceased estates
27/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors/advisors in response to transfer of units and deceased estate notifications
27/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Instructions to Nicola Kennedy regarding processing of a further distribution to investors
27/05/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors in response to change of detail requests
27/05/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms and investor documentation for change of detail requests to be processed in the Finpower investor management database
28/05/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Meeting with Murray Daniel regarding strategy to release the EIF guarantees supporting various uncompleted works bonds

29/05/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of requirements for further distribution to investors and email to our service provider regarding same
01/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors in response to requests to transfer units for deceased estates
02/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Instructions to Samantha Brown regarding reconciling hardship payments made to investors by MM Holdings Pty Ltd
02/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of reconciliation of hardship payments made to investors by MM Holdings Pty Ltd to substantiate subrogated claim
02/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Call to our solicitors regarding deed of acknowledgement in relation to the receiver of MM Holdings subrogated claim for investor hardship payments
03/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of file for claim by receivers of Equitrust Ltd to be indemnified out of fund assets for their fees and expenses and email from our solicitors regarding their right to an indemnity. Email to our solicitors regarding same
03/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of process to be undertaken for further distribution from the Finpower investor management database and email to our IT consultant regarding same
03/06/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Conference call with our IT consultant regarding requirements for further distribution to investors. Discussion with Nicola Kennedy regarding same
03/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of requirements for the processing of a further distribution in the Finpower investor management database in preparation for a conference call with our IT consultant
03/06/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Review and amendments to the deed of acknowledgement in relation to the receivers of MM Holdings Pty Ltd subrogated claim and email to our solicitors regarding same

04/06/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Creditors	Instructions to Murray Daniel regarding tasks to be attended to in order to release bank guarantees securing the uncompleted works bonds for various properties
09/06/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors in response to change of detail requests
09/06/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from investor regarding units held in the fund
09/06/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of reports required for 2nd interim distribution to investors and email to our IT consultant regarding same
09/06/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of email from our IT consultant regarding the Finpower investor management database and instructions to Nicola Kennedy regarding uploading the database to the IT consultant's server to test the processing of the 2nd interim distribution
10/06/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Email to the receivers and managers of Equititrust Limited in response to their claim for their costs to be paid out of Fund assets
12/06/2015	Somerville, John	BRI		Senior Manager	0.80	\$352.00	Creditors	Review of requirements for a 2nd interim distribution to investors. Consider amount to be distributed. Review of requirements of the Finpower investor management database. Review and amendments to file note re 2nd interim distribution
12/06/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Creditors	Review of reports generated from the Finpower investor management database to process and reconcile the 2nd interim distribution to investors
12/06/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of unclaimed cheques from 1st distribution to investors and instructions to Nicola Kennedy regarding same
12/06/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Creditors	Review of adjustments required to investor unit balances in order to process the 2nd interim distribution. Review and amendments to file note in relation to same

12/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and approval of internal control forms and investor documentation in order to update the Finpower investor management database for change of detail requests
12/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors in response to requests to transfer units from deceased estates and to update contact details
16/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of update required to the Finpower investor management database in order to process 2nd interim distribution to investors
17/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to our IT consultant regarding 2nd interim distribution to investors
17/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of further updates required to the Finpower investor management database in preparation for the 2nd interim distribution to investors and discussion with Julia Mayne regarding same
17/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to draft email to our IT consultant regarding processing of 2nd interim distribution to investors in the Finpower investor management database
17/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms and investor documents in order to update the Finpower investor management database for change of detail requests
17/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Instructions to Julia Mayne regarding updating the Finpower investor management database in preparation for the 2nd interim distributions to investors
19/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Instructions to Murray Daniel regarding exchange of bank guarantees securing uncompleted works bonds for various prior securities
19/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of reports generated from Finpower in relation to the 2nd interim distribution to investors

22/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail requests
22/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Attend to email and phone enquiries from investors in relation to the 2nd interim distribution
22/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and amendments to letters to investors in response to requests to transfer units for deceased estates and update contact details
23/06/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Assisting Sam Brown with a reconciliation of investor units in preparation for the 2nd interim distribution to investors
23/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of verification process in relation to the 2nd interim distribution to investors and instructions to Samantha Brown regarding same
23/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Assisting Samantha Brown with verification process for the 2nd interim distribution to investors
23/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to draft letters to our bankers regarding exchanging bank cheques for bank guarantees held by various councils as security for uncompleted works bonds. Discussion with Murray Daniel regarding same
23/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Assisting Sam Brown with a reconciliation of investor units in preparation for the 2nd interim distribution to investors
24/06/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Review of and instructions to Julia Mayne regarding reconciliation of investor unit balances for the 2nd interim distribution
24/06/2015	Somerville, John	BRI	Senior Manager	1.30	\$572.00	Creditors	Review and reconciliation of distributions to investors. Review and reconcile unit balances between Finpower investor management database and MYOB. Assisting Julia Mayne in relation to same
24/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review and reconciliation of distributions to investors. Review and reconcile unit balances between Finpower investor management database and MYOB. Assisting Julia Mayne in relation to same

24/06/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of email from the receivers and managers of Equititrust Ltd in relation to their claim to have their outstanding costs indemnified from fund assets
25/06/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Creditors	Review and trace investor units in Finpower investor management database to reconcile discrepancy with trial balance. Instructions to Julia Mayne regarding same
25/06/2015	Somerville, John	BRI		Senior Manager	0.80	\$352.00	Creditors	Review and amendments to the ABA file required to be uploaded to internet banking to process distribution. Review and reconcile with distribution schedules. Discussion with Julia Mayne regarding same
25/06/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Further instructions to Julia Mayne regarding reconciling investor unit balances and 2nd interim distribution
25/06/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Creditors	Review of investor reports in order to reconcile 2nd interim distribution and discussion with Julia Mayne regarding same
25/06/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review and reconcile ABA file for second interim distribution to investors to be paid via electronic funds transfer
26/06/2015	Somerville, John	BRI		Senior Manager	0.70	\$308.00	Creditors	Review and reconciliation of 2nd interim distribution to investors. Review and amendments to file note. Review of letters to investors. Discussion with Julia Mayne regarding same
26/06/2015	Somerville, John	BRI		Senior Manager	0.80	\$352.00	Creditors	Review of list of invalid investor bank account details. Review and reconcile with Finpower investor management database. Discussion with Julia Mayne regarding ABA file to process distribution electronically. Review of error issues
26/06/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Instructions to Nicole Jackson regarding letters to investors regarding 2nd interim distribution
26/06/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of reconciliation of investor unit balances in calculating the 2nd interim distribution and discussion with Julia Mayne regarding same

26/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with David Whyte regarding 2nd interim distribution to investors
26/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of position with respect to outstanding uncompleted works bonds for various properties and discussion with Murray Daniel regarding same
29/06/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review and reconcile list of investors to receive 2nd interim distribution by cheque
29/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of returned EFT transfers from the 2nd interim distribution to investors and instructions to Julia Mayne regarding same
29/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from EIF investor regarding 2nd interim distribution
29/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of incoming mail and instructions to Julia Mayne regarding same
30/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Call from our consultant regarding reconciling an investor's unit balance
30/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Attend to two telephone enquiries from EIF investors regarding 2nd interim distribution
01/07/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Creditors	Review and amendments to letters to investors/advisors in relation to change of detail requests/unit balance reconciliations/information on the winding up/deceased estate notifications (16 letters). Discussion with Sam Brown regarding same
02/07/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Creditors	Travel to NAB Ipswich for settlement with Ipswich City Council in relation to uncompleted works bonds

02/07/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Creditors	settlement with Ipswich City Council in relation to uncompleted works bonds
02/07/2015	Somerville, John	BRI		Senior Manager	0.70	\$308.00	Creditors	Travel from NAB Ipswich following settlement with Ipswich City Council in relation to uncompleted works bonds
02/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Instructions to Julia Mayne in relation to investor equalisation payment and queries received from investors in relation to same
02/07/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of amendments to the deed of acknowledgment in relation to the receivers of MM Holdings Pty Ltd's subrogated claim. Email to David Whyte regarding same
03/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of draft email to the Receivers and Managers of Equititrust Ltd in relation to their costs being paid from assets of the fund and email to David Whyte regarding same
03/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from EIF investor re second interim distribution
03/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of updates to the Finpower investor management database for change of detail and deceased estate notifications
03/07/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Creditors	Review of file note in relation to second interim distribution being paid by cheque. Review of correspondence in relation to same. Discussion with Sam Brown in relation to same
06/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Email to our solicitors regarding claim from the receivers and managers of Equititrust Ltd for their costs to be paid from the assets of the Fund
06/07/2015	Somerville, John	BRI		Senior Manager	0.80	\$352.00	Creditors	Review of records to be provided to the solicitors acting for the liquidators of Equititrust Ltd in relation to claims against certain parties

06/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of transfer checklists and deceased estate checklists and supporting documentation in order to enable an update of the Finpower investor management database
06/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors/advisors regarding change of detail requests and deceased estate notifications
06/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of issues with bounced payments in relation to the 2nd interim distribution to investors
06/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Murray Daniel and Julia Mayne regarding investor correspondence issues
06/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review and reconcile second interim distribution to be paid by cheque. Review of cheque requisition and supporting documentation. Review and amendment to file note. Discussion with Julia Mayne regarding same
06/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to the receivers and managers of Equitrust Ltd regarding a claim for their costs to be paid from fund assets
08/07/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Prepare summary update for Julia Mayne and Sam Brown regarding status of winding up of fund in order to provide timely and meaningful updates to investors when telephone call enquiries are received
08/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to an investor regarding query in relation to the second interim distribution
10/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to an investor regarding contact details in the Finpower investment management database
10/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms and supporting documentation to enable an update of the Finpower investor management database for change of detail requests and deceased estate notifications
13/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms and supporting documentation to update Finpower investor management database for change of detail requests and deceased estate notifications

13/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Call from our solicitors regarding deed of acknowledgement in relation to subrogated claim of the Receivers and Managers of MM Holdings Pty Ltd
13/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Discussion with Julia Mayne regarding investors queries in relation to the second interim distribution
13/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Discussion with Julia Mayne regarding issues with incorrect investor bank account details for the second interim distribution
13/07/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of deed of acknowledgement in relation to subrogated claim of the Receivers and Managers of MM Holdings Pty Ltd
15/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Call from the solicitors acting for the receivers of Equititrust Ltd in relation to their claim for their receivership costs to be paid from assets of the fund
15/07/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of issues with returned cheques in relation to the second interim distribution to investors and discussion with Julia Mayne regarding same
16/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors in response to requests to change details and transfer units from deceased estates
17/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors regarding deceased estate notifications and change of detail requests
17/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of draft letter to investor regarding query in relation to unit balances for numerous investments and discussion with Julia Mayne regarding same
20/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Discussion with Julia Mayne regarding 2nd interim distribution to be processed by cheque for returned EFT transactions
20/07/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Email to our consultant regarding exchanging of bank guarantees with council

20/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors regarding requests for change of details to unit holdings, transfer of units and deceased estate notifications
21/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and consider email from the receivers and managers of Equitrust Ltd in relation to their claim for costs to be paid from assets of the fund and email to David Whyte regarding same
22/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Attend to telephone enquiry from an investor regarding second interim distribution
22/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estate notifications
22/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors in relation to further information required to register a change of detail request in the Finpower investor management database
23/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of incoming mail from investors and instructions to Sam Brown regarding same
23/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and amendments to letters to investors requesting further information to update contact details
23/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of details, transfer of units and deceased estate notifications. Discussion with Julia Mayne regarding same
23/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors regarding change of detail requests and deceased estate notifications
24/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors regarding deceased estates, transfer of units and change of detail requests. Discussion with Julia Mayne regarding same

24/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to our solicitors regarding claim by receivers and managers of Equitrust Ltd to have their outstanding costs paid from fund assets
24/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of incoming mail from investors and instructions to Sam Brown regarding same
24/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and consider letter received from investor raising issues in relation to distributions received
27/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to David Whyte regarding deed of acknowledgement in relation to the subrogated claim by the receivers and managers of MM Holdings Pty Ltd
28/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of amendments to the deed of acknowledgement in relation to the receivers and managers subrogated claim and email to our solicitors regarding same
28/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review and amendments to letters to investors in response to queries in relation to unit balances and change of detail requests
29/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of uncleared cheques and returned deposits from the second interim distribution to investors and instructions to Julia Mayne regarding same
29/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of correspondence in relation to the costs assessment of a solicitors fees appearing at the winding up application
30/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of issues in relation to payments to investors in relation to the second interim distribution and discussion with Julia Mayne regarding same
31/07/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Draft letter to investor in the fund regarding various queries. Review of letters to investors regarding transfer of units and deceased estate notifications

31/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Call from investor regarding second interim distribution. Email to investor regarding same
03/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of information required for 24th update report to investors and instructions to Julia Mayne regarding same
03/08/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Prepare 24th update report to investors
05/08/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Review of outstanding bonds and consider issues with resolving same
05/08/2015	Somerville, John	BRI	Senior Manager	1.30	\$572.00	Creditors	Draft 24th update report to investors
05/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors in response to deceased estate notifications and change of detail requests
05/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Call from our solicitors regarding deed of acknowledgement in relation to the subrogated claim of the receivers and managers of MM Holdings Pty Ltd
05/08/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Finalise 24th update report to investors
05/08/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Finalise 24th update report to investors
06/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Instructions to Sam Brown and Julia Mayne regarding responses due to investors
06/08/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Calculation of updated estimated return to investors

06/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Calculation of unit price as at 30 June 2015
10/08/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Review and consider methodology of equalisation payment to investors. Review of workpapers and benchmark rates for annual distribution recipients
10/08/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Creditors	Review and amendments to 24th update report to investors
10/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of email from our solicitors regarding costs in the proof of debt proceedings against the liquidators of Equititrust Ltd and email to David Whyte regarding same
10/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Nicola Kennedy and Sam Brown regarding content of the 24th update report to investors
10/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with David Whyte regarding 24th update report to investors
10/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Call from the receivers and managers of MM Holdings Pty Ltd regarding deed of acknowledgement in relation to a subrogated claim
11/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of incoming correspondence from investors and instructions to Julia Mayne regarding same
11/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to our solicitors regarding costs in the proof of debt proceedings against the liquidators of Equititrust Ltd
11/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of email from our solicitors regarding the receivers and managers of Equititrust Ltd's claim for costs to be paid from fund assets. Email to the receivers and managers of Equititrust Ltd

11/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and amendments to letters to investors regarding change of details requests, transfer of units, update on unit balances and deceased estate notifications
11/08/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Creditors	Review and amendments to letters to investors regarding change of details requests, transfer of units, update on unit balances and deceased estate notifications (eight letters)
13/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Julia Mayne regarding unclaimed distribution cheques from the 2nd interim distribution
13/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors regarding change of detail requests, transfer of units, deceased estate notifications and update on unit balances
13/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors regarding change of detail requests, transfer of units, deceased estate notifications and update on unit balances
14/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms for investor change of detail requests for updating the Finpower investor management database
17/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of executed deed of acknowledgement in relation to the receivers and managers of MM Holdings Pty Ltd subrogated claim. Instructions to Julia Mayne regarding processing distribution payment for subrogated claim
17/08/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Review and amendments to letters to investors regarding change of detail requests, transfer of units, deceased estate notifications and re-issuing of cheques from 2nd interim distribution
17/08/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Review of internal control forms and cross check with documentation provided by investors to update the Finpower investor management database for change of details, deceased estates and transfer of units. Discussion with Sam Brown regarding same
18/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms and supporting documentation to enable an update to the Finpower investor management database for change of detail requests/transfer of units/deceased estate notifications

18/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of outgoing correspondence to investors requesting further information to effect a transfer of units/change of detail request
19/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Julia Mayne regarding processing a distribution to the receivers and managers of MM Holdings in relation to their subrogated claim
19/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Julia Mayne regarding further information to effect a transfer of units from deceased estates
20/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of correspondence from investors and advisors and instructions to Julia Mayne regarding responses required
21/08/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of treatment of returned second interim distribution cheques and discussion with Julia Mayne regarding same
21/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors regarding transfer of unit requests for deceased estates
21/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of replacement cheques and correspondence to investors regarding the second interim distribution not received
21/08/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Creditors	Review of letters to investors and supporting documentation to facilitate a transfer of units for deceased estate. Review and consider further documentation required to effect transfer. Review and amendments to letters in response to further information
24/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and amendments to letters to investors regarding change of detail notifications and transfer of units requests
24/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors regarding replacement cheques for the first and second interim distributions

24/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review and approval of internal control forms and supporting documents to update the Finpower investor management database for change of detail requests
24/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors requesting further information to transfer units from self managed superannuation funds upon their closure
24/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of incoming mail from investors and instructions to Julia Mayne regarding same
24/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Julia Mayne regarding issues with transferring of investor units in the Finpower investor management database
25/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors regarding change of detail and transfer of unit requests for deceased estates
25/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms and supporting documentation to update the investor management database for change of detail and transfer if units requests
25/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with David Whyte regarding requirements to obtain probate from deceased estates and discussion with Sam Brown regarding same
25/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Email to our solicitors regarding the costs assessment leading to the appointment of the receiver of the Fund
26/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of incoming investor correspondence and instructions to Sam Brown and Julia Mayne regarding same
26/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Julia Mayne regarding processing of MM Holdings distribution for their subrogated claim

26/08/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Creditors	Draft letters to investors and in response to queries in relation to the winding up and the calculation of the interim distributions paid
26/08/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors regarding deceased estates and further information required to effect a transfer. Review of supporting documentation
26/08/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Creditors	Review of internal control forms and supporting documentation to update details and transfer units in the Finpower investor management database pursuant to requests from advisors/investors/executors of deceased estates
27/08/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Attend to telephone enquiries from investors seeking an update on the winding up
27/08/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Creditors	Review and amendments to letters to investors regarding change of detail requests, deceased estate notifications and transfer of unit directions
27/08/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Creditors	Review of internal control forms and supporting documentation to process updates to the Finpower investor management database pursuant to requests received from investors/executors of deceased estates
28/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Email to our solicitors regarding distribution paid to creditor holding a subrogated claim
28/08/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Discussion with Sam Brown regarding responses to queries from investors
28/08/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of records regarding correspondence from an investor in relation to transfer of unit issues. Discussion with Julia Mayne regarding same
28/08/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Creditors	Review and amendments to letters to investors regarding change of detail and transfer requests and letters regarding unclaimed distribution cheques (eight letters)

28/08/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates, transfer of units and change of detail requests from investors (seven forms)
31/08/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors regarding change of detail and transfer of unit requests
31/08/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of units requests
31/08/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of letters to investors/advisors seeking further information to action transfer of unit and change of detail requests
01/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
02/09/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Creditors	Review and amendments to nine letters to investors/advisors in response to requests to change details, transfer units and notifications regarding deceased estates
02/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail and transfer of unit requests
03/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of internal control forms and supporting documentation in relation to investor change of detail requests, transfer of unit requests and deceased estate notifications to update the Finpower investor management database
04/09/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review and amendments to letters to investors/advisors regarding change of detail requests, deceased estate notifications, transfer of unit requests and further information required to action same
08/09/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Review of calculation for third interim distribution to investors. Review of draft template letter to investors. Prepare schedule of distribution timeframes and instructions to Julia Mayne regarding same

08/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Assist Julia Mayne with responses required to investors/executors of investors estates regarding further documents required to process requests
09/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail and transfer of unit requests
09/09/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review and amendments to letters to investors in response to requests to transfer of units to beneficiaries of deceased estates. Review of documentation provided to support transfer and consider further documentation required
09/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors seeking an update on the status of the winding up of the Fund
09/09/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review and amendments to correspondence to investors seeking updated contact details in order to issue distribution payments returned unclaimed. Review of schedule of unclaimed distribution payments and discussion with Julia Mayne regarding same
10/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Call to our IT consultant regarding processing of third interim distribution to investors in the Finpower investor management database
11/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors regarding change of detail and transfer of unit requests for unit holdings in the fund
11/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Julia Mayne regarding responses required to investors in relation to transfer of unit requests and information required in relation to same
14/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of emails to investors seeking update on the winding up of the fund
14/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Sam Brown and Julia Mayne regarding updates required to the Finpower investor management database in preparation for the payment of the third interim distribution

14/09/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review of internal control forms and supporting documentation to process change of detail and transfer of units in the Finpower investor management database pursuant to requests from investors/executors of deceased estates
15/09/2015	Somerville, John	BRI		Senior Manager	0.60	\$264.00	Creditors	Review of issues to be resolved in the Finpower investor management database prior to processing the third interim distribution to investors and instructions to Julia Mayne regarding same
15/09/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Email to our IT service provider regarding processing of the third interim distribution in the Finpower investor management database and instructions in relation to same
15/09/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Creditors	Review and amendments to email to investors regarding timing of third interim distribution
15/09/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Instructions to Julia Mayne regarding further information required from executors to effect a transfer of units from deceased estates
16/09/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Creditors	Review and amendments to letters to investors regarding further information required to transfer units to beneficiaries of deceased estates and change of detail requests
16/09/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors regarding confirmation of units transferred from deceased estates to holdings in the names of beneficiaries
16/09/2015	Somerville, John	BRI		Senior Manager	0.40	\$176.00	Creditors	Review of supporting documentation in relation to the third interim distribution to investors and instructions to Sam Brown regarding same
17/09/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Attend to telephone enquiry from EIF investor
17/09/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Creditors	Instructions to Julia Mayne regarding response required requesting further information from executors of deceased estates to effect a transfer of units to beneficiaries

17/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Instructions to Sam Brown regarding reconciling third interim distribution to investors
18/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail and transfer of unit requests
18/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors confirming transfer of unit and update of detail requests have been actioned
18/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors requesting further information to action requests to transfer units from Self Managed Superannuation Funds
18/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of letters to investors regarding payment of the first and second interim distribution following investigations to identify the locations of these parties
18/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Assist Julia Mayne with reconciliation of the third interim distribution to investors
21/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Julia Mayne regarding ABA file for the third interim distribution to investors
21/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors regarding payment of second interim distribution following returned payments/cheques
21/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Sam Brown regarding documentation to support the third interim distribution to investors
21/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of incoming mail from investors regarding deceased estates and instructions to Sam Brown in relation to responding to same

21/09/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of third interim distribution to investors including file note, transaction listing, reconciliation and payment requisition. Discussion with Julia Mayne regarding same
22/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review and amendments to letter to overseas investor regarding payment of the second interim distribution following receipt of unclaimed mail
22/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors regarding transfer of units from deceased estates and further information required in relation to same
22/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
22/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of internal control forms and supporting documentation to process change of detail and transfer of unit requests in the Finpower investor management database
23/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of letters to investors regarding third interim distribution
23/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors/advisors regarding deceased estates and further information required to change account details, and interim distribution payments where previous cheques were returned unclaimed
23/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Draft letter to investor regarding queries in relation to the basis of the distributions paid
23/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of claim from receivers and managers of Equitrust Ltd to have their costs indemnified out of the Fund's assets pursuant to the NAB's charge. Instructions to Nicola Kennedy regarding same
24/09/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Creditors	Discussion with Julia Mayne regarding issues with certain investors third interim distribution cheques and EFT payments. Review of the Finpower investor management database to resolve same

24/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Julia Mayne regarding residual issues in relation to the payment of the third interim distribution to investors
25/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Discussion with Julia Mayne regarding reconciliation of the third interim distribution
25/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Discussion with Julia Mayne regarding reconciliation of the third interim distribution
25/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of file note and reconciliation of the third interim distribution to investors being paid by cheque
25/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors regarding change of detail requests and information in relation to distributions paid to date
25/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Creditors	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests for deceased estates
29/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Review of letters to investors regarding distribution payments following return of cheques in the post
29/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Review of internal control forms and supporting documentation to effect an update on the Finpower investor management database for investor change of detail requests
30/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Call from receivers and managers of Equitrust Ltd in relation to distributions due and costs remaining outstanding and secured under NAB's security
30/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Creditors	Discussion with Julia Mayne regarding the third interim distribution and residual issues with certain investors cheques and transfers

30/09/2015	Somerville, John	BRI		Senior Manager	0.50	\$220.00	Creditors	Review of payment requisitions, reconciliation and file note regarding third interim distribution paid to 270 investors via cheque. Discussion with Julia Mayne regarding same
30/09/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Creditors	Review and amendments to letters to investors regarding unit balances, explanation on amount of distributions paid and further information required to effect change of detail requests
28/05/2015	Daniel, Murray	BRI		Supervisor	0.20	\$72.00	Creditors	Meeting with John Somerville regarding strategy to release the bank guarantees supporting various uncompleted works bonds
02/06/2015	Simpson-Wade, Ashleigh	BRI		Supervisor	0.20	\$72.00	Creditors	Assist Julia Mayne with investor query regarding APIR code, conduct search for code and email through, confirm with John Somerville
24/06/2015	Simpson-Wade, Ashleigh	BRI		Supervisor	0.10	\$36.00	Creditors	Receive investor call, take investors details and email through query to Julia Mayne
25/06/2015	Simpson-Wade, Ashleigh	BRI		Supervisor	0.30	\$108.00	Creditors	Assist Julia Mayne with running FinPower reports for distribution to investors
13/07/2015	Simpson-Wade, Ashleigh	BRI		Supervisor	0.20	\$72.00	Creditors	Investor query regarding BSB incorrect and payment not received, assist Julia Mayne regarding actioning trace with bank
05/08/2015	Simpson-Wade, Ashleigh	BRI		Supervisor	0.60	\$216.00	Creditors	assist Julia Mayne with preparing Receipts & Payment summary for report, review calculations to locate discrepancy
05/08/2015	Simpson-Wade, Ashleigh	BRI		Supervisor	1.10	\$396.00	Creditors	assist Julia Mayne with preparing Receipts & Payment summary for report, review calculations to locate discrepancy, check bank account opening and closing balances, unprinted cheques and account calculations
09/02/2015	Kennedy, Nicola	BRI		Senior Accountant II	0.30	\$67.50	Creditors	phone call with 2 investors in relation to the 21st update report

03/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$112.50	Creditors	phone call with our IT consultant and John Somerville in relation to the distribution to investors
04/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Creditors	review distribution process document prepared by Daniel Tipman, prepare template letter for distribution
09/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$90.00	Creditors	review notes in relation to process to copy database to server, conduct process for same in preparation for distribution to investors
09/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Creditors	review server to ensure database copied correctly for distribution to investors, email IT support to confirm database was copied
09/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Creditors	update template letter in relation to investor distribution
16/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$112.50	Creditors	scan and save file note in relation to distribution to investors, discuss process with John Somerville and obtain template to email to IT server support in relation to the distribution to investors, prepare email for same
17/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Creditors	scan file note and save, send email to IT support for investor distribution after John Somerville review
17/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Creditors	review bank account balance for distribution, discuss balance with John Somerville
18/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$112.50	Creditors	attempt to copy database to server for distribution to investors, IT issues, phone call to IT support and email re same
18/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Creditors	attempt to copy database to server for distribution to investors

19/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$112.50	Creditors	review email from consultant re distribution to investors, log in to server to confirm documents in folder, email John Somerville for same
11/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Creditors	emails with Nicole Jackson in relation to mail out of update to investors
11/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$56.00	Creditors	review email from Nicole Jackson in relation to mail out to investors and respond to same, review and forward email with investor listing, discuss timeframe for report to be sent
13/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$56.00	Creditors	emails with Ashley Richardson, John Somerville and IT support in relation to investor listing format for mail out process
13/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Creditors	emails with IT support in relation to investor listing format
14/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$56.00	Creditors	review investor listing spread sheet and email from IT support, review anomalies in spread sheet to ascertain changes to be made for mail out
17/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$140.00	Creditors	review investor mail register for anomalies, discuss corrections to be made with Julia Mayne, Ashley Richardson and IT support
16/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$56.00	Creditors	assist Samantha Brown with uploading investor database to server in preparation for the distribution to investors, conduct process and review notes
23/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.60	\$168.00	Creditors	review portion of 2000 x investor correspondence in relation to third interim distribution, confirm complete postal addresses are included in same for each investor
20/02/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Creditors	filing

05/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Preparing payment for trustee of guarantor's bankrupt estate
22/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Received call from investors lawyer regarding timing of next distribution
15/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding the number of units held and details of distributions paid
19/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor seeking to update their details.
01/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review approx. 30 investor distributions from ABA file with incorrect account details. Locate details of ID number, date, client name, account number and value for each returned payment. Create spreadsheet of details.
01/07/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Review details of distributions to be made by cheque, Prepare spreadsheet for uploading to MYOB containing details of approx. 200 investor names, deposit ID's and payment accounts.
01/07/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Review details of distributions to be made by cheque, Prepare spreadsheet for uploading to MYOB containing details of approx. 200 investor names, deposit ID's and payment accounts.
01/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review approx. 204 returned payments on NAB statement. Review direct credit schedule report in Finpower investor management database. Locate details of ID number, date, client name, account number and value for each returned payment. Create spreadsheet outlining details
01/07/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Creditors	Review approx. 204 returned payments on NAB statement. Review direct credit schedule report in Finpower investor management database. Locate details of ID number, date, client name, account number and value for each returned payment. Create spreadsheet outlining details
01/07/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Creditors	Review approx. 204 returned payments on NAB statement. Review direct credit schedule report in Finpower investor management database. Locate details of ID number, date, client name, account number and value for each returned payment. Create spreadsheet outlining details

02/07/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Review MYOB spreadsheet of investor distribution, Add details of approx. 50 extra investors to be paid via cheque.
02/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Reconciled discrepancy in number of investors to be paid second interim distribution. Review INAB statement, bank transaction report and MYOB spreadsheet to identify error.
02/07/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Reconcile discrepancy between amount of distribution on MYOB vs calculations. Review each creditors distribution details and compare individually to the details on MYOB for 135 investors
02/07/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Reconcile discrepancy between amount of distribution on MYOB vs calculations. Review each creditors distribution details and compare individually to the details on MYOB for 270 investors
02/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare cheque descriptions and print 270 cheques for investors
02/07/2015	Mayne, Julia	BRI	Accountant II	1.10	\$214.50	Creditors	Review of details for cheque distribution to be paid to 200 investors to ensure investor details and payment amounts are correct.
06/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Phone call to 5 investors regarding distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise investors how to update details
06/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Phone call to 5 investors regarding distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise how to update details
06/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review cheques to be sent to investors to ensure details are correct.
06/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	4 X Phone call from investors re distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise how to update details.

05/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Phone call to 5 investors regarding distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise how to update details
06/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Phone call to 5 investors regarding distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise how to update details
06/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Phone call to 5 investors regarding distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise how to update details
07/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review MYOB un-presented cheques. Review Finpower investor management database for specific investor details. Review information on server for contact phone number. Prepare file note
04/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare summary of remuneration and disbursements for the period 1 Feb - 31 July for the update report to investors
05/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Review bank statement, MYOB reconciliations, un-presented cheques and previous receipts and payments to ascertain reason for discrepancy in current receipts and payments summary
05/08/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Creditors	Review bank statement, MYOB reconciliations, un-presented cheques and previous receipts and payments to ascertain reason for discrepancy in current receipts and payments summary
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for confirmation of transfer. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for confirmation of transfer. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for unit balances. Log onto Finpower investor management database, search for investor and print investor balance.

06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a transfer of units for deceased estate. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for transfer of units for a deceased estate. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for transfer of units for a deceased estate. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding the status of the winding up of the fund and requesting confirmation of his details in Finpower investor management database. Review Finpower investor management database and advise. Advise how to update postal address
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for unit balances. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for change of details. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare a letter to an investor in relation to a request for confirmation of transfer. Log onto Finpower investor management database, search for investor and print investor balance.
06/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review investor correspondence sent via email and post and ensure proper correspondence has been drafted
06/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Print and review 7 x letters to investors. Locate, review and print accompanying statements from Finpower investor management database and forms
06/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Prepare file note for investor call

10/08/2015	Mayne, Julia	BRI	Accountant II	1.70	\$331.50	Creditors	Review and amend 18 x letters to investors. Access Finpower investor management database for supporting documents
11/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding details of hardship payment made in 2011
11/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from advisor regarding the bank account an investors distribution was paid to
11/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding transfer of units for deceased estate
11/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investors son regarding updating details and transferring units from deceased estate
11/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence from lawyer regarding request for information for investor. Review investor in Finpower investor management database. Draft letter to lawyer regarding unit number and value
11/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Amend letter to lawyer regarding unit number and value
11/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Review, scan and email report to investors to supplier for printing and distribution
11/08/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Creditors	Approx. 8 x returned distribution cheques in mail. Seek contact information for each investor through reviewing investor details on Finpower investor management database, phone last known numbers, review correspondence sent to investor, review documents on server, search postal address.
11/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Approx. 6 x returned distribution cheques in mail. Attempt to obtain contact information through reviewing investor details on Finpower investor management database, phone last known numbers, review correspondence sent to investor, review documents on server, search postal address.

11/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Email Nicole Jackson regarding details of report to investors for quote
11/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Approx. 6 x returned distribution cheques in mail. Seek contact information through reviewing investor details on Finpower investor management database, phone last known numbers, review correspondence sent to investor, review documents on server, search postal address.
13/08/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Review 14 letters approved by David Whyte. Scan, save, email, post letters. Review and collate accompanying documentation.
13/08/2015	Mayne, Julia	BRI	Accountant II	1.10	\$214.50	Creditors	Amend 9 x letters to investors. Print and collate with accompanying documentation
13/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding transfer of units for deceased estate
13/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding transfer of units for deceased estate
13/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Call from investor regarding claim against valuer, litigation, number of units held, value at 30 July 2015 and reason that the overall value was revised upwards.
14/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from deceased investor's daughter. Answer questions regarding winding up of the fund. Determine the method of payment for interim distributions in 2014 and 2015. Provide information to update details
14/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Review 8 x letters to investors approved by David Whyte. Scan, save, email/post letters. Print and collate accompanying forms and statements from Finpower investor management database.
17/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding letter posted to investor with details of distribution paid in 2015 financial year

17/08/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare letter to investor regarding change of details. Review Finpower investor management database for investor unit numbers, address and transaction statement. Review MYOB for un-presented cheques. Print statements and prepare letter advising same
17/08/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare letter to investor's son regarding transfer of units for deceased estate. Review MYOB for un-presented cheques. Review Finpower investor management database for unit numbers and transaction statement. Review checklist for information required. Prepare file note regarding same
17/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Amend 4 x letters to investors. Access Finpower investor management database for accompanying documentation
17/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Review email correspondence from investor regarding change of details and prepare file note
17/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare letter to 2 x investors regarding change of details. Access Finpower investor management database to ascertain if signature is on file
17/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding information required to transfer units from deceased estate
17/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Discussions with Nicola Kennedy regarding distribution list for report to creditors. Review creditors on Finpower investor management database and advise address
18/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding timing of future distributions
18/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding transfer of units from deceased estate
18/08/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Review 26 emails/letters from investors/advisors and determine how to respond to their requests and the documentation required. Review Finpower investor management database/files to determine correspondence previously received

18/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding the bank account that the distribution was paid to
19/08/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Creditors	Prepare 7 letters to investors/advisors in regards to transfer of units from deceased estates. Review Finpower investor management database for unit balances/correspondence previously provided/to verify signatures
19/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review 6 x letters approved by David Whyte. Scan, save and email letters to investors.
19/08/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Prepare 4 x letters to advisors regarding transfer of units for deceased estate. Access Finpower investor management database for unit number and value
19/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Phone call from investor regarding equalisation payments. Review tenth report to creditors and phone to advise. Print report to creditors dated July 2014 and post to investor
20/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Phone call to executor of deceased estate regarding transfer of units and distribution cheques. Prepare checklist for transfer of units. Prepare file note regarding documentation received.
20/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Phone call to executor of deceased estate regarding transfer distribution cheques. Prepare letter to executor enclosing cheques. Prepare file note
20/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare 2 x checklists for deceased estate transfers
20/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Access Finpower investor management database and process 1 x investor change of details request. as approved by David Whyte.
20/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call to advisor regarding obtaining probate for deceased estate

20/08/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Creditors	Prepare 6 x transfer of units from deceased estate requests. Access Finpower investor management database for investor information. Review previously received correspondence
20/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call to investor requesting copy of will for a deceased estate
20/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding distribution. Prepare letter to investor regarding same
20/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding change of details
21/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare 2 x letters to investors regarding distribution and enclosing cheques. Cancel cheques through MYOB and bank account and reissue 2 x new cheques
21/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review correspondence from investor. Cancel cheque in MYOB and bank account. Prepare checklist for change of details request. Log into Finpower investor management database to verify signature
21/08/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Prepare 3 x letters to investors regarding distribution and enclosing cheques. Cancel cheques through MYOB and bank account and reissue 3 x new cheques
24/08/2015	Mayne, Julia	BRI	Accountant II	1.40	\$273.00	Creditors	Prepare and review 5 x letters to investors regarding transfer of units for deceased estate. Review Finpower investor management database for corresponding documents
24/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare and review payment through MYOB and bank account for supplier invoice
24/08/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare letter to investors regarding reasons they were not receiving correspondence, why the distribution amount was 3 cents, why there was a reduction in the number of units held and what the estimated return to investors is. Review investor on Finpower investor management database

24/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare 2 x letter to advisor regarding transfer of units for deceased estate. Review correspondence received. Review investor unit balance on Finpower investor management database
24/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor regarding contact details for the premium fund
24/08/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare 2 x letters to advisor regarding transfer of unit for deceased estates. Review correspondence received. Review investor unit balance on Finpower investor management database. Review MYOB to ascertain if cheques were presented. Cancel cheques
24/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review 17 x letters approved by David Whyte. Scan, save, collate 17 x letters to investors. File correspondence
24/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review email from investor regarding distribution payment. Locate 6 x letters posted to investor following distribution and repost
24/08/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare reconciliation of bank account in MYOB
25/08/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Review 17 x letters to investors. Email 8 x letters to investors, collate accompanying documents and post remaining letters to investors.
25/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	2 x phone calls to investor regarding change of details requirements
25/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor questioning why the unit balance reduced following distribution payments
25/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review 2 x letters for investors approved by David Whyte. Scan, save, email/post letters to investors. Print forms and unit balance information for letters
25/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review 2 x letters for investors approved by David Whyte. Scan, save, email/post letters to investors. Print forms and unit balance information for letters

25/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding change of details
25/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding details for distribution payment. Locate letter previously sent and email to investor
26/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 2 x letters to investors/beneficiaries regarding distribution cheque returned to sender requesting updated contact information. Prepare file note for each letter. Review MYOB for un-presented cheques. Review Finpower investor management database and print supporting documents
26/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare payment of distribution through MYOB and bank account. Phone call to advisor to clarify bank account details
26/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare 2 x letters to investors/beneficiaries regarding distribution cheque returned to sender requesting updated contact information. Prepare file note for each letter. Review MYOB for un-presented cheques. Review Finpower investor management database and print supporting documents
26/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from advisor regarding transfer of units for deceased estate
26/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding report to investors
26/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 2 x letters to investors/beneficiaries regarding distribution cheque returned to sender, requesting updated contact information. Prepare file note for each letter. Review MYOB for un-presented cheques. Review Finpower investor management database and print supporting documents
26/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare payment of distribution through MYOB and bank account.
26/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare spreadsheet outlining the status of all returned distribution payments to ensure all payments are made when appropriate documentation is received

26/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding postal address. Review in Finpower investor management database and advise
26/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 2 x letters to investors/beneficiaries regarding distribution cheque returned to sender requesting updated contact information. Prepare file note for each letter. Review MYOB for un-presented cheques. Review Finpower investor management database and print supporting documents
26/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 2 x letters to investors/beneficiaries regarding distribution cheque returned to sender requesting updated contact information. Prepare file note for each letter. Review MYOB for un-presented cheques. Review Finpower investor management database and print supporting documents
27/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor regarding transfer of units for deceased estate. Review Finpower investor management database for balances. Review correspondence previously received from investor
27/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare letter to investor confirming transfer of units, attaching cheques and investor statements and requesting photo ID. review 4 x beneficiaries on Finpower investor management database and print transaction statements
27/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor regarding transfer of units for deceased estate. Review investor in Finpower investor management database. Review previous correspondence sent from investor
27/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Print, review, and collate 5 x letters for David Whyte's approval. Print accompanying documents from Finpower investor management database
27/08/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 5 x letters to investors regarding change of details requests and deceased estate requests. Check Finpower investor management database for investor unit balances
27/08/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Review 4 x letters for investors approved by David Whyte. Scan, save, email/post letters to investors. Print forms and unit balance information for letters
28/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor advising of the passing of her mother and requesting information to transfer the units. Prepare file note

28/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor advising of the passing of her mother and requesting information to transfer the units. Prepare file note
28/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor requesting information to update bank account for father investment with the Fund. Access Finpower investor management database and search for Power of Attorney. Advise requirements
31/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letters to investor seeking to update contact details and reissue distribution cheques. Access Finpower investor management database and review contact information
31/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare 2 x letters to investors regarding transfer of units for deceased estate and seeking to update contact details
31/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review 4 x letters to investors. Print accompanying documentation from Finpower investor management database and collate
31/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding change of details. Review correspondence sent. Review Finpower investor management database for signature
31/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare 2 x letters to investors seeking to update contact details and reissue distribution cheques
01/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare letter to investors regarding transfer of units for a SMSF. Review email and mail correspondence previously sent from investor. Discussions with John Somerville regarding obtaining certified ID. Review investor documents in Finpower investor management database
01/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investors regarding transfer of units for deceased estate. Review email and mail correspondence previously sent from investor. Review correspondence saved to Finpower investor management database
01/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Review 8 x letters for investors approved by David Whyte. Scan, save, email/post letters. Print accompanying forms and client statements from Finpower investor management database and collate

01/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Review 4 x letters for investors approved by David Whyte. Scan, save, email/post letters. Print accompanying forms and client statements from Finpower investor management database and collate
02/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call to investor's mother seeking to update contact details for investor. Review investor on Finpower investor management database and MYOB to advise amount of unpaid distribution. Prepare file note
03/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	3 x phone calls from advisor regarding change of detail request. Review investor correspondence previously sent. Review application form and advise of requirements
03/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Review 2 x letter for investor approved by David Whyte. Scan, save and email/post letter to investor. Review accompanying documents and collate
03/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call to investor seeking to update address
03/09/2015	Mayne, Julia	BRI	Accountant II	1.10	\$214.50	Creditors	Prepare letters to 5 x investors regarding deceased estate. Review investors on Finpower investor management database and print unit balances. Review correspondence previously sent.
03/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor regarding their queries about the estimated return to investors and timing of future distributions. Review report to investors for detail for letter
03/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare 2 x letters to investors for transfer of units from SMSF. Review Finpower investor management database for documentation provided and unit balances.
03/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor regarding their unit balances and value
03/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Print and review 7 x letters to investors. Review and print documents from Finpower investor management database and forms. Collate

04/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review file note RE investor requesting further information about unit balance. Review investors 3 x deposit ID's on Finpower investor management database. Prepare letter to investor explaining how the unit number is calculated. Amend 2 x letters to investors regarding unit balance and seeking to update their details
04/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	
04/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Sort 2 x boxes of returned mail
04/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Prepare file note RE request to transfer of units for deceased estate
07/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review 2 x emails from beneficiary of deceased estate. Review previous correspondence and forms sent from Executor of the estate. Review investor in Finpower investor management database to ascertain if units have been transferred. Prepare letter to beneficiary advising same
07/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Draft email to advisor regarding interim distributions
07/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Create new investor account in the Finpower investor management database for unit holdings transferred to MM Holdings Pty Ltd
07/09/2015	Mayne, Julia	BRI	Accountant II	1.80	\$351.00	Creditors	Access Finpower investor management database and review 35 x investors with 113 units holdings (hardship payment recipients). Transfer units to MM Holdings Pty Ltd in respect to subrogated claim.
07/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding transfer of units for deceased estate. Review investor in Finpower investor management database and advise
07/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Generate report in Finpower investor management database for the 113 unit holders, compare investor listing with list provided by Receiver and Manager for MM Holdings Pty Ltd to ensure all investors have been accounted for and amounts are correct

07/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Prepare file note for deceased estate transfer
08/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call to the Public Trustees office to locate details of executor for deceased estate/pay outstanding distribution
08/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call to executor of deceased estate regarding transfer of units
08/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to beneficiary of estate regarding transfer units from corporate trustee to beneficiary following deceased estate. Review details of investor in Finpower investor management database. Discussions with John Somerville regarding documentation required
08/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor regarding transfer of units from SMSF. Review correspondence previously provided
08/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Print and review 12 x letters to investors. Review accompanying documents from Finpower investor management database and forms and collate
08/09/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 5 x letters to investors regarding transfer of units for a deceased estate. Review investor unit balances on Finpower investor management database. Review correspondence previously provided.
08/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Review correspondence from investor regarding change of details, hardship payment, 5 cent distribution and 3 cent distribution payments. Review records to ascertain if/when payments were made. Update address in Finpower investor management database. Prepare letter to investor
08/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Review server to locate potential contact details for investor who's distribution cheque was returned. Prepare letter to law firm requesting release of information for beneficiaries
08/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor regarding information about unit price and timing of future distribution payments

08/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Amend 2 x letters to investors regarding confirmation of transfer of units and change of details for deceased estate
08/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Print 3 x investor statements
09/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Phone call from investor seeking to update bank account. Review email from investor regarding same. Prepare checklist for David Whyte's approval. Review correspondence saved to I drive and verify signature
09/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor seeking information regarding the certification of documents
09/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare 2 x letters to advisors regarding the release of PDS information
09/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare file note regarding the incorrect transfer of investor units and steps to resolve problem
09/09/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Amend 5 x letters to investors regarding distributions paid, transfer of units for deceased estate and unit balances. Review Finpower investor management database for documents. Prepare 1 x change of details checklist to accompany letter
09/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	phone call from investor regarding update report to investors
10/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Review 12 x letters to investors approved by David Whyte. Scan, save, email/post letters to investors. Review and print accompanying balances from Finpower investor management database and forms
11/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investors daughter regarding distribution payment and change of address

11/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Amend 3 x letters to investors regarding transfer of units from deceased estate and distributions paid by the Fund
11/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review investor on Finpower investor management database and print statements for 5 x deposits
11/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Amend letter to investor regarding distributions paid and details of unit holdings
11/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Amend 5 x letters to investors regarding distributions paid and details of unit holdings and deceased estate transfers
11/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review checklist approved by David Whyte and update bank account details on 10 x deposit IDs for investors
14/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Review of correspondence from 5x investors in relation to a change of details and transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
14/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call to investor to request certified copy of photo ID to process change of detail request - as per letter sent to investor
14/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Review 2 x letters signed by David Whyte. Scan, save, email/post letters. Review accompanying documentation
14/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding change of details
14/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review MYOB payments, review bank statement, review mail register to ascertain if supplier payment was paid

14/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Access FinManagement loan management database and follow instructions provided by Daniel Tipman to generate reports and match with General Ledger balance in MYOB to ensure accounts reconcile.
15/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Phone call from investor who received correspondence regarding a transfer of units from SMSF into personal name. Explain the process, the documents required, reasons for the documents required and explain how to complete each form
15/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from advisor regarding email correspondence sent 14 September. Prepare email to advisor confirming payment of interim distribution
15/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding change of details. Review file in Finpower investor management database and advise
15/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding change of details. Review file in Finpower investor management database and advise
15/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review email from beneficiary of estate regarding transfer of unit. Discussions with John Somerville regarding documentation provided. Review of documentation received. Review of unit balance in Finpower investor management database. Draft email advising of requirements
16/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare 2 x letters to advisors regarding transfer of units for deceased estates. Review correspondence previously sent/received. Review investors file in I drive. Review unit balances in Finpower investor management database
16/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare 2 x letters to advisors regarding transfer of units for deceased estates. Review correspondence previously sent/received. Review investors file in I drive. Review unit balances in Finpower investor management database
16/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare 1 x letters to advisors regarding transfer of units for deceased estates. Review correspondence previously sent/received. Review investor file in I drive. Review unit balances in Finpower investor management database
16/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review correspondence received from relative with power of attorney for investor. Review investors file in I drive on remote desktop for documentation saved regarding power of attorney. Prepare email requesting same

16/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call to advisor regarding deceased estate transfer
16/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor regarding transfer of unit to single beneficiary for deceased estate. Phone investor with query regarding transfer.
16/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor regarding unit balance. Review Finpower investor management database and print unit holdings statement
17/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from advisor regarding transfer of units for deceased estate
17/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Reconcile MYOB accounts
17/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Review 2 x letters approved by David Whyte. Scan, save, file and email/post letters to investors
17/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from advisor regarding transfer of units for deceased estate to sole survivor. Advise options, review investor in Finpower investor management database and advise unit balance, review report to investors and advise estimated value remaining
17/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Phone call to investor seeking to update details. Review Finpower investor management database and advise current address, review MYOB and advise outstanding cheque amount. Advise September distribution amount. Print letter emailed to investor and post
17/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Access Finpower investor management database and review and print investor statements for all deposits
18/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Amend 3 x letters to investors regarding deceased estate transfers and change of details requests

18/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Assist Samantha Brown with access to remote desktop to print distribution reports
18/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Phone call from investor regarding distribution payment. Review Finpower investor management database to ensure details have been updated, review payments in MYOB and cancel un-presented cheques, cancel un-presented cheques in bank account, EFT distribution payment into new
18/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor regarding unit balance, distribution payment amounts and payment information. Review fin power for unit balance and distribution amounts. Print statement. Review MYOB/bank statement for distribution information
22/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from solicitor advising they are no longer acting for estate and advising new contact details. Phone call to new solicitor to obtain beneficiary details to update in Finpower investor management database and pay outstanding distributions
22/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call to beneficiary of estate to request address for deceased estate letter
22/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Access remote desktop and input additional payments into IBS Finance. Run scripts through EQUIDATA to update FinMgmt loan database. Generate EIF balance reports through FinMgmt and reconcile against General Ledger balance
22/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database to print and review 2 x investor transaction statements
22/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare letter to beneficiary regarding details of interim distributions and outlining how to update details for the estate. Prepare file note. Access Finpower investor management database to print transaction statement. Review MYOB to ascertain if distribution cheques were presented
22/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to beneficiary regarding details of interim distributions and outlining how to update details for the estate. Review investor details on Finpower investor management database
22/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Review, print and collate 3 x letters for investors.

23/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding interim distribution
23/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review power of attorney provided by relative of investor. Review report to investors for current unit price. Prepare letter regarding unit balance, interim distributions, return to investors, unit price, access Finpower investor management database and print 3 x transaction statements.
23/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter regarding unit balance, interim distributions, return to investors, unit price, access Finpower investor management database for unit balance. Prepare file note
23/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Filter through 2000 letters to investors regarding the interim distribution to remove all letters regarding payments by cheque. Print approx. 2000 letters.
23/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Review correspondence from executor of estate regarding transfer to beneficiaries. Review correspondence previously sent. Review Finpower investor management database for copies of documents and correspondence previously received. Prepare letter regarding same
23/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter regarding unit balance, interim distributions, return to investors, unit price, access Finpower investor management database and print 3 x trans statements. Prepare file note
23/09/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Review portion of 2000 x correspondence to investors regarding third interim distribution. Confirm complete postal addresses are included. Scan & email 20 x letters to 8 x investors
23/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor regarding distribution amount, units held and confirmation of details for future distributions. Access Finpower investor management database for investor statements
23/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor regarding documentation previously received and additional documentation required to process a transfer of units. Review correspondence saved to Finpower investor management database
23/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	prepare letter to investor detailing unit balance, amounts of distributions and enclosing transaction statement

23/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Access remote desktop to obtain letters to investors regarding distribution. Email to Nicole Jackson
24/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Review 45 returned transactions on bank statement following payment of distribution. Search investor details using the transaction listing report from Finpower investor management database. Create excel spreadsheet of investor name, deposit ID and payment amount for repayment via cheque
24/09/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Creditors	Review 70 returned transactions on bank statement following payment of distribution. Search investor details using the transaction listing report from Finpower investor management database. Create excel spreadsheet of investor name, deposit ID and payment amount for repayment via cheque
24/09/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Creditors	Review 60 returned transactions on bank statement following payment of distribution. Search investor details using the transaction listing report from Finpower investor management database. Create excel spreadsheet of investor name, deposit ID and payment amount for repayment via cheque
24/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Review 1 x letter to investor approved by David Whyte. Scan, save, file and post letter. Print accompanying forms
24/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare reconciliation of number and value of distributions paid. Review total number of EFT payments, bounced payments and cheque payments to ensure it reconciles with the total dollar and unit amount of distribution. Prepare file note
24/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Review of investor in Finpower investor management database for distribution amount in June 2014. Review of MYOB and bank statements to ascertain payment method for the investor's June 2014 distribution
24/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Review 48 returned transactions on bank statement following payment of distribution. Search investor details using the transaction listing report from Finpower investor management database. Create excel spreadsheet of investor name, deposit ID and payment amount for repayment via cheque
24/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Review bank transaction listing from Finpower investor management database to obtain details of investors wishing to be paid via cheque. Review 13 x investors in Finpower investor management database to obtain deposit ID numbers. Add to excel spreadsheet of investors to be paid via
24/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Review bank transaction listing from Finpower investor management database to obtain details of investors wishing to be paid via cheque. Review 14 x investors in Finpower investor management database to obtain deposit ID numbers. Add to excel spreadsheet of investors to be paid via

25/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Review letters sent to investors following first distribution, ABA file used for payment of first distribution, bounced payments from first distribution and MYOB to ascertain the payment method for the first interim distribution for specific investor
25/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor seeking to update address and requesting information regarding distribution payment. Review investor on Finpower investor management database. Email letter to investor re payment of distribution
25/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review and amend 3 x letters to investors regarding payment of interim distribution, unit balances, confirmation of transfer of units. Review investor balances on Finpower investor management database
25/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare letter to investor detailing all distributions paid, payment method for all distributions, payment details of third distribution and confirmation of change of details. Review Finpower investor management database for unit balances, Review MYOB for payment method for 3rd distribution
25/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Review spreadsheet of interim distribution payments to be made via cheque. Import into MYOB. Export as new spreadsheet to amend data. Reconcile cheque numbers and distribution amounts against previous listing.
25/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	From listing of all distribution payments declared in MYOB, individually select the investors/payments that are part of the third distribution. Review investor amounts to ensure they reconcile with previous total
25/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Admit investors and declare distribution in MYOB for investors being paid the third interim distribution by cheque, amend cheque presentation/wording and print cheques.
25/09/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Creditors	Review bank statement for returned transactions following payment of third interim distribution. Use Principal distribution transaction listing to obtain details of the investors where payments have been returned. Record details on spreadsheet listing of cheque payments. Update file note
25/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Print 240 distribution cheques for investors. Review each cheque and collate
28/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding payment of first, second and third interim distributions

28/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding obtaining a statement for 3 x related accounts for Centrelink. Review investor accounts in Finpower investor management database. Prepare file note
28/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding distribution amounts for 2nd & 3rd interim distributions and reason for reduction in unit balance following payment of distribution. Review investor in Finpower investor management database and advise
28/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding distribution amounts for 2nd & 3rd interim distributions. Review investor in Finpower investor management database to confirm bank account on record.
29/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Creditors	Review file notes, correspondence received and correspondence sent to 8 x investors/beneficiaries/advisors for returned 2nd distribution cheques and ascertain when Finpower investor management database will be updated/3rd cheque can be sent
29/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Creditors	Review file notes, correspondence received and correspondence sent to 7 x investors/beneficiaries/advisors for returned 2nd distribution cheques and ascertain when Finpower investor management database will be updated/3rd cheque can be sent
29/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare/amend 3 x letters to investors regarding unit balance, distributions paid and method of payment. Review each investor on Finpower investor management database
29/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review 3 x investor deposit IDs, review and print transaction statements
29/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Phone call from investor regarding postage of distribution cheques. Review investor on Finpower investor management database and advise deposit ID details and unit balances. Discussion with Moira Hattingh regarding timing of postage for distribution cheques
29/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Creditors	Review MYOB distribution payments and print cheque requisition. Review correspondence from investors regarding cancelling cheques and paying via EFT, note on MYOB report. Amend file note accordingly
29/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Amend letter to investor regarding payment of interim distribution. Review distribution cheques to be posted and remove investor's cheques

29/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Creditors	Review email correspondence from supplier. Prepare payment through MYOB and bank account for supplier invoice.
30/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investors daughter regarding account details for distribution. Review investor details in Finpower investor management database and review account details. Review list of cheque distributions
30/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Creditors	Review distributions/distribution reports for June 2014 distribution to ascertain if distribution was paid to specific investor. Review investor on Finpower investor management database and print transaction statements
30/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call from investor regarding distribution amount and bank account paid to. Review Finpower investor management database and advise
30/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call to investor regarding unit balance and value. Review Finpower investor management database to advise distribution paid and bank account paid to.
30/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Phone call to advisor to obtain contact details for beneficiaries for deceased estate
30/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Creditors	Phone call from investor regarding payment of 3rd interim distribution
30/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Creditors	Review cheques to be sent to investors and remove 3x distribution cheques to be paid via EFT
02/06/2015	Brown, Samantha	BRI	Accountant II	0.50	\$80.00	Creditors	Reconciling I13 investor hardship recipients to finalise the deed of acknowledgment with the receivers of MM Holdings Pty Ltd in relation to their subrogated claim
03/06/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Creditors	Prepare letters to investors in response to their request to update details.

03/06/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Creditors	Call from investor seeking to update their details
04/06/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Creditors	Call from investor in relation to a transfer of units from a deceased estate to beneficiaries of the estate.
05/06/2015	Brown, Samantha	BRI	Accountant II	0.50	\$80.00	Creditors	Review of correspondence from investors and advisors in relation to a change of details and transfer of units
05/06/2015	Brown, Samantha	BRI	Accountant II	0.40	\$64.00	Creditors	Review of signatures for 2 change of details/transfer of units requests received from investors and compare to signatures held in the Finpower investor management database. Print and attach to internal control forms for David Whyte's review.
09/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Creditors	Update letter to investor in response to request to update details per John Somerville review
09/06/2015	Brown, Samantha	BRI	Accountant II	0.40	\$64.00	Creditors	Arrange payment of 2 supplier invoices in MYOB and set up payment in NAB Connect for Nicola Kennedy.
09/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Creditors	Update letter to investor in relation to a change of details for Nicola Kennedy
09/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Creditors	Call to investor in relation to a request to transfer units from a deceased estate to the beneficiaries of the estate
10/06/2015	Brown, Samantha	BRI	Accountant II	0.40	\$64.00	Creditors	Update 4 letters to investors in relation to a request to change details per Murray Daniel review
10/06/2015	Brown, Samantha	BRI	Accountant II	0.80	\$128.00	Creditors	Prepare 4 letters to investors in relation to a request to change details

23/06/2015	Brown, Samantha	BRI	Accountant II	0.80	\$128.00	Creditors	Uploading of investor database into Finpower software, generating reports to verify 2nd interim distribution to investors, reviewing reports to reconcile distribution
23/06/2015	Brown, Samantha	BRI	Accountant II	1.50	\$240.00	Creditors	Uploading of investor database into Finpower software, generating reports to verify 2nd interim distribution to investors, reviewing reports to reconcile distribution
23/06/2015	Brown, Samantha	BRI	Accountant II	2.90	\$464.00	Creditors	Uploading of investor database into Finpower software, generating reports to verify 2nd interim distribution to investors, reviewing reports to reconcile distribution
23/06/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Creditors	Uploading of investor database into Finpower software, generating reports to verify 2nd interim distribution to investors, reviewing reports to reconcile distribution
26/06/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Creditors	Review of signatures for change of details request received from investor and compare to signatures held in the Finpower investor management database. Print and attach to internal control forms for David Whyte's review.
26/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Creditors	Receive call from investor's guardian requesting confirmation of unit balances and information regarding the 5c distribution in 2014
26/06/2015	Brown, Samantha	BRI	Accountant II	1.00	\$160.00	Creditors	Prepare letters to investors in relation to further information required to update contact details and transfer units to beneficiaries of deceased estates
30/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Creditors	Call from investor requesting more information in relation to interim distribution to investors
30/06/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Creditors	Call from investor seeking more information regarding the distribution to investors
30/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Creditors	Arrange payment of supplier invoice in MYOB and set up payment of same in NAB

30/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Creditors	Update 2 letters to investors regarding distribution
01/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from investor seeking more information about distribution made to investors
01/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review investor mail box and ensure proper correspondence has been drafted. Flagging items that need correspondence to be sent and updating investor correspondence register.
01/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review reconciliation of returned payments from the 2nd interim distribution with investor details in the Finpower investor management database
01/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Call from investor seeking more information about distribution paid
01/07/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Review reconciliation of returned payments from the 2nd interim distribution with investor details in the Finpower investor management database
02/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare 2 letters to investors in relation to a request to transfer units from a deceased estate
02/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Assist Julia Mayne to review reconciliation of returned payments from 2nd interim distribution to investors
02/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare 3 letters to investors in relation requests to change details and unit balance updates
02/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor seeking more information regarding the distribution to investors

02/07/2015	Brown, Samantha	BRI	Accountant II	1.80	\$351.00	Creditors	Meeting with Julia Mayne and Sarah Cunningham regarding letters to be sent to investors attaching cheque. Locate letters to investors to be paid by cheque in mail merge file provided by Finpower and collate into new document for letters to be sent.
03/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	2 calls from investors seeking more information regarding distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Collate letters and cheques to be signed by David Whyte for investors in relation to the 2nd interim distribution
03/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare 2 letters to investors in relation to requests to update their details with the Fund
03/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Amend letters to investors regarding the distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Locate letters to investors regarding the 2nd interim distribution to be paid by cheque in mail merge file provided by Finpower and collate into new document for letters to be amended and signed
03/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Print 270 letters to investors regarding the distribution made to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor seeking to update account details with the fund
03/07/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Locate letters to investors to be paid by cheque in mail merge file provided by Finpower and collate into new document for letters to be amended and digital signature added.
03/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor seeking to update their account details

03/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Locate letters to investors to be paid by cheque in mail merge file provided by Finpower and collate into new document for letters to be amended and digital signature added.
03/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor seeking to update their account details
03/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Update letter to investor requesting to transfer units from deceased estate
03/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	2 calls from investors seeking more information regarding distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor seeking more information regarding the distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Amend letters to investors regarding the distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor seeking more information regarding the distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Amend letters to investors regarding the distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Collate letters and cheques to be signed by David Whyte and sent to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Call from investor seeking more information regarding the distribution to investors

03/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from investor seeking more information regarding distribution to investors
03/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Collate letters and cheques to be signed by David Whyte sent to investors
09/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from investor seeking more information regarding interim distribution to investors
09/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor seeking more information regarding the interim distribution to investors
10/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor requesting more information in relation to the distribution to investors
10/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor requesting more information in relation to the distribution to investors
10/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Call from advisor requesting more information in relation to the distribution to investors
10/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review of correspondence from advisors in relation to a change of details/transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
10/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor seeking to update their details held with the Fund
10/07/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Review of correspondence from investors/advisors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy

10/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor requesting more information in relation to the distribution to investors
10/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor in relation to request for unit holding balance. Print transaction statement from FinPower investor management system.
13/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from investor seeking more information in relation to the interim distribution to investors
13/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
13/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Send correspondence to investors and advisors via email in response to requests to change investor details
13/07/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Access Finpower investor management database and process investor transfer of units from deceased estate to two beneficiaries as approved by David Whyte
14/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare letter to advisor in relation to request for calculation of unit balance for deceased estate
14/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
14/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor in relation to a request for unit balance statement
14/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.

14/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review of signatures for 2 change of details/transfer of units requests received from investors and compare to signature held in Finpower. Print and attach to internal control forms for David Whyte's review.
15/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investors in relation to investors request to change details held with the Fund
15/07/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Review correspondence received from investors and flag items that need correspondence to be sent or internal control forms to be prepared to process request.
15/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Re-issue payment of interim distribution to an investor.
15/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from investor in relation to interim distribution to investors
15/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor requesting to transfer units from deceased estate to beneficiaries
15/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Review correspondence received from investors and flag items that need correspondence to be sent or internal control forms to be prepared to process request.
16/07/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Prepare 4 letters to investors/advisors in relation to request to confirm unit balances for investments held with the Fund
16/07/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 5 letters to investors in relation to their requests to transfer units from deceased estates and change of details held with the Fund.
16/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare 3 letters to investors in relation to their requests to transfer units from deceased estates and change of details held with the Fund.
16/07/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare 5 letters to investors in relation to their requests to transfer units from deceased estates and change of details held with the Fund.

16/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Review correspondence received from investors and flag items that need correspondence to be sent or internal control forms to be prepared to process request.
16/07/2015	Brown, Samantha	BRI	Accountant II	1.30	\$253.50	Creditors	Prepare 7 letters to investors in relation to their requests to transfer units from deceased estates.
16/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare 3 letters to investors in relation to their requests to transfer units from deceased estates and change of details held with the Fund.
16/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review correspondence received from investors and flag items that need correspondence to be sent or internal control forms to be prepared to process request.
17/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare forms to be sent with investor correspondence in relation to requests to transfer units and change details
20/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review correspondence received from investors and flag items that need correspondence to be sent and internal forms to be prepared to process update in the investor management database. Update investor correspondence register
20/07/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review of correspondence from investors in relation to updating details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's requirements.
20/07/2015	Brown, Samantha	BRI	Accountant II	1.30	\$253.50	Creditors	Review of correspondence from investors in relation to updating details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's requirements.
20/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Meeting with John Somerville regarding correspondence to investors regarding their requests to update their details held with the Fund.
20/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Re-issue interim distribution to two investors following transfer of units from deceased estate to two beneficiaries
21/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Update letters to investors regarding their requests to change their details held with the Fund per John Somerville review.

21/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Receive call from an investor requesting more information in relation to the interim distribution to investors
21/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Consolidate signed letters to investors with forms to be completed by investor to be sent by post
21/07/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Update letters to investors regarding their requests for unit balance updates per John Somerville review.
21/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Print 2 statements from Finpower investor management database to support correspondence to investors in relation to requests to confirm unit balances
21/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Update letters to investors regarding their requests to change their details held with the Fund per John Somerville review.
21/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor seeking more information regarding interim distribution to investors
21/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Update letters to investors regarding their requests to change their details held with the Fund per John Somerville review.
21/07/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Update letters to investors regarding their requests to change their details held with the Fund per John Somerville review.
23/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review investor mail and flag items needing correspondence to be drafted
23/07/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review of correspondence from investors in relation to a change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

23/07/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Cancel and re-issue cheques with payment of interim distribution. Prepare letters to investors in relation to distribution.
23/07/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Consolidate signed letters to investors with forms to be completed by investors to be sent by post
23/07/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Update letters to investors per John Somerville review
24/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare file note in relation to investor's request to re-issue cheque for interim distribution
24/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare file note in relation to investor's request to re-issue cheque for interim distribution
28/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Call from an investor in relation to the interim dividend paid to investors. Answer questions relating to the Fund.
28/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Call from an investor with questions in relation to interim distribution to investors. Locate letter sent to investor, re-print and send.
28/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Update investor correspondence register to reflect letters sent to investors in response to requests to change details/transfer units from a superannuation fund to individuals
28/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Call from an investor regarding request to transfer units from joint investors to individual investor. Discussion with Julia Mayne and Murray Daniel regarding status of request.
28/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review of correspondence from investors/advisors in relation to change of details requests. Flag items that need correspondence to be sent and/or internal control forms to be prepared to verify sufficient documentation provided to process request

30/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Discussion with John Somerville and Julia Mayne regarding investor query. Locate information relating to interim distribution to investor. Meeting with investor and Julia Mayne to answer investor's questions regarding the Fund.
31/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
31/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Access Finpower investor management database and print transaction statement for investor.
31/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
03/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process 2 investor change of detail requests as approved by David Whyte
03/08/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare for scanning and scan processed internal control forms for 14 investors to update details in the Finpower investor management database. Save same to Finpower investor management database.
03/08/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Access Finpower investor management database and process 4 investor change of details requests as approved by David Whyte
03/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process 3 investor change of details requests as approved by David Whyte
03/08/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Access Finpower investor management database and process 5 investor change of details requests as approved by David Whyte
03/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call to investor in relation to request to change details held with the Fund.
03/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Receive call from investor in relation to request to update details with the Fund.

04/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	File documents received from investors/advisors in relation to requests to change details held with the Fund that will be processed once additional information has been provided by investor/advisor.
05/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Review of emails received from investor, flag items requiring correspondence or internal control forms to verify sufficient information provided to process request as per the Fund's policy
06/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Meeting with John Somerville and Julia Mayne regarding report to investors and interim distribution to be made to investors in September.
10/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Review of email received from investors/advisors in relation to requests to update details held with the fund and print correspondence to be actioned
10/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Receive call from an investor in relation to progress of request to transfer units. Meeting with Julia Mayne regarding same and call investor to advise of progress.
11/08/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Create register of documents received from investors/advisors in relation to 4 requests to change details. Register to be used to cross-check incoming correspondence and verify sufficient documentation received in accordance with Fund's policy.
11/08/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Create register of documents received from investors/advisors in relation to 6 requests to change details. Register to be used to cross-check incoming correspondence and verify sufficient documentation received in accordance with Fund's policy.
11/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Create register of documents received from investors/advisors in relation to 2 requests to change details. Register to be used to cross-check incoming correspondence and verify sufficient documentation received in accordance with Fund's policy.
11/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Create register of documents received from investors/advisors in relation to request to change details. Register to be used to cross-check incoming correspondence and verify sufficient documentation received in accordance with Fund's policy.
11/08/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Create register of documents received from investors/advisors in relation to 4 requests to change details. Register to be used to cross-check incoming correspondence and verify sufficient documentation received in accordance with Fund's policy.

11/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Update letter to investor in relation to transfer of units per John Somerville review
11/08/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review of mail received from investors and advisors in relation to requests to change details held with the Fund. Flag items requiring correspondence and items requiring internal control forms be prepared to verify sufficient documentation provided.
13/08/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review of mail received from investors and advisors in relation to requests to change details held with the Fund. Flag items requiring correspondence and items requiring internal control forms be prepared to verify sufficient documentation provided.
13/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Print forms to send with letter to investor in response to request to transfer units held in the Fund from deceased estate to beneficiary. Scan same and save to file.
14/08/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Prepare internal control forms in response to 5 requests to change details held with the Fund to verify sufficient documentation provided to process request in accordance with the Fund's policy. Review of signatures for same requests
14/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor requesting unit holdings balance. Answer questions in relation to the Fund and interim distribution to investors.
14/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Receive call from an investor's relative in relation to request to transfer units from a deceased estate to a beneficiary and the required forms per the Fund's policy. Answer questions in relation to the Fund.
14/08/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare internal control forms in response to 5 requests to change details held with the Fund to verify sufficient documentation provided to process request in accordance with the Fund's policy. Review of signatures for same requests.
14/08/2015	Brown, Samantha	BRI	Accountant II	1.10	\$214.50	Creditors	Prepare internal control forms in response to 5 requests to change details held with the Fund to verify sufficient documentation provided to process request in accordance with the Fund's policy. Review of signatures for same requests.
14/08/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Prepare internal control forms in response to 4 requests to transfer units from a deceased estate to a beneficiary to verify sufficient documentation provided to process request in accordance with the Fund's policy. Review of signatures for same requests.

14/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare internal control forms in response to a request to transfer units from a deceased estate to a beneficiary to verify sufficient documentation provided to process request in accordance with the Fund's policy. Review of signatures for same requests.
14/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call to executor of investor's estate requesting documents in order to process request to transfer units from deceased estate to beneficiary's in accordance with the Fund's policy.
14/08/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Prepare internal control forms in response to 2 requests to transfer units from a deceased estate to beneficiary to verify sufficient documentation provided to process request in accordance with the Fund's policy. Review of signatures for same requests.
17/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Meeting with John Somerville regarding requests received from investors/advisors to change details held with the Fund and whether sufficient documentation received to update the Finpower investor management database according to the Fund's policy
18/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Flag requests from investors/advisors that require more documentation before request can be processed following John Somerville review of same. Discussion with Julia Mayne regarding same.
18/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor in relation to request to update details held with the Fund and re-issue dividend cheque
18/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Meeting with John Somerville regarding requests received from investors/advisors to change details held with the Fund and whether sufficient documentation received to update the Finpower investor management database according to the Fund's policy
18/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from investor in relation to transfer from joint to individual name. Make file note of same and update Julia Mayne.
18/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Flag requests from investors/advisors that require more documentation before request can be processed following John Somerville review of same.
18/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare internal control forms to verify sufficient documentation received from investor in relation to request to transfer units held by company into individual name.

21/08/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor database and process change of details request as approved by David Whyte.
21/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor database and process 2 change of details requests as approved by David Whyte.
21/08/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Prepare file note regarding correspondence with investor and progress of change of details request including tasks to be completed. Draft letter to investor in response to request to transfer units from superannuation fund into individual name.
21/08/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Draft 2 letters to investor in response to request to change details held with the Fund.
24/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process change of details request as approved by David Whyte. Scan and save documentation for change of details request to Finpower investor management database.
24/08/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Access Finpower investor management database and process transfer from deceased estate to sole beneficiary as approved by David Whyte. Prepare letter to advisor confirming transfer of units from deceased estate to sole beneficiary.
24/08/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process 2 change of details requests as approved by David Whyte.
24/08/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Access Finpower investor management database and process 2 change of details request as approved by David Whyte. Scan documentation relating to same and save to investor file.
24/08/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process change of request as approved by David Whyte. Scan documentation relating to same and save to investor file.
24/08/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Access Finpower investor management database and process change of request as approved by David Whyte. Scan documentation relating to same and save to investor file.

25/08/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Review correspondence received from investors/advisors in relation to requests to update details held with the Fund. Flag requests that require more documentation in order for request to be processed and update correspondence register accordingly.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare internal control forms to verify sufficient information received to process 3 requests from investors/advisors to update details held with the Fund. Review of signatures for same requests and compare to signatures held in Finpower database.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Access Finpower investor management database and process 8 change of detail requests as approved by David Whyte. Scan documentation relating to same and save to investor file.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Access Finpower investor management database and process request to transfer units from deceased estate to two beneficiaries equally as approved by David Whyte. Scan all documentation relating to transfer and save to investor file.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database regarding request to change details held with the Fund and confirm number of signatories on investor account.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Scan 2 letters to advisors confirming that request to transfer units held with the Fund have been processed and send same via email.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process request to transfer units from deceased estate to sole beneficiary approved by David Whyte. Scan all documentation relating to transfer and save to investor file.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Scan all documentation relating to processed requests to transfer units and save to investor file. Prepare letter to advisor confirming request has been processed.
25/08/2015	Brown, Samantha	BRI	Accountant II	1.30	\$253.50	Creditors	Access Finpower investor database and process requests to transfer units from deceased estates to beneficiaries as approved by David Whyte, including creating 4 new investor accounts. Scan all documentation and save to file. Update to Julia Mayne.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review documentation received in relation to requests to change investor details held with the Fund and prepare internal control forms to verify sufficient documentation received.

25/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Update letter to investor in relation to request to transfer units per John Somerville review
26/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Scan letter to investor in relation to request to transfer forms and send to investor via email, with relevant forms attached.
27/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review of signatures for 6 change of details/transfer of units requests received from Investors and compare to signatures held in the Finpower investor management database. Print and attach to internal control forms for David Whyte's review.
27/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review correspondence received from investors and draft responses. Mark for filing
27/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call to an investor in relation to their request to update details held with the Fund.
27/08/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review of correspondence from 2 investors in relation to change of details/unit transfer requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
01/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare 2 letters to investors in relation to requests to change details held with the Fund.
01/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review correspondence received from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient information received to update details per the Fund's policy.
01/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Review correspondence from 4 investors and prepare internal control forms to verify sufficient documentation received to process request per the Fund's policy. Locate investor signature on file and compare with correspondence received to confirm authority
01/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Update 2 letters to investors in relation to requests to update details held with the Fund following John Somerville review

02/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Prepare email to investor in response to request to transfer units held with the Fund
03/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review 2 letters to investors/advisors as approved by David Whyte in relation to their requests to update details/transfer units held with the Fund. Scan same and save to file. Email letters to investors/advisors attaching relevant forms for completion
03/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Call from an investor in relation to 24th report to investors and unit holding balance. Print 24th report to be sent to investor.
03/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review of correspondence received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag correspondence requiring a letter to be prepared requesting more documentation or internal forms prepared.
03/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Review of correspondence received from 3 investors/advisors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
03/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to advisor in relation to request to transfer units from deceased estate to beneficiaries.
07/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call to an investor in relation to request to transfer units from a superannuation fund into individual name
07/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Meeting with Julia Mayne regarding Finpower investor management database. Email to Intersoft regarding expiration of software licence.
07/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Assist Julia Mayne to transfer units from one investor to another investor in Finpower investor management database.
07/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call to an investor in relation to request to transfer units from superannuation fund to individual name

07/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from advisor in relation to request to update investor's postal address held with the Fund.
08/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor in relation to request to transfer units from superannuation fund to individual name
09/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor in relation to request to receive statement regarding distributions to investors. Prepare file note of conversation.
09/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Update file note prepared by Julia Mayne in relation to request from an investor to change name of unit holding with the Fund
10/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring correspondence to be prepared and items requiring processing in Finpower.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an investor in relation to upcoming interim distribution to investors
14/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence sent to investors/advisors requesting more documentation in order to process request to update details/transfer units held with the Fund. Update correspondence register with details of same.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Review of 7 pieces of correspondence from investors/advisors in relation to a change of details/transfer of units requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Access Finpower investor management database and process 3 investor change of detail requests as approved by David Whyte. Scan supporting documentation for same and save to investor file.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Access Finpower investor management database and process 4 investor change of detail requests as approved by David Whyte. Scan supporting documentation for same and save to investor file.

14/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process investor change of detail request as approved by David Whyte. Scan supporting documentation for same and save to investor file.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor in relation to request to update details held with the Fund.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Access Finpower investor management database and process 2 deceased estate change of detail requests as approved by David Whyte. Scan supporting documentation for same and save to investor file.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Access Finpower investor management database and process request to transfer units from deceased estates to beneficiaries as approved by David Whyte. Scan supporting documentation for same and save to investor file.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process request to transfer units from deceased estates to beneficiaries as approved by David Whyte. Scan supporting documentation for same and save to investor file.
14/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Review correspondence sent to investors/advisors requesting more documentation in order to process request to update details/transfer units held with the Fund. Update correspondence register with details of same.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Access Finpower investor management database and print statement detailing investor's unit holding balance.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Review correspondence received from investors/advisors in relation to requests to change details/transfer units and flag documents requiring more documentation before request can be processed per the Fund's policy.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence received from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to process request in accordance with the Fund's policy.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review correspondence received from solicitor in relation to request to transfer units from deceased estate to beneficiary. Prepare internal control forms to verify sufficient documentation received to process request in accordance with the Fund's policy.

15/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Access Finpower investor management database and process request to transfer units from deceased estate to beneficiary as approved by David Whyte. Create new investor account for beneficiary. Scan documentation relating to same and save to file.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process request to change details for deceased estate as approved by David Whyte. Scan supporting documentation for same and save to file.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process request to transfer units from SMSF to individual as approved by David Whyte. Scan supporting documentation for same and save to file.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Review requests from investors/advisors needing to be actioned before 3 cent distribution to investors is processed.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process request to transfer units from deceased estate to beneficiary as approved by David Whyte.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Access Finpower investor management database and process request to transfer units from deceased estate to beneficiary as approved by David Whyte.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Prepare file note regarding transfer of investor units. Print supporting documentation. Access Finpower investor management database and process transfer of units.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from investor in relation to interim distributions paid to investors during 2015 financial year
15/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Access Finpower investor management database and process transfer of units. Create new investor account. Attend to resolve issues with Finpower investor management database transfer process. Scan documentation and save.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process investor's request to change details held with the Fund as approved by David Whyte. Scan supporting documentation for same and save to investor file.

15/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence received from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to process request per the Fund's policy.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process investor's request to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to file.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Access Finpower investor management database and process investor's request to update details held with the Fund as approved by David Whyte. Scan supporting documentation and save to file.
15/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process request to transfer units from deceased estate to beneficiary as approved by David Whyte. Scan supporting documentation and save to file.
16/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Update file note regarding transfer of units per John Somerville review.
16/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Review correspondence received from investors in relation to requests to update details/transfer units held with the Fund and meeting with Julia Mayne regarding same. Prepare internal control forms to verify sufficient documentation received to process.
16/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor confirming units have been transferred from deceased estate to beneficiary.
16/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from an advisor in relation to third interim distribution to investors
16/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Prepare letter to investor confirming units have been transferred from deceased estate to beneficiary. Access Finpower investor management database and print investor statement.
16/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor confirming units have been transferred from deceased estate to beneficiary. Access Finpower investor management database and print 3 investor statements.

16/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Access Finpower investor management database and process requests from investors to update details held with the Fund as approved by David Whyte. Scan supporting documentation for same and upload to file.
16/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Receive assistance from Nicola Kennedy to upload Finpower investor database file to server in preparation for third interim distribution to investors
17/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Review file uploaded to Finpower server in preparation for third interim distribution to investors. Send email to IT regarding same.
17/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Update letter to investor confirming request to transfer units from deceased estate to beneficiary has been processed per John Somerville review. Access Finpower investor management database and print transaction statement for investor.
17/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Meeting with John Somerville and Julia Mayne regarding tasks to be completed in preparation for third interim distribution to investors.
17/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence received from investor's in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to process requests per the Fund's policy.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Run reports in Finpower investor management database to verify distribution has been processed correctly and database updated accordingly.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review handover notes from Daniel Tipman regarding preparation for third interim distribution to investors. Run reports in Finpower investor management database to verify distribution has been processed correctly and database updated accordingly.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Scan and send letter to advisor confirming request to transfer units has been processed signed by David Whyte. Save copy to file.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Meeting with John Somerville regarding correspondence from advisor requesting to transfer units from deceased estate to three beneficiaries. Access Finpower investor management database and review documentation received.

18/09/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Attend to issues with Equitrust remote server and Finpower investor management database. Run deposit trial balance report in Finpower to verify distribution has been processed correctly.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Run deposit trial balance report in Finpower investor management database to verify distribution has been processed correctly. Export report results to excel and review. Compare results with expected results and file note for second interim distribution to investors.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Compare results of deposit trial balance report with file note for second interim distribution to investors.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an advisor in relation to request to update details held with the Fund for deceased estate.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Run Transaction List report in Finpower investor management database in preparation for third interim distribution to investors per Daniel Tipman instructions. Review results generated from report and compare with Trial Deposit Balance and file note for second interim distribution.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Run Bank Transaction report in Finpower investor management database for direct credit and cheque transactions for third interim distribution to investors. Compare results to trial deposit balance and file note for second interim distribution to investors.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Prepare file note for third interim distribution to investors including consolidation of information from deposit trial balance report in excel. Review information received from external IT consultant regarding transactions to investors.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Meeting with John Somerville regarding variation in value of units held between closing principal balance post-2nd distribution to investors and opening principal balance prior to third distribution to investors.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Reconcile variance between closing principal balance post-2nd distribution to investors and opening principal balance prior to 3rd distribution to investors. Update John Somerville regarding same.
18/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Update file note regarding third interim distribution to investors regarding opening principal balance prior to third distribution and payments to be made via EFT and cheque to investors.

18/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Update file note regarding third interim distribution to investors.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Review cheques for second interim distribution not yet sent to investors due to postal address not updated by investor.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence from investor in relation to request to update details. Prepare letter to investor attaching cheque for second interim distribution to investors following the investor's postal address being updated in Finpower.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from a solicitor in relation to request to transfer units from deceased estate to beneficiary. Access Finpower investor management database and confirm unit holding balance of the estate.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review correspondence from 2 investors in relation to request to update details. Prepare 2 letters to investor attaching cheque for second interim distribution to investors following the investor's postal address being updated in Finpower.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Confirm cheque for payment of second interim distribution to investor has not been presented in MYOB. Cancel cheque and re-issue payment via EFT. Prepare letter to investor regarding payment of same.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor in relation to second interim distribution to investors and tax implications of same.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare letter to investor in relation to payment of second interim distribution and confirm transfer from superannuation fund into individual name.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence to investors regarding payment of second interim distribution returned unclaimed. Create list of investors whose details are not up-to-date in Finpower investor management database.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence to investors regarding payment of second interim distribution returned unclaimed. Create list of investors whose details are not up-to-date in Finpower investor management database.

21/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Meeting with John Somerville regarding payment of second interim distribution to investor residing in the United States. Meeting with Sarah Cunningham regarding payment of same.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Meeting with Julia Mayne regarding tasks to be completed for third interim distribution to investors. Update file note to reflect work performed by Julia Mayne in preparation for distribution.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and attend to issues regarding printing of various reports in relation to the third interim distribution to investors.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Telephone conversation with external IT consultant to resolve issues regarding printing of various reports in relation to the third interim distribution to investors.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Run deposit trial balance, transaction list report and bank transaction report and print same following instructions given by external IT consultant. Save to file.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Process payment of second interim distribution to international investor via EFT. Cancel two un-presented cheques. Update letter to investor to reflect payment made by EFT.
21/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review correspondence from 3 investors/advisors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient information received to process request in Finpower investor management database.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review of signature for change of detail request received from investor and compare to signatures held in Finpower investor management database. Print and attach to internal control forms for David Whyte's review.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Update letter to investor regarding second interim distribution following John Somerville review.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review correspondence received from advisors in relation to 2 requests to update details held with the Fund. Prepare internal control forms to verify sufficient information received to process requests per the Fund's policy.

22/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Prepare cheque requisition for payment of second interim distribution to investor into international bank account.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Prepare email to external IT provider regarding third interim distribution to investors.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Prepare email to external IT provider regarding third interim distribution to investors. Locate new Finpower file in Equitrust server to include in email. Send same following John Somerville review.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call to solicitor in relation to request to change investor details held with the Fund.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call from solicitor in relation to request to update investor details held with the Fund.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Assist Julia Mayne to resolve issues printing investor transaction statement from Finpower. Access Finpower investor management database and print two transaction statements for investors.
22/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence to investors/advisors in relation to requests to update details held with the Fund as reviewed by David Whyte. Prepare correspondence to be scanned and sent to investors/advisors.
23/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Scan and save 5 letters to investors/advisors to file in relation to requests to update details/transfer units held with the Fund. Email same to investors/advisors attaching relevant forms for completion. Collate all correspondence for filing.
23/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Access Finpower investor management database and print transaction statement for investor following request for unit holding balance.
23/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Meeting with Julia Mayne regarding payment of third interim distribution to investors. Review letters to investors to be paid by EFT and cheque. Review investor requests requiring more documentation before request can be processed in Finpower.

23/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Assist Julia Mayne with printing of letters to investors in relation to payment of third interim distribution.
23/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Assist Julia Mayne with printing of letters to investors in relation to payment of third interim distribution.
23/09/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Review letters to investors in relation to the third interim distribution to investors to ensure mailing address on letter is valid format.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review correspondence received from investors in relation to requests to update details held with the Fund. Meeting with Julia Mayne regarding same and re tasks to be completed today for payment of third interim distribution to investors.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process investor's request to update details held with the Fund for deceased estate as approved by David Whyte. Scan supporting documentation for same and save to file.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process investor's request to update details held with the Fund for deceased estate as approved by David Whyte. Scan supporting documentation for same and save to file.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Access Finpower investor management database and process investor's request to update details held with the Fund as approved by David Whyte. Scan supporting documentation for same and save to file.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Access Finpower investor management database and process investor's request to update details held with the Fund for deceased estate as approved by David Whyte. Scan supporting documentation for same and save to file.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.80	\$156.00	Creditors	Access Finpower investor management database and process 3 investors requests to update details held with the Fund as approved by David Whyte. Scan supporting documentation for same and save to file.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Update to Julia Mayne regarding cheques to be re-issued to investors for second interim distribution and regarding investor updates processed in Finpower after database was sent to IT Consultant for processing of third interim distribution to investors

24/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Cross-check list of investors to receive cheques for third interim distribution to investors following EFT bounce back due to closed account/incorrect account details provided by investor with Bank Transaction List generated from Finpower
24/09/2015	Brown, Samantha	BRI	Accountant II	1.00	\$195.00	Creditors	Cross-check bank statement with details of payments of third interim distribution that were unsuccessful with bank transaction list and cheque payment listing for 100 investors.
24/09/2015	Brown, Samantha	BRI	Accountant II	1.20	\$234.00	Creditors	Cross-check bank statement with details of payments of third interim distribution that were unsuccessful with bank transaction list and cheque payment listing for 120 investors.
24/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review correspondence received from investor re request to update details held with the Fund. Access Finpower investor management database and review signature attached to request with signature on file. Prepare internal control forms to verify sufficient docs received.
25/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Review letter to investor approved by David Whyte, scan and email same to investor in relation to request to confirm transfer of units from superannuation fund into individual name
25/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review correspondence received from investor in relation to request to transfer units. Access Finpower investor management database and compare signature on request with that on file. Prepare internal control forms to verify sufficient docs received.
25/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Review correspondence sent to investors requesting additional documents in order to process request to update details held with the Fund. Add details of correspondence to investor correspondence register and file.
25/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Meeting with Murray Daniel re cheques to be sent to investors with payment of third interim distribution. Review correspondence to investors re requests to update details/transfer units held with the Fund not yet processed. Prepare file note regarding same.
25/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Access Finpower investor management database and print 7 investor transaction statements for investors in relation to request for unit holding balance
25/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Review list of cheques be sent as a result of unsuccessful EFT payment of 3rd distribution to investors. Cross-check list with list of cheques for 2nd distribution returned to sender & cheques un-presented in MYOB & investor requests not yet actioned due to lack of documents

25/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review list of cheques be sent as a result of unsuccessful EFT payment of 3rd distribution to investors. Cross-check list with list of cheques for 2nd distribution returned to sender & cheques un-presented in MYOB & investor requests not yet actioned due to lack of documents
25/09/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Review list of cheques be sent as a result of unsuccessful EFT payment of 3rd distribution to investors. Cross-check list with list of cheques for 2nd distribution returned to sender & cheques un-presented in MYOB & investor requests not yet actioned due to lack of documents
25/09/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Creditors	Review list of cheques be sent as a result of unsuccessful EFT payment of 3rd distribution to investors. Cross-check list with list of cheques for 2nd distribution returned to sender & cheques un-presented in MYOB & investor requests not yet actioned due to lack of documents
25/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Prepare file note regarding payments for third interim distribution that will not be sent via cheque to investor after EFT payment unsuccessful providing reasons for same. Update to John Somerville regarding same.
28/09/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Creditors	Review payments of second interim distribution to be re-issued to investor following processing of investor's request to update details held with the Fund and correspondence with investor regarding same. Prepare file note regarding re-issuing of 9 payments.
28/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review correspondence from investors in relation to requests to update details/transfer units held with the Fund sent via email. Print & flag correspondence requiring a response or internal control forms to be prepared verifying sufficient docs received
28/09/2015	Brown, Samantha	BRI	Accountant II	1.10	\$214.50	Creditors	Cancel 6 cheques for payment of second interim distribution to investor. Re-issue 9 distribution payments via EFT in MYOB, print and collate cheque requisitions for same. Setup payment of 9 EFT transactions in NAB. Cross-check with file note
28/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Prepare letter to investor confirming payment of first, second and third interim distribution to investor via EFT.
28/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Call from an investor in relation to request to update details held with the Fund. Confirm amounts paid to investor for third interim distribution
28/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Prepare letter to investor confirming payment of interim distribution to investor via EFT, prepare table of the 9 distribution payments issued to the investor. Access Finpower investor management database and print investor transaction statement.

28/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review approximately 240 cheques for third interim distribution produced due to unsuccessful payment via EFT, separate cheques for investors whose postal addresses are not correct in Finpower as the investor has not yet returned change of details form.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence from investor in relation to payment of second interim distribution. Review cheque requisition for payment and NAB connect to confirm payment processed.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Creditors	Review correspondence received from investors in relation to requests to update details held with the Fund. Print requests received via email. Prepare internal control forms to verify sufficient documentation received to process request per Fund's policy.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Meeting with Julia Mayne regarding cheques for third interim distribution and cheque requisition for same, including cheques to be re-issued via EFT following request to update details held with the Fund.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Creditors	Update letter to investor following John Somerville review in relation to payments of first, second and third interim distributions via EFT. Meeting with Julia Mayne regarding same.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Creditors	Call to investor regarding correspondence received in relation to second and third interim distributions.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Creditors	Review correspondence received from investor in relation to request to update details with the Fund. Review documentation already received and flag correspondence requiring letter to be prepared requesting more documentation.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review email from Julia Mayne detailing correspondence with 14 investors in relation to requests for further documentation before cheque for second and third interim distribution can be sent to investor. Respond to questions asked re whether documents received
30/09/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Creditors	Re-issue cheques for third interim distribution via EFT in MYOB. Setup payment of same in NAB Connect. Prepare file note regarding same.
30/09/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Creditors	Review request from investor to update bank details held with the Fund. Update bank details as approved by David Whyte for three investment accounts.

02/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review email correspondence from financial advisor re unit holding details. Access investor database and locate unit holding details. Draft letter to investor advising of unit details and value of same.
02/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Finalise comments in regards to FY2014 Tax queries for a subsidiary of the Fund following discussion with John Somerville
02/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Finalise comments in regards to FY2013 Tax queries for a subsidiary of the Fund following discussion with John Somerville
02/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Finalise comments in regards to FY2012 Tax queries for a subsidiary of the Fund following discussion with John Somerville
02/02/2015	Tipman, Daniel	BRI	Supervisor	0.90	\$324.00	Creditors	Liaison with BDO Admin staff re mail out to investors. Attend to organising and sorting mailing list. Remove names which have been previously returned as incorrect. Forward to admin staff to finalise.
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor re 22nd update report. Discussion regarding how to effect transfer of units from self managed superannuation fund and how to effect change of bank details. Attend to emailing investor re same.
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor in response to 22nd update to investors, discussion regarding winding up and timing of interim distribution/final distribution.
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Attend to organising hardcopy books and records in office for various borrowers. Arrange for several files to be sent back to archives
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review email to investor re clarification on 22nd update to investors. Draft and send response via email
03/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Attend to emailing letter to investor re query with regards to unit holdings in FY2011.

04/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Field call from investor.
04/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor in fund. Investor had queries regarding interim distribution paid in June 2014. Access investor database and determine if it was paid via cheque or EFT. Relay information to investor
04/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor in fund. Investor had queries regarding 22nd update. Address concerns regarding length of time taken to wind up the fund and timing of future distributions.
04/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Review email from Ferrier Hodgson re MM holdings and monies forwarded to I13 investors. Access investor database and locate unit holdings and compare bank details with those provided by NAB. Draft email to the receivers and managers of MM Holdings in response.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review and respond to investor re change of details.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call from investor in fund re winding up and timing of interim distribution.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letters to investors as requested by John Somerville/David Whyte
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor in fund re 22nd update to investors.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review and consider email from investor. Access investor database and review unit holdings. Draft and send email to investor in response.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Respond to investor queries via email

09/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review email from investor. Draft and send email re update on winding up of fund
10/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor. Address queries regarding winding up and contents of 22nd update to investors.
10/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Effect changes to letter as requested by David Whyte. Attend to forwarding letters to investors via email.
10/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from auditor of self managed superannuation Fund. Address queries regarding unit value and distribution made to investor in fund.
11/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review correspondence from executor of deceased estate. Access unit holdings, draft and send email to executor clarifying as to why documentation was sent.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review email from executor of estate regarding two deceased investors. Queries regarding unit holdings and non-receipt of distribution made in June 2014. Access investor database and locate unit holdings. review same.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Address query from investor regarding winding up.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review and approve change of detail requests prepared by Dermot O'Brien. Submit to John Somerville for final signoff.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Instructions to Dermot O'Brien and Julia Mayne regarding payment of outstanding invoices.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor. General discussion on winding up and timing of further distributions.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Creditors	Draft letters to executors of deceased investors' estates. Confirm details of distribution made in June 2014 and requirements in order to effect change of details or transfer of units.

13/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Conduct search of and locate documentation for investors in respect to June 2014 distribution. Forward documentation as requested.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Creditors	Review correspondence from solicitor re deceased investor. Access investor database and locate and review unit holdings. Draft letter to solicitor advising of remaining requirements in order to effect change of details/transfer of units
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review correspondence from party holding enduring power of attorney of elderly investor. Draft letter advising of requirements in order to effect change of details for the investment.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review correspondence from party holding enduring power of attorney of elderly investor. Draft letter advising of requirements in order to effect change of details for the investment.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call from investor in fund re winding up and timing of future distributions. Brief discussion re same.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review correspondence from sole surviving account holder. Access investor database and confirm that all requirements have been met. Complete internal control spreadsheet and submit to John Somerville/David Whyte for review and authorisation.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review correspondence from solicitor re deceased estate, locate incomplete transfer request. Complete internal control checklist and submit to John Somerville/David Whyte for review and authorisation.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review correspondence from enduring power of attorney of investor. Access investor database and confirm that photo ID has been received. Complete internal control spreadsheet and submit to John Somerville to authorise update.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with Dermot O'Brien and Julia Mayne regarding transfer of monies to high interest account, review and check ledger and submit to David Whyte for approval
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Consider email correspondence from executor of deceased estate. Access investor database and review correspondence. The deceased was an executor of another estate. Consider implications of same.

17/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with John Somerville re letter to an executor of deceased estates. Amendments to letter following discussion.
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call to executor of estate following email
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Attend to postage and emailing of letters to investors. Scan and save soft copy to respective investor file and file office copy accordingly.
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Meeting with John Somerville, Dermot O'Brien and Julia Mayne regarding addressing investor deceased estate requests and the documentation, protocols and procedures in relation to same
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Preparation for meeting with John Somerville, Dermot O'Brien and Julia Mayne regarding addressing investor deceased estate requests and the documentation, protocols and procedures in relation to same
18/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with Dermot O'Brien and Julia Mayne regarding updating of investor registry
19/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Preparation for meeting with John Somerville, Dermot O'Brien and Julia Mayne regarding addressing investor deceased estate requests and the documentation, protocols and procedures in relation to same
19/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor re winding up.
20/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review and consider email from conveyancer re sale of land at Wirrina Cove.
20/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Field call from investor in fund re winding up. Return call to executor re deceased estate. Liaison with executor re requirements to effect change of details/transfer of units

23/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review websites updated by IT consultant.
23/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with BDO admin staff regarding mail out of notice to investors for fee approval.
23/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Liaison with BDO admin staff regarding mail out of notice to investors for fee approval.
23/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Field call from investor re winding up and timing of interim distribution.
23/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to payment to investor re interim distribution.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Attend to addressing query from investor in fund via email
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Liaison with BDO admin staff regarding sending notice to investors re fee application.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review query from investor received via email. Draft and send email to investor in response.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review query from investor received via email. Draft and send email to investor in response.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor regarding winding up of fund. Access database and respond to same.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Place call to executor of estate as requested by David Whyte. Address multiple queries over phone. Draft email in response to David Whyte.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Liaison with BDO admin staff regarding mail out of notice to investors.

24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with BDO admin staff regarding mail out of notice to investors.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Instructions to Dermot O'Brien and Julia Mayne regarding locating of last known addresses for several investors.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor re change of details in fund. Access investor database and review unit holdings.
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor re change of details in fund. Access investor database and review unit holdings.
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Creditors	Attend to drafting formal request to Ipswich City Council re exchange of bank guarantees for cash securities
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Consider email from IT consultant re EIF server
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor
26/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Liaison with Dermot O'Brien regarding calls received from investors re notification of fee approval
27/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Respond to query from Julia Mayne regarding deposit of monies received from Wilsons Lawyers.
27/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Issue instructions to Dermot O'Brien regarding responses to creditors and liaison with Julia Mayne regarding preparation of file notes.
27/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letter to investors

27/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review and consider email from investor re third party authority.
27/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Draft letter to investor re responding to email received regarding issues raised with the latest notice regarding the receiver's application for approval of his remuneration
27/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor regarding receipt of notice of remuneration, discussion regarding same.
27/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review payment prepared by Julia Mayne.
02/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Further amendments to letters requested by John Somerville/David Whyte to go to investors.
02/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Draft and send email to investor re distributions made in 2014 financial year.
02/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from advisor re possibility to wind up a self managed superannuation fund. Discussion re how to effect same.
02/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	issue instructions to Dermot O'Brien /Julia Mayne re drafting letter to investors re self managed superannuation fund.
02/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letter to investor as requested by John Somerville
02/03/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Review correspondence received from executor of estate regarding change of details/ transfer of units from deceased estate. Access investor database and review unit holding details. Print unit holding summary and draft response confirming required change

03/03/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Creditors	Collate information to go to our solicitors re drafting of deed of acknowledgement re 113 investors. Draft email to our solicitors confirming instructions to complete deed.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Finalise email to our solicitors re instructions to prepare deed of acknowledgement re 113 investors.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with John Somerville regarding outstanding bonds and replacement of bonds with cash guarantees.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Respond to investor query via email regarding change of details.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Call to our solicitors to discuss affidavit of service for fee application
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Finalise letter to investor. Scan and send letter via email. File office copy in respective investor folder
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from our solicitors regarding affidavit of service and drafting of deed with Receivers and Managers of MM Holdings.
04/03/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Attend to responding to queries from our solicitors regarding affidavit to court for Receiver's fee application.
04/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Re draft affidavit to be signed David Whyte re correspondence received from investors. Consider details still required.
04/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review investor correspondence, and access investor database. Draft letter to investor re change of details.
04/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review correspondence received from enduring power of attorney of investor. Access investor database and locate unit holding. Verify signature of investor/certified enduring power of attorney document, print of unit summary and complete internal checklist. Submit to John Somerville/David

04/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letters prepared by Dermot O'Brien seeking further information from investors to effect a request for change of details.
04/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Field call from our solicitors regarding affidavit of service to investors. Attend to executing a second copy. Liaison with our solicitors and David Whyte regarding same.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review and consider results of investigations performed by Julia Mayne in regards to the ATO and voluntary disclosure. Brief discussion with John Somerville re same.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Liaison with BDO admin staff re filing
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor in fund re timing of 2nd interim distribution to investors. Liaison with investor re winding up of Fund.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review change of detail requests for investors submitted by Dermot O'Brien. Review same.
06/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Instructions to Dermot O'Brien regarding response to investor.
06/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call to investor in fund re timing of further distributions and timeframe to complete winding up generally
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call from investor re interim distribution.
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Liaison with Dermot O'Brien regarding query from investor in fund.
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letters to investors as requested by John Somerville/David Whyte.

13/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call to Ipswich City Council re exchange of bonds for cash securities
13/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Conduct search of EIF database to locate similar documentation relating to an exchange of bank guarantees for cash securities.
13/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Address query from investor re progress on winding up.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Respond to investor in fund
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letter to investors as requested by David Whyte/John Somerville.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Respond to query from John Somerville re Finpower investor management database issues and investor statements.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Finalise letter to investor re transfer of units from deceased estate.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review letter to investor prepared by Dermot O'Brien.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor, access investor database and review unit holdings. Respond to investor re same.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letter prepared by Dermot O'Brien re transfer of units from self managed superannuation fund.

17/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Respond to query from investor in fund.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review email from investor in fund regarding change of details. Access investor database and confirm changes have been effected. Draft and send email to investor in response.
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Amendments to letter to investor.
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Attend to postage and emailing of letters to investors/executors in fund signed by David Whyte, file office copy and save soft copy in respective investor folders.
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Instructions to Julia Mayne regarding accessing the investor registry.
19/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review email from investor. Draft and send email to investor regarding change of details and update on timing of interim distribution to investors.
19/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor. Access investor database and locate unit holding. Review and respond to investor.
19/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with investor regarding change of details. Instructions to Dermot O'Brien and Julia Mayne re actioning same.
20/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Brief discussion with John Somerville regarding outstanding bonds.
20/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Address query from investor re winding up
20/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review mail received, distribute and provide instructions to address queries on same.

23/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from a solicitor of an investor regarding deceased estate, review email re same, forward and provide instructions to team members to attention same.
23/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Call from investor re change of details forward details to Dermot O'Brien to action.
23/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor re change of details, attend to forwarding forms via mail to new address to be completed by investor.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor re winding up.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review change of detail/deceased estates and transfer of self managed superannuation fund requests collated by Dermot O'Brien/Julia Mayne
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Draft and finalise email to be sent to solicitor requesting information in relation to an investor's holding in the fund
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor regarding unit holding details, access investor database and confirm same.
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Revision and amendments to multiple letters to investors prepared by Dermot O'Brien and Julia Mayne, access investor database where necessary and review unit holdings to confirm content of letters is correct.
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review email received from investor re change of details, issue instructions to Julia Mayne for actioning
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Finalise response to investor and send via email. Contact investor via telephone to confirm receipt

26/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from executor of deceased estate which holds an investment. Discussion regarding same and requirements to effect changes to the investor registry.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review email from John Somerville regarding exchange of bank guarantees. Consider same.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review and amendments to letter to investor prepared by Dermot O'Brien/Julia Mayne.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Field call from investor in fund re winding up.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review and amendments to letters to investors prepared by Dermot O'Brien and Julia Mayne, access investor database where necessary and review unit holding details.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from solicitor regarding deceased estate and correspondence received. Further explanation of remaining requirements to effect transfer of units and correct completion of forms.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Finalise investigations into issue involving discrepancy with I13 investors (hardship payment recipients). Email to John Somerville regarding same.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Creditors	Further investigations into issue involving discrepancy with I13 investors (hardship payment recipients). Email to John Somerville regarding same.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Investigations into issue involving discrepancy with I13 investors (hardship payment recipients). Email to John Somerville regarding same.
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Creditors	Conduct search of server to locate original bank bonds. Review same. Draft letter to Council regarding exchange of bank guarantees for cash securities as requested by John Somerville.

30/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review correspondence from investor. Draft and send response re change of details.
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Further amendments to letter to investors
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor requesting update on winding up of fund.
30/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Further consideration of issues relating to I13 investors (hardship payment recipients) and draft deed prepared by solicitors.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Liaison with John Somerville regarding process of exchanging bank guarantees for cash securities.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review email from John Somerville re exchange of bonds for cash securities. Confirm instructions via email.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review email from John Somerville re exchange of bonds for cash securities. Confirm instructions via email.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Finalise letter to council re exchange of bank guarantees for cash
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Creditors	Draft letter to council re exchange of bank guarantees for cash
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Access EIF database and locate documentation relating to bank guarantees given to council as security for uncompleted works bonds.

31/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Instructions to Dermot O'Brien re response to investor query.
01/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Field call from executor of deceased estate regarding progress with transfer.
01/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review internal checklists and supporting documentation re transfer of units from self managed superannuation fund and change of details. Approve and submit for review by John Somerville.
01/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor in fund
01/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Make amendments to letter to executor of estate re transfer of units
02/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letters to investors as prepared by Dermot O'Brien and Julia Mayne.
02/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review change of detail requests prepared by Dermot O'Brien and Julia Mayne, review supporting documentation and sign off.
07/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor re winding up
07/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review and approve change of details requests prepared by Dermot O'Brien.
08/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letter to council as requested by John Somerville.
08/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Respond to investor query regarding completion of required forms to transfer units to third party.

09/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Field call from investor in fund re completion of change of details.
09/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Scan and send letters to various parties, save soft copy of letters in respective folder and file office copy.
09/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review and amendments to letters prepared by Dermot O'Brien
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Creditors	Finalise investigations into discrepancy in relation to Hardship payments advanced by MM Holdings Pty Ltd. Prepare draft response and forward to John Somerville for review and comment.
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call to investor in fund re winding up and timing of further distributions to investors.
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Revision of deceased estate transfer request collated by Dermot O'Brien. Sign off and submit to John Somerville for review
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor in fund regarding change of details in fund.
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review letter to investor prepared by Dermot O'Brien
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letter prepared by Dermot O'Brien regarding deceased estate.
13/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to draft letter prepared by Dermot O'Brien re deceased estate.

13/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review change of details/transfer of unit requests from investors collated by Dermot O'Brien. Review internal control checklists and sign off on same.
13/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	return call to investor re winding up and timing of future distributions to investors.
14/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review and consider email from Council regarding return of performance bonds.
14/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review and consider email from investor re change of details
14/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call to investor.
14/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call from investor in fund
15/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Attend to query from investor via email
16/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call from investor in fund.
17/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor querying timing of future distributions to investors and winding up of fund.
17/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor querying timing of future distributions to investors and winding up of fund.
20/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review email from investor received over the weekend, consider query and respond to same.
20/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor re remaining issues that need to be finalised to wind up the fund.
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Place call to council regarding exchange of bank guarantees for cash securities. Discussion with council regarding options available to effect exchange

21/04/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Field call from council regarding exchange of bank guarantees for cash securities. Draft and send email to John Somerville and David Whyte regarding same.
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Access investor database and locate unit holdings for investor in fund. Print off unit summaries, review and forward via email to investor.
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Access investor database and locate unit holdings for investor in fund. Print off unit summaries, review and forward via email to investor.
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call to investor re status of winding up and timing of future distributions
22/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor regarding queries on value of unit holdings for pension deeming purposes.
22/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from executor of deceased estate advising of passing of investor. Liaison with executor regarding retirements in order to effect transfer of units/change of details for estate.
23/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Attend to addressing investor query re units held, access investor database and review unit holdings. Print and review same, brief discussion with Julia Mayne regarding investor.
23/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Field call from investor, locate documentation previously sent to investor in respect to distribution made in June 2014. Attend to forwarding same to investor's nominated address as requested.
24/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to draft letter to investor prepared by Julia Mayne.
24/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor regarding winding up. Investor had queries regarding timing of interim distribution and unit details.

27/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Return call to investor re how to complete forms required to transfer units.
27/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to draft letter prepared by Julia Mayne. Liaison with Julia Mayne regarding contents of same.
27/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to draft letter to investor prepared by Julia Mayne
27/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor in fund.
28/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Liaison with Julia Mayne regarding responding to query from investor.
28/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Amendments to letter prepared by Julia Mayne regarding number of units held by investor for pension deeming purposes.
29/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor, discussion regarding timing of winding up
30/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Field call from Tweed Valley Council regarding exchange of bank guarantees for cash securities.
30/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Call to solicitor to discuss legal actions on foot and how best to agitate a response from same.
30/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Consider queries from John Somerville regarding 23rd update to investors.

30/04/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Amendments to letters prepared by Julia Mayne re transfer of units/deceased estates.
30/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Amendments to letters prepared by Julia Mayne re transfer of units/deceased estates.
30/04/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Creditors	Prepare updated estimated return to investors for inclusion in 23rd update to investors.
30/04/2015	Tipman, Daniel	BRI	Supervisor	1.40	\$504.00	Creditors	Draft 23rd update report to investors.
30/04/2015	Tipman, Daniel	BRI	Supervisor	1.00	\$360.00	Creditors	Preparation and finalisation of summary of Receipts and Payments to be included in 23rd update report to investors.
01/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor seeking update on winding up of fund.
01/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Amendments to letters prepared by Dermot O'Brien and Julia Mayne re general investor register maintenance.
01/05/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Meeting with John Somerville regarding estimated cash outflows for the June 2015 distribution for investors and other outstanding issues to finalise file
01/05/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Creditors	Amendments to cash flow estimate for calculating further interim distribution to investors
01/05/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Creditors	Further amendments to cash flow estimate for calculating further interim distribution to investors, formatting of summary for inclusion in 23rd update report to investors
01/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Amendments to 23rd update report to investors

04/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review investor query, attend to actioning same.
04/05/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Amendments to letters prepared by Julia Mayne
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Final amendments to draft 23rd update report to investors. Submit to David Whyte for review and execution.
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.90	\$324.00	Creditors	Further amendments to draft 23rd update report to investors as requested by David Whyte.
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Address query from investor re change of details.
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Instructions to Dermot O'Brien/Nicola Kennedy regarding attending to investor queries.
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Final amendments to draft 23rd update report to investors. Submit to David Whyte for review and execution.
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor re quantum of distribution.
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Liaison with IT consultant regarding lodgement of 23rd update report onto website.
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Field call from investor.
07/05/2015	Tipman, Daniel	BRI	Supervisor	1.20	\$432.00	Creditors	Receive investor addresses listing. Access and format list to enable addresses to be printed and barcoded onto envelopes. Forward to BDO admin staff. Attend to electronically mailing out report to investors via email to nominated email address.

07/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Review investor queries. Instructions to Julia Mayne and Dermot O'Brien regarding same.
07/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor following receipt of 23rd update report to investors. address queries from investor.
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Further amendments to draft file note regarding I13 investors (hardship recipients) and draft deed of acknowledgement
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Creditors	Amendments/drafting of file note regarding I13 (hardship payment recipients) investors and draft deed of acknowledgement
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Amendments/drafting of file note regarding I13 (hardship payment recipients) investors and draft deed of acknowledgement
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review and amendments to draft letters prepared by Julia Mayne addressing queries from investors received via email.
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Respond to queries from investor regarding June 2014 distribution.
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Return call from investor re interim distribution and 23rd update to investors
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	Field call from investor regarding contents of 23rd update to investors.
08/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review and amendments to draft letters prepared by Julia Mayne re deceased estates.

11/05/2015	Tipman, Daniel	BRI	Supervisor	1.70	\$612.00	Creditors	Further preparation of file note regarding distribution to investors.
11/05/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Creditors	Review/amend details regarding investor correspondence prepared by Julia Mayne/Dermot O'Brien.
11/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Creditors	field call from investor re winding up.
12/05/2015	Tipman, Daniel	BRI	Supervisor	2.00	\$720.00	Creditors	Data entry and reconciliation of EIF MYOB up to 31 December 2014 and reconciliation of IBS up to 31 December 2014
12/05/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Review/amend details regarding investor correspondence prepared by Julia Mayne/Dermot O'Brien
12/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Creditors	Review/amend correspondence to investors prepared by Julia Mayne.
14/05/2015	Tipman, Daniel	BRI	Supervisor	2.10	\$756.00	Creditors	Further preparation of file note regarding methodology of equalisation payment to investors.
14/05/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Creditors	Further preparation of file note regarding methodology for equalisation payment to investors.
15/05/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Creditors	Further preparation of file note regarding methodology for equalisation payment to investors.
15/05/2015	Tipman, Daniel	BRI	Supervisor	0.90	\$324.00	Creditors	Further preparation of file note regarding methodology for equalisation payment to investors.

02/02/2015	Jackson, Nicole	BRI		Team Assistant	0.20	\$31.00	Creditors	Formatting address labels for printing by Worldwide
02/07/2015	Cunningham, Sarah	BRI		Team Assistant	1.00	\$195.00	Creditors	Assisting Julia regarding discrepancy between amount of distribution on MYOB vs calculations. Review investor distribution details and compare individually to the details on MYOB for 135 investors
02/07/2015	Cunningham, Sarah	BRI		Team Assistant	0.80	\$156.00	Creditors	Assisting Julia cross check details of all 270 investors being paid by cheque against details in Finpower investor management database, bank statement, and Finpower reports to ensure investor details, deposit id and distributions are correct.
02/07/2015	Cunningham, Sarah	BRI		Team Assistant	0.40	\$78.00	Creditors	Assisting Julia locate entries on MYOB. Running dividend distribution.
02/07/2015	Cunningham, Sarah	BRI		Team Assistant	0.80	\$156.00	Creditors	Organising dividend cheques. Sorting and feeding into printer. X 270 cheques
07/07/2015	Jackson, Nicole	BRI		Team Assistant	0.80	\$124.00	Creditors	Enveloping dividend payment letters to investors
09/02/2015	Whyte, David	BRI		Partner	0.10	\$56.00	Trade On	authorised payments
17/02/2015	Whyte, David	BRI		Partner	0.10	\$56.00	Trade On	authorised payments
20/02/2015	Whyte, David	BRI		Partner	0.10	\$56.00	Trade On	authorised payment
23/02/2015	Whyte, David	BRI		Partner	0.10	\$56.00	Trade On	authorised payments
23/02/2015	Whyte, David	BRI		Partner	0.20	\$112.00	Trade On	telecon with liquidators solicitors regarding provision of certain records including loan files
24/02/2015	Whyte, David	BRI		Partner	0.10	\$56.00	Trade On	logon to internet banking/authorised payment

26/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from Receivers and Managers of Equititrust Ltd and MM Holdings regarding status of winding up and claim from MM Holdings/reviewed draft response
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
10/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
12/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed BAS for October, November, December 2014
13/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	authorised payments
16/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	email John Somerville regarding charge over property/interest held by MM Holdings/Equititrust Ltd
17/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed draft email to our solicitors in relation to charge over property and claim from MM Holdings
31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed January and February 2015 BAS
02/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payment
13/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

20/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
05/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed receipts and payments for Equititrust Ltd/cash balance held
05/05/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Trade On	telecon with our solicitors regarding costs order against the liquidators of Equititrust Ltd/outstanding claim by liquidators/discussed with Daniel Tipman and amount of proposed distribution to investors
13/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
13/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed BAS's for Wirrina Corporation for quarters ended 31 December 2014 and 31 March 2015
13/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
15/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
25/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed BAS's for March and April 2015
26/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
27/05/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
01/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from our solicitors and liquidator of Equititrust Ltd's solicitors regarding costs awarded against the liquidators/proposal in respect of same
03/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
05/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
11/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed forms 505 (cessation of controller) and 524's (receipts and payments) relating to controllership of borrower

11/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
12/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
16/06/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed file in relation to distribution to investors/steps to be taken to effect three cents distribution/reviewed file note regarding adjustment to be made to two investors
17/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
22/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
22/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed BAS for quarter ended 30 June 2015 for Wirrina Corporation
22/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	logon to internet banking/authorised payment
26/06/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Trade On	reviewed working papers relating to distribution to investors of three cents per unit/logon to internet banking/authorised payments
15/07/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	authorised payments
29/07/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
03/08/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed documentation including consent to short notice in respect of members voluntary liquidation of Wirrina Corporation Pty Ltd
07/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

14/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
19/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
24/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
25/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
01/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
08/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
08/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
10/09/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed solicitors and other invoices/authorised payments
10/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
17/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payment
22/09/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
25/09/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed quote from IT consultant and file note prepared by John Somerville regarding server upgrade/approved same
10/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions
12/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to David Whyte regarding fees claimed by receivers of Equititrust Limited
16/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions

16/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions
19/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions
27/02/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions
02/03/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Trade On	Call to Ferrier Hodgson regarding claim for an indemnity for the receiver of Equitrust Limited's fees and disbursements from fund assets
03/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions
04/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Instructions to Dan Tipman regarding accounts payable
05/03/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Trade On	Review and approval of 5 cheque requisitions
11/03/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Trade On	Review of Business Activity Statements for October, November & December
16/03/2015	Somerville, John	BRI		Senior Manager	0.30	\$132.00	Trade On	Meeting with David Whyte regarding progressing litigation matters currently on foot with respect to valuer claims and timing of further distributions to Investors
20/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review of business activity statements for January and February 2015
30/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review of MYOB Insolvency accounts
31/03/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approve cheque requisitions

10/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of accounts payable
29/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Call from our IT consultant regarding server security issues
12/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions
13/05/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Trade On	Review of email from the receivers and managers of Equititrust Ltd regarding their outstanding costs. Review and consider security documents. Email to our solicitors regarding the receivers and managers of Equititrust Ltd's entitlement to be reimbursed
13/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of outstanding accounts payable and instructions to Nicola Kennedy regarding same
14/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of email from our solicitor regarding costs order obtained against the liquidators of Equititrust Ltd
21/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of status of the ATO's remission of general interest charges and instructions to Nicola Kennedy regarding same
21/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of business activity statements for the month of March and April 2015
25/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of payment requisitions and accounts payable
27/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of payment requisitions
29/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
29/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Nicola Kennedy regarding seeking a remission of the general interest charges for the voluntary disclosure to the ATO regarding GST reduced input tax credits

29/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of server security issues and email to David Whyte regarding same
03/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Nicola Kennedy regarding accounts payable
04/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of payment requisitions
09/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of cheque requisitions
10/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of email from our IT consultant regarding system upgrade issues
12/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
15/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of MYOB accounts
17/06/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of accounts payable and instructions to Nicola Kennedy regarding same
19/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of business activity statement
03/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of MYOB accounts

06/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Email to the directors of a subsidiary of the EIF regarding the members voluntary winding up of the entity and tax compliance issues
06/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review and approval of payment requisitions
07/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Sam Brown regarding accounts payable
08/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of payment requisitions
08/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of accounts payable and instructions to Sam Brown regarding same
09/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Trade On	Review of Finpower investor management file issues and correspond with our IT consultant regarding same
09/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Trade On	Review of Finpower investor management database issue following payment of second interim distribution. Discussion with Julia Mayne. Email to our IT consultant regarding same
09/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of Finpower investor management database issues and email to our IT consultant regarding same
22/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of proposal from IT consultant regarding upgrading of server security and systems
22/07/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Trade On	Call from our IT consultant regarding server security upgrade and issues in relation to same

29/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
29/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review of MYOB accounts and bank reconciliations
30/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
31/07/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Instructions to Julia Mayne regarding transfer of funds to the high interest account and accounting for the proceeds from the Carbrook and Collingwood Park valuer proceedings settlement
03/08/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Trade On	Review of bank reconciliation and assist Julia Mayne with recording of certain transactions in MYOB
06/08/2015	Somerville, John	BRI		Senior Manager	0.70	\$308.00	Trade On	Meeting with our IT consultant to discuss server upgrade options and issues
13/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
17/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
20/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
24/08/2015	Somerville, John	BRI		Senior Manager	0.20	\$88.00	Trade On	Review of MYOB accounts and bank reconciliation. Discussion with Julia Mayne regarding same
24/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review of email from our solicitors regarding assessment of costs of the applicant leading to the appointment of the Receiver and instructions to Julia Mayne regarding payment
24/08/2015	Somerville, John	BRI		Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions

27/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Julia Mayne regarding accounts payable
28/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of minutes of members meetings for two subsidiaries of the Fund regarding the winding up resolution and email to the liquidator regarding same
31/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
01/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Trade On	Review of accounts payable and approve payment requisitions. Discussion with Julia Mayne regarding same
03/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Julia Mayne regarding accounts payable
03/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review and approval of payment requisitions
07/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Julia Mayne regarding Finpower licence
09/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review and approval of payment requisitions
10/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of payment requisitions
11/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of assessed costs awarded against the fund in connection with the winding up. Review of cost orders. Instruction to Julia Mayne regarding payment of assessed costs

21/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Call from Tucker & Cowen Solicitors regarding the allocation of a payment
22/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Assist Julia Mayne with reconciliation of MYOB accounts
22/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Julia Mayne regarding accounts Payable
22/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of email to our IT consultant regarding backup of Finpower investor management database following processing of 3rd interim distribution
23/09/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Trade On	Further review of server security issues and consider proposal to upgrade. Instructions to Julia Mayne to compare costs of upgrade of server
24/09/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Trade On	Prepare file note in relation to server upgrade requirements. Discussion with David Whyte regarding same
25/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Instructions to Nicola Kennedy regarding server upgrade issues
28/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Trade On	Review of server upgrade issues and email to Nicola Kennedy regarding same
30/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
30/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions

12/05/2015	Daniel, Murray	BRI	Supervisor	0.10	\$36.00	Trade On	Review change of details form and supporting documentation to update the Finpower investor management database
12/05/2015	Daniel, Murray	BRI	Supervisor	0.10	\$36.00	Trade On	Review change of details form and supporting documentation to update the Finpower investor management database
12/05/2015	Daniel, Murray	BRI	Supervisor	0.10	\$36.00	Trade On	Review change of details form and supporting documentation to update the Finpower investor management database
01/06/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Trade On	Review of correspondence from investors in relation to a change of details. Review internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
16/06/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Trade On	review of investor correspondence prepared by Julia Mayne seeking further information to effect change of detail requests.
01/07/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Trade On	Reviewed correspondence to investors regarding further information required to effect change of detail requests
01/07/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Trade On	Discussions with NAB Brisbane confirming bank cheques exchange for bank guarantees supporting uncompleted works bonds
01/07/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Trade On	Discussions with Julia Mayne regarding investor queries and strategy for response to queries.
06/07/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Trade On	review of payment vouchers
06/07/2015	Daniel, Murray	BRI	Supervisor	0.40	\$144.00	Trade On	review of correspondence to investor regarding distribution query
06/07/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Trade On	review of correspondence to investor regarding distribution query
07/07/2015	Daniel, Murray	BRI	Supervisor	0.40	\$144.00	Trade On	review of correspondence to investor regarding distribution query
07/07/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Trade On	review correspondence to an investor regarding distribution timing

07/07/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Trade On	review correspondence to investors regarding distribution timing
10/07/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Trade On	review correspondence to an investor prepared by Julia Mayne in relation to further information required to transfer units from a deceased estate
20/07/2015	Daniel, Murray	BRI	Supervisor	1.30	\$468.00	Trade On	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
21/07/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Trade On	Review of correspondence from investors/advisors in relation to a change of details.
22/07/2015	Daniel, Murray	BRI	Supervisor	0.80	\$288.00	Trade On	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
23/07/2015	Daniel, Murray	BRI	Supervisor	0.60	\$216.00	Trade On	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request.
10/02/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$90.00	Trade On	review email from Daniel Tipman and prepare payment of advance of funds to Receivers and Managers of a borrower on MYOB and NAB, print and collate
12/02/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	review email and review cashbook to confirm payment made in respect of legal fees
16/02/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	prepare payment for legal fees with Julia Mayne
23/02/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	add loan account to MYOB cashbook
16/03/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	assist Julia Mayne with queries regarding IT expenses
21/04/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$90.00	Trade On	phone call with investor re hardship payment and update
12/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.60	\$135.00	Trade On	review aged receivables in relation to outstanding amounts, review files to ascertain whether paid, prepare email to team re same

13/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	discuss outstanding invoices with Sarah Cunningham, Julia Mayne, Dermot O'Brien and Daniel Tipman in relation to legal fees, email John Somerville summary of status
14/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	1.00	\$225.00	Trade On	Review of receipts and payments for April to May 2015 with Daniel Tipman and Julia Mayne in MYOB Insolvency. Log into MYOB Premier, enter receipts and payments from bank statement and compare with MYOB Insolvency.
14/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Trade On	Meeting with Julia Mayne and Daniel Tipman regarding accounts on the EIF server, reconcile account in MYOB premier, generate and print various reports for reconciliation on Equitdata and FinMngmt (loan management and finance management database on the EIF server).
14/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$112.50	Trade On	Log into Equitdata and FinMngmt (loan management and finance management database on the EIF server) with Julia Mayne and Daniel Tipman and enter receipts and payments batches for April to May 2015. Process batch for same.
15/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	review email with legal fee invoices attached, print and collate, prepare email requesting further invoices outstanding for payment
18/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.60	\$135.00	Trade On	reconcile 2 x accounts for April 2015 BAS, log into bank account, print supporting documents, generate BAS report and complete BAS form, collate for review
18/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Trade On	prepare Business Activity Statement for March 2015, print supporting documentation, review GST coding
18/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$90.00	Trade On	reconcile 2 x accounts for March 2015, log into bank account, print supporting documentation for reconciliation
22/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$90.00	Trade On	email to Gavin Hennessy in relation to taxation queries for Business Activity Statements and pending ATO decision, review previous correspondence for same with Daniel Tipman
26/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	copy 2 x BAS for file and lodgement, scan and save to file

26/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	liaise with Elizabeth Wagner in relation to ATO decision on General Interest Charges, email John Somerville in relation to same
28/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	review MYOB for previous payment to ATO for GST payment for borrower, email John Somerville in relation to same
02/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.90	\$202.50	Trade On	obtain 2 x previous 524s (receipts and payments accounts) from file to review, generate receipts and payments in MYOB, review bank reconciliation prepare by Samantha Brown, calculate remuneration to date and receipts and payments to date, discuss queries for same with John Somerville
03/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	review and consider email with invoice attached for IT expenses and forward to Samantha Brown for payment
04/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	review 4 x legal fee payments prepared by Samantha Brown, confirm bank account details on payment requisition
04/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	review 1 x IT payment prepared by Samantha Brown, confirm bank account details on payment requisition
09/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	review 3 x legal fee payments prepared by Samantha Brown in MYOB and NAB
09/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	phone call with IT support in relation to database to be copied to server
09/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Trade On	enter legal fee invoice into MYOB with Samantha Brown, discuss GST to be claimed on disbursements
16/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.70	\$157.50	Trade On	emails with Damien Hicks and John Somerville regarding ATO statutory demand for Wirrina Corporation, review correspondence and call ATO to discuss same

16/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Trade On	phone call with ATO regarding ATO statutory demand for Wirrina Corporation and GIC remission request, email John Somerville re discussion
17/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	phone call with controller of a borrower re lodgements of ASIC forms
17/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Trade On	prepare email to follow up ASIC lodgements in relation to borrower contollership
17/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	phone call with ATO re remission of GIC and penalties, discuss with John Somerville
17/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Trade On	review email from John Somerville in relation to legal fee invoice, review MYOB and bank account, respond to confirm paid
18/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$90.00	Trade On	scan and collate 3 x ASIC forms for lodgement, save to file, copy, put in filing
19/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Trade On	review BAS workpapers for Wirrina Corporation and email John Somerville to confirm BAS review completed
11/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	emails with John Somerville in relation to ASIC lodgement and disclosure of amount owing to secured creditor for form 524 (receipts and payments account)
11/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	review email from Julia Mayne in relation to cheques requiring confirmation of legitimacy from bank, discuss same
14/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$112.00	Trade On	review email from IT support in relation to investor listing spread sheet for mail out, discuss anomaly issues with address lines, discuss action to take and email John Somerville re same

25/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	review bank account reconciliation process and discuss with Julia Mayne
31/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	review email from John Somerville in relation to reconciliation of account and schedule time for review of reconciliation process with Julia Mayne
02/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	1.50	\$420.00	Trade On	log into bank account and EIF server to conduct reconciliation of accounts in MYOB Premier and Fimmgt with Julia Mayne, review process, enter multiple loan transaction and receipts and payments, discuss process with John Somerville
02/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.60	\$168.00	Trade On	assist Julia Mayne with account reconciliation queries for the period May to August 2015, assist with generating multiple reports from MYOB Premier, assist with exporting MYOB Insolvency data to excel and sorting into payees for reconciliation process
03/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	assist Julia Mayne with query regarding payment and account allocation, review previous payments
03/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	review invoices to be paid for IT consulting, email Samantha Brown in relation to payment of invoices
10/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$84.00	Trade On	assist Julia Mayne with reconciliation process in MYOB Premier and discrepancy of balance, review entries entered and discuss same
10/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$140.00	Trade On	assist Julia Mayne with bank reconciliation in MYOB premier, review bank statements, review bank account balances, review MYOB insolvency to ascertain discrepancy, review payments entered
14/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$56.00	Trade On	assist Julia Mayne with reconciliation process in IBS
15/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	assist Julia Mayne with queries regarding reconciliation process

15/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$140.00	Trade On	review reconciliation process with Julia Mayne, generate reports in MYOB within EIF server and IBS to confirm whether receipts and payments transactions have been entered correctly, review process notes
15/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	review and amend email prepared by Julia Mayne to solicitors in respect of a returned cheque
15/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	assist Julia Mayne with creating a new account in MYOB for costs orders liability
15/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	review email prepared by Julia Mayne to Daniel Tipman with queries regarding reconciliation of accounts
21/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	assist Julia Mayne with transaction journal in MYOB to transfer between accounts
23/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$140.00	Trade On	review email from John Somerville in relation to cheque and letter to be sent to Equititrust Limited, prepare same, add account in MYOB
25/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$112.00	Trade On	discussion with John Somerville and IT in relation to hosting server programs from BDO network instead of upgrading server, prepare email regarding same
25/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$112.00	Trade On	meeting with Shaun Nell and John Somerville in relation to strategy going forward in respect of either upgrading the current server or using cloud service to host database
25/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$56.00	Trade On	emails with IT support in relation to database, phone call to external IT support to confirm whether the database is tied to a domain
25/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	discussion with John Somerville in relation to proposal to upgrade server

25/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.60	\$168.00	Trade On	meeting with Jack Yang in relation to server and domain, log into server and review same to ascertain whether it can be hosted by the BDO cloud services, emails regarding same and confirm number of users
28/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$84.00	Trade On	phone call with IT consultant in relation to process to move database to BDO network, summarise conversation in email to BDO IT and John Somerville
28/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Trade On	review email from IT consultant in relation to quote to upgrade server
17/02/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Meeting with Daniel Tipman, Dermot O'Brien and John Somerville regarding addressing investor deceased estate requests and the documentation, protocols and procedures in relation to same
18/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Processing/Reviewing new payments to be made.
18/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Processing/Reviewing new payments to be made.
19/02/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Payment of 7 supplier invoices
20/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Preparing and filing payments
23/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Preparing cheques to be mailed. Filing invoices and accounts payable requisitions.
23/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Processing distribution payments in MYOB for investors where payments had been returned unclaimed

23/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Enter cheque details into MYOB for a payments to suppliers
26/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Reviewing and drafting supplier payments
27/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and process payments
03/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review payment, enter through MYOB and print cheque.
04/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call to worldwide printing re cheque discrepancy
04/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review and prepare 3 x payments to suppliers
04/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	scanning, saving and filing courier mail, The Australian and The Gold Coast Bulletins advertisement for remuneration approval
05/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Comparing amended credit for GST payable with ATO records
05/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call to ATO regarding GST payable
05/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and prepare payment of legal fees
05/03/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Printing and entering 9x invoices into MYOB
05/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Reviewing and processing 4x payments
05/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review and prepare 3 x payments to suppliers

09/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Call ATO to request the BAS statements for January and February 2015 to be reposted.
12/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Locating and printing online bank statements for January to March 2015
12/03/2015	Mayne, Julia	BRI	Accountant II	1.60	\$312.00	Trade On	Prepare reconciliation of bank account from January March 2015. Reviewed all entries to ensure accounts balanced
16/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Updating investor address details
16/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Reviewing 3 x BAS forms, scanning, saving, copying and filing each form. Mail originals
16/03/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Trade On	Reading email from Daniel Tipman regarding 3 x outstanding supplier invoices. Search MYOB payments for records of these being paid. Emailing Daniel Tipman to request new invoice be sent
17/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Setting up user log on for the EIF server and Finpower investor management database investor database.
18/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Updating investor address details on return to sender register
18/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call to worldwide printing re cheque
20/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Deleting un-presented cheque from supplier from MYOB. Filing all relevant information. Emailing Daniel Tipman

20/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Amending letter to be sent to investor re change of details. Locating and printing relevant forms
23/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Updating investor addresses in returned mail register
25/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Deposit cheque from Government of South Australia - Land Tax refund
27/03/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Reviewing investor correspondence in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
27/03/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Reviewing investor correspondence in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
27/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Update investor addresses
30/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Preparing letter to investor regarding change of details and transfer of units
30/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Updating letter to investor re change of details & transfer of units.
31/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and prepare supplier payments
01/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Accessing investor correspondence in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request.

02/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review letters to investors and prepare for mailing
07/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Reviewing investor correspondence in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request.
08/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Prepare BAS form for mailing. Scan, save, copy and file
08/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Preparing letter to investor re process for change of investor details.
10/04/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review and prepare 9 x payments for legal fees through MYOB
10/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call to supplier to follow up on outstanding invoices
10/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Prepare and review supplier payment
10/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Prepare and review 3 x payments for suppliers
10/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Phone call to ATO to arrange running balance of account to be posted to us
14/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Prepare and review supplier payments

27/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call to investor
27/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call to investor
07/05/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
07/05/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
08/05/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
08/05/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
08/05/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
08/05/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
08/05/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
08/05/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.

08/05/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access to Finpower investor management database for documents.
14/05/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review of receipts and payments for April to May 2015 with Daniel Tipman in MYOB Insolvency. Log into MYOB Premier, enter receipts and payments from bank statement and compare with MYOB insolvency.
14/05/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Reconcile account on MYOB premier, generate and print various reports for reconciliation on Equitidata and FinManagement.
14/05/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Log into Equitidata and FinMgmt with Daniel Tipman and enter receipts and payments batches for April to May 2015. Process batch for same.
16/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Maintaining the returned mail register
23/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan, save and email BAS documentation
23/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call from investor regarding documentation sent to BDO to transfer units. Advise on additional information required
23/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call from investor regarding unit balance and value
23/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call from investor regarding winding up of the fund, units held in the fund and distributions
24/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review discrepancy between trial balance at June 14 and June 15 for investor units. Review all transfers that occurred during this period for I10,I11, I15 investors Prepare spreadsheet of all transfers that occurred during this period to identify reason for discrepancy

24/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review reports in Finpower investor management database to locate running balance report for I15 investor classes
24/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review discrepancy in the total number of investor units. Review details of all of units transferred from 10/06/2014 - 18/06/2015. Prepare detailed spreadsheet outlining all transfers that occurred during this period
24/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Reconcile discrepancy in the total number of investor units in preparation for second interim distribution. Review details of all of units transferred from 10/06/2014 - 18/06/2015. Prepare detailed spreadsheet outlining all transfers that occurred during this period
24/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call from investor requesting copy of report to investors
24/06/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Prepare summary of all investor transfers that occurred from June 2014-June 2015 to reconcile second interim distribution payment
24/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Reconcile discrepancy in the total number of investor unit holdings. Review details of all of units transferred from 10/06/2014 to 18/06/2015. Prepare detailed spreadsheet outlining all transfers that occurred during this period
24/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review of closing principal balance from June 2014 and balance at June 2015 for 6 investor classes
25/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Spot check of interest payments for I11 class investors to ensure interest was properly accounted for in Finpower investor management database
25/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review file of EIF investor. Calculate transfer of units, review accounts transferred to, print collate and summarise information
25/06/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Review and generate deposit trial balances using Finpower investor management database for all 6 classes of investors. Review report. Collate information and prepare summary

25/06/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Review and generate transaction list report using Finpower investor management database for all 6 classes of investors. Review report. Collate information and prepare summary.
25/06/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Review bank transaction report using Finpower investor management database for all 6 classes of investors. Review report. Collate information and prepare summary.
25/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Reconciliation of distribution. Prepare summary of deposit types, balance at June 2014, net transfers, adjustments, balance at June 2015 and compare to trial balance prior to and after the June 2015 distribution.
25/06/2015	Mayne, Julia	BRI	Accountant II	1.30	\$253.50	Trade On	Generate and review trial balance for 6 classes of investors. Generate before and after distribution paid in June 2014. Review information and reconcile
25/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review file note prepared by Daniel Tipman regarding processing of investor distributions
25/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review trial balance for 6 classes of investors after the 2014 distribution was paid. Calculate and review net transfers made between 10/06/2014-18/06/2015 for all 6 investor types
26/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call to investor regarding distribution
26/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review ABA file of investor distributions, previous ABA file and files in MYOB to ascertain how to fix error in ABA file. Review approx. 2000 transactions and delete invalid transactions.
26/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review ABA file of investor distributions, previous ABA file and files in MYOB to ascertain how to fix error in ABA file. Review approx. 2000 transactions and delete invalid transactions.
26/06/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Trade On	Review ABA file of investor distributions, previous ABA file, and files in MYOB to ascertain how to fix error in ABA file. Review approx. 2000 transactions and delete invalid transactions.

26/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review and prepare spreadsheet of invalid transactions for distribution to investors
26/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Process investor distribution in MYOB
26/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review letters sent to investors regarding distribution. Spot check letters to ensure figures are correct
26/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review 2000 letters to be sent to investors regarding distribution. Locate and remove letters regarding distribution to be paid via cheque. Print and collate letters
29/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review bank account for returned payments following distribution to investors
29/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review returned payments in bank account
29/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call to investor regarding distribution
29/06/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Trade On	Review 2,000 letters to investors regarding distribution to ensure mailing address and investor details are correct
29/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review 2000 letters to be sent to investors regarding distribution. Locate and remove letters regarding distribution to be paid via cheque. Print and collate letters
29/06/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Trade On	Review bank account following distribution and prepare document outlining deposit ID, investor name, account details and payment amount for 68 returned transactions.
29/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review 2,000 letters to investors regarding distribution to ensure mailing address correctly matches investor details

29/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Phone call from investor regarding transfer of units for deceased estate. Review investor in Finpower investor management database. Review documents sent from investor advise on what is required to effect transfer
29/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review 3 x letters to investors. Look up addresses in Finpower investor management database and online to ascertain if addresses are correct
29/06/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Email 18 x letters to investors regarding distribution
29/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review 2,000 letters to investors to locate letters for 3 investors with incorrect addresses. Amend and arrange for David Whyte to sign
30/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review email from investor advising of incorrect BSB number on correspondence sent. Review NAB details to ascertain if payment was returned. Phone to advise
30/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review updated letters from Ashley Richardson and compare with information on Finpower investor management database
30/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Discussions with Murray Daniel regarding letters to be sent to investors re distribution. Email letters to Murray Daniel to be amended
30/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Assist Sarah Cunningham with reviewing investor details in MYOB and ascertain most efficient way to pay dividend and print cheques.
30/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Assist Ashley Richardson with information regarding updating addresses on investor letters
01/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review bank account. Review returned distribution payments from 26 June. Compare to reconciliation that was prepared. Check for discrepancies

02/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Prepare file note outlining details of cheque payments
02/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Call from 2 x advisors in relation to a transfer of units from a superannuation fund to a personal name/beneficiaries of the estate.
02/07/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Cross check details of all 270 investors being paid by cheque against details in Finpower investor management database, bank statement to ensure investor details, deposit id and distributions are correct.
10/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call to investor regarding updating their account details
14/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call from investor regarding resending of letter regarding investor distribution. Print and resend
15/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review returned cheques from second interim distribution to investors. Review details in Finpower investor management database and all previous correspondence for contact details. Phone investor. Prepare file note
15/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review returned cheque. Review details in Finpower investor management database and all previous correspondence for contact details. Phone investor. Prepare file note
29/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review email from investor regarding cheque distribution and prepare response
29/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Phone call to investor regarding cancellation and reissue of cheques in different name. Prepare file note. Review investor file in Finpower investor management database
29/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review email correspondence from investor and prepare response

30/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Meeting with Equititrust Investor regarding distribution
31/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review investor running balance in Finpower investor management database and print
31/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and print bank statement for Samantha Brown to complete reconciliation. Instructions to Sam Brown regarding reconciliation
31/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call to advisor regarding unit balance. Check in Finpower investor management database and advise
31/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	2 x investor change of detail requests received. Review both investor correspondence in Finpower investor management database and match signatures on requests to signatures in Finpower investor management database
31/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call from investor regarding change of details
03/08/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call from investor regarding ongoing litigation against various parties
03/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call from investor regarding litigation against various parties
06/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Amend remuneration summary for the period 1 February - 31 July 2015 for update report to investors
11/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review email correspondence from bank regarding authenticity of distribution cheques. Review MYOB and advise.

11/08/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Prepare and review payments for 4 x suppliers. Prepare cheques. Prepare payment through bank account
14/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Prepare and review supplier payment. Prepare payment through bank account
17/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	2 x phone calls to bank regarding authenticity of 2 x cheques
28/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review letter approved by David Whyte. Scan, save and email to investor.
02/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review of notes regarding reconciliation of accounts on the EIF server in relation to MYOB Premier, Finmanagement and IBS.
02/09/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Trade On	Review of payments applied to loan accounts in MYOB insolvency. Enter details of payments into MYOB Premier on the EIF server. Record details of interest payments in MYOB premier.
02/09/2015	Mayne, Julia	BRI	Accountant II	2.00	\$390.00	Trade On	Review and enter transactions in MYOB Premier for period 11 May - 23 August 2015. Review of all transactions in bank account for same period. Export transactions to excel and group. Calculate total payment amount to each supplier for period
02/09/2015	Mayne, Julia	BRI	Accountant II	2.00	\$390.00	Trade On	Enter details of all payments for the period 11 May - 23 August 2015 into MYOB Premier. Apply against loan accounts/allocate to account in MYOB Premier.
02/09/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Reconciliation of receipts and payments in MYOB. Review all transactions for the period 11 May - 23 August 2015 to ascertain reason for discrepancy in reconciliation
03/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review 2 X payments to suppliers. Prepare payment through bank account and enter details into MYOB

03/09/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Trade On	Review 9 x payments to suppliers. Print and collate payments and supporting documentation. Prepare payment through bank account and enter details into MYOB.
04/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review 3 x payments to suppliers. Prepare 2 x payments to suppliers
10/09/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Trade On	Access remote desktop. Review previous reconciliation in MYOB Premier. Review previous listing of payments and match to reconciliation to ascertain reason for unbalanced reconciliation. Review notes from last reconciliation
10/09/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Generate receipts and payments report from MYOB Insolvency. Review all payments entered into MYOB Premier and reconcile with MYOB Insolvency for the period May to August 2015
10/09/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Complete reconciliation of MYOB Insolvency with MYOB Premier for the period May to August 2015.
10/09/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Trade On	Review 400+ of transactions on bank statement for period May - August 2015. Complete reconciliation in MYOB Insolvency and MYOB Premier
10/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Trade On	Review dates for MYOB Premier and MYOB insolvency reconciliations and compare balances on bank statement. Review payments made to suppliers in May 2015 and compare to payments entered in reconciliation
10/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Trade On	Review payment details on bank statement and MYOB Insolvency and enter details of 6 x payments into MYOB Premier
10/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review all payments from 11 May - 23 August 2015 and reconcile 2 x bank accounts in MYOB Premier
14/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review email from supplier regarding unpaid invoice. Review MYOB for details of payment

14/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review email correspondence previously sent to investor. Email letter to investor regarding change of details
15/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review email correspondence and prepare payment to supplier through MYOB and EFT transfer
21/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Trade On	Access remote desktop and review aba file for the third interim distribution to investors. Copy to local drive, review transactions, review aba file from last distribution for formatting, calculate value of invalid transactions
21/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Trade On	Access bank account and upload ABA file to bank for the third interim distribution, review error messages in bank account and complete necessary adjustments in ABA file to remove errors. Enter payment information into MYOB and print cheque requisition
21/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Access remote desktop and review original ABA file, compare to final version of ABA file to ascertain value of payments for third interim distribution to investors
24/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Access remote desktop and generate bank transaction list. Access bank account to review and print bank statement. Access MYOB to export creditors listing to excel spreadsheet to reconcile
30/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and print bank transactions
30/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review bank transactions and reconcile payments through MYOB for 23 August - 21 September 2015.
30/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review uncleared transactions from previous reconciliation. Remove 1 x uncleared transaction. Review files to ascertain if another uncleared cheque was paid via EFT
30/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Prepare and review payment for 2 x supplier invoices. Prepare payment through bank account/print cheque

10/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Instructions to Nicola Kennedy re payment of outstanding invoices.
11/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review email from David Whyte regarding outstanding invoices. Email to Nicola Kennedy re same.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Investigate outstanding invoices to our solicitors. Liaison with David Whyte and our solicitors re payment of same.
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Assist Julia Mayne with preparing payment to Solicitors.
19/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review payments prepared by Julia Mayne
20/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Review creditors report from Trustee in Bankruptcy of a guarantor. Access EIF server and locate deed of guarantee executed in 2004. Complete Proof of debt/voting form and submit to John Somerville/David Whyte for review.
20/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review and amendments to payments prepared by Dermot O'Brien and Julia Mayne
24/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Liaison with Admin staff re status of advertisements in paper.
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Trade On	Prepare and review BAS for December 2014
25/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Trade On	Prepare and review BAS for November 2014

25/02/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Trade On	Prepare and review BAS for November 2014
26/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Liaison with our IT consultant regarding EIF server issues.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review payment prepared by Julia Mayne, submit to John Somerville for review.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Instructions to Dermot O'Brien and Julia Mayne regarding payment of outstanding invoices.
04/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Liaison with Julia Mayne regarding payment to supplier, access MYOB insolvency and review entries to properly consider. Email instructions to Julia Mayne to correct same.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Instructions and assistance to Julia Mayne re appropriately recording invoices in MYOB insolvency.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review payments prepared by Julia Mayne re solicitors invoices.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review correspondence from Supplier. Provide instructions to Julia Mayne re same.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Assist Julia Mayne with processing of service provider invoices. Review and amendments to same.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Assist Julia Mayne with processing of service provider invoices. Review and amendments to same.

05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review payments prepared by Dermot O'Brien /Julia Mayne
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Issue instructions to Julia Mayne regarding processing of certain invoices. Assist Julia Mayne with same.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Review payment request prepared by Julia Mayne and amendments to same, calculate write off required.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Issue instructions to Julia Mayne regarding payment of service provider fees
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Instructions to Nicola Kennedy/Julia Mayne regarding payment of certain invoices and how to properly account for same within MYOB insolvency.
06/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Consider position in regards to general interest charge charged by the ATO on voluntary disclosure of amended BAS's. Place call to BDO tax and discussion regarding same.
06/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review and approve invoices prepared by Julia Mayne
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Review and finalise BAS for October 2014
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Review and finalise BAS for November 2014
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Review and finalise BAS for December 2014
11/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Trade On	Coding of filing.

11/03/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Trade On	Draft letter to solicitor regarding impending sale of properties in North Queensland.
13/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	instructions to Julia Mayne regarding lodgement of BAS.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Collate documentation to be sent to solicitor regarding sale of properties in north Queensland.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Call to solicitor to discuss situation with properties located in North Queensland.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Trade On	Collate documentation to be sent to solicitor regarding sale of properties in north Queensland.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Send email to our solicitors regarding properties located in North Queensland.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Liaison with IT consultant and provide assistance to Julia Mayne regarding setup of additional user in EIF server.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Liaison with BDO Advisory regarding tax queries for a subsidiary of the Fund
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Liaison with Julia Mayne and IT consultant regarding setup of additional user in the EIF server.
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Prepare BAS for January 2015

18/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Prepare BAS for February 2015
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Finalise BAS for January 2015
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Finalise BAS for February 2015
18/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Liaison with IT Consultant re issues accessing EIF server. Access EIF server and test if issues resolved, respond to same.
19/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review and consider email from our solicitors regarding claim from Receivers and Managers of Equititrust Limited
20/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Discussion with John Somerville regarding advice received earlier today from solicitor in respect to properties located in north Queensland.
20/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Discussion with solicitor acting for the Receivers and Managers of MM Holdings in respect to properties located in north Queensland.
20/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review email from solicitor, consider advice on same. Forward to John Somerville for comment.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Draft and finalise email to be sent to third party in response to request for information regarding a legal action involving a former borrower.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Collate information to allow finalisation of income tax returns for a subsidiary of the Fund

25/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Field call from solicitor re additional information required in relation to an action against a valuer of a former property security.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Finalise future cash flow estimate to determine funds available for distribution to investors.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Trade On	Conduct search of EIF server and hard copy file to locate correspondence relating to investor as requested by solicitor.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Draft and send email to solicitor re documentation located.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Draft and send email to solicitor re documentation located.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review email from third party regarding assignment of debt and securities, forward to John Somerville for review and comment.
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review and consider advice from solicitor regarding properties located in north Queensland.
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Email to Solicitor requesting revision of draft response to third party.
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review and consider email from third party relating to legal action involving former borrower. Liaison with John Somerville regarding same.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Review email from solicitor and draft deed with third party. Review and consider queries from solicitor regarding draft deed.

27/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review email from solicitor re amendments to draft letter. Finalise letter and forward to David Whyte for approval to be sent.
27/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Email to director of a subsidiary re tax file number details.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Attend to finalising letter to solicitor. Liaison with John Somerville and David Whyte.
31/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Instructions to Julia Mayne regarding payment of outstanding invoices
02/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Review email from service provider. Instructions to Julia Mayne to attend to payment of same.
02/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Amendments to email prepared by Damien Hicks re remission of general interest charge and penalties for lodgement with the ATO
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review and check off solicitor payments prepared by Julia Mayne.
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review and check off solicitor payments prepared by Julia Mayne.
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review and approve payments prepared by Julia Mayne.
13/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Respond to query from Damian Hicks regarding outstanding BAS, respond to same.

17/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Liaison with Julia Mayne regarding invoices outstanding
21/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Review running account and liaison with indirect tax re outstanding general interest charges on account, brief update to John Somerville regarding same
27/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Liaison with Julia Mayne regarding payment of outstanding invoices.
30/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Email to Julia Mayne regarding payment outstanding invoices.
30/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Locate details for receipt of monies received in February 2015 as requested by John Somerville
04/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Instructions to Julia Mayne regarding payment of outstanding invoices.
04/05/2015	Tipman, Daniel	BRI	Supervisor	1.00	\$360.00	Trade On	Further preparation of instructions on how to complete distributions within the Firpower investor management database, MYOB insolvency and NAB connect.
05/05/2015	Tipman, Daniel	BRI	Supervisor	1.50	\$540.00	Trade On	Further preparation of instructions on how to complete distributions within the Firpower investor management database, MYOB insolvency and NAB connect.
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Trade On	Further preparation of instructions on how to complete distributions within the Firpower investor management database, MYOB insolvency and NAB connect.
05/05/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Instructions to Nicola Kennedy regarding obtaining form 524 (receipts and payments accounts) for liquidators of Equititrust Ltd.

05/05/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Trade On	Further preparation of instructions on how to complete distributions within the Finpower investor management database, MYOB insolvency and NAB connect.
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Liaison with financial controller of a subsidiary of the Fund regarding lodgement of tax returns and queries regarding outstanding BAS
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Further liaison with financial controller of a subsidiary of the Fund re queries regarding outstanding BAS
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.90	\$324.00	Trade On	Further preparation of instructions on how to complete distributions within the Finpower investor management database, MYOB insolvency and NAB connect.
06/05/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Trade On	Further preparation of instructions on how to complete distributions within the Finpower investor management database, MYOB insolvency and NAB connect.
07/05/2015	Tipman, Daniel	BRI	Supervisor	1.50	\$540.00	Trade On	Finalise preparation of instructions on how to complete distributions within the Finpower investor management database, MYOB insolvency and NAB connect.
07/05/2015	Tipman, Daniel	BRI	Supervisor	1.20	\$432.00	Trade On	Further preparation of instructions on how to complete distributions within the Finpower investor management database, MYOB insolvency and NAB connect.
13/05/2015	Tipman, Daniel	BRI	Supervisor	1.50	\$540.00	Trade On	Data entry and reconciliation of EIF MYOB up to 20 April 2015 and reconciliation of IBS up to 20 April 2015
13/05/2015	Tipman, Daniel	BRI	Supervisor	1.30	\$468.00	Trade On	Data entry and reconciliation of EIF MYOB up to 20 April 2015 and reconciliation of IBS up to 30 March 2015
13/05/2015	Tipman, Daniel	BRI	Supervisor	1.50	\$540.00	Trade On	Data entry and reconciliation of EIF MYOB up to 28 February 2015 and reconciliation of IBS up to 28 February 2015

13/05/2015	Tipman, Daniel	BRI	Supervisor	1.30	\$468.00	Trade On	Data entry and reconciliation of EIF MYOB up to 31 January 2015 and reconciliation of IBS up to 31 January 2015
14/05/2015	Tipman, Daniel	BRI	Supervisor	1.00	\$360.00	Trade On	Review of receipts and payments for April to May 2015 with Nicola Kennedy and Julia Mayne in MYOB Insolvency. Log into MYOB Premier, enter receipts and payments from bank statement and compare with MYOB insolvency.
14/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	With Julia Mayne and Nicola Kennedy, reconcile account on MYOB premier, generate and print various reports for reconciliation on Equitidata and FinManagement (EIF financial accounting software).
14/05/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Trade On	Log into Equitidata and FinManagement (EIF financial management software) with Julia Mayne and Nicola Kennedy and enter receipts and payments batches for April to May 2015. Process batch for same.
09/03/2015	Hennessy, Gavin	BRI	Supervisor	0.30	\$84.00	Trade On	Discussions with ATO re: Status of general interest charge remission request.
30/03/2015	Hicks, Damien	BRI	Consultant I	1.50	\$330.00	Trade On	Review outstanding debt to ATO and provide summary to Daniel Tipman for review.
31/03/2015	Hicks, Damien	BRI	Consultant I	1.20	\$264.00	Trade On	Discuss debt notice from the ATO with Daniel Tipman. Draft remission request of interest charges and late lodgement penalties to be sent to the ATO.
07/04/2015	Hicks, Damien	BRI	Consultant I	0.50	\$110.00	Trade On	Respond to John Somerville regarding criteria for ATO penalty/remission requests.
08/04/2015	Hicks, Damien	BRI	Consultant I	0.40	\$88.00	Trade On	Lodge request for remission of Penalties and interest charges via ATO portal.
27/04/2015	Hicks, Damien	BRI	Consultant I	0.20	\$44.00	Trade On	Following up on BAS information to finalise outstanding BAS's.
14/05/2015	Griffin, Maree	BRI	Associate	0.10	\$43.00	Trade On	Review March BAS before lodgement
14/05/2015	Griffin, Maree	BRI	Associate	0.10	\$43.00	Trade On	Review December BAS before lodgement

23/06/2015	Griffin, Maree	BRI	Associate	0.10	\$43.00	Trade On	check June 2015 BAS being lodged
23/06/2015	Hicks, Damien	BRI	Consultant I	0.50	\$110.00	Trade On	Email to Rebecca Gregory and reviewing the outstanding ATO items for a subsidiary of the Fund. Instructions to Rebecca Gregory re lodging outstanding documents.
20/07/2015	Griffin, Maree	BRI	Associate	0.10	\$44.00	Trade On	Review of business activity statements
21/08/2015	Griffin, Maree	BRI	Associate	0.10	\$40.00	Trade On	Discussion with Damien Hicks re obtaining refund from ATO
21/08/2015	Griffin, Maree	BRI	Associate	0.20	\$80.00	Trade On	Request GST refund on portal
21/08/2015	Hicks, Damien	BRI	Consultant I	0.40	\$90.00	Trade On	Correspondence regarding ATO refund. Discussion with Manager regarding process to update bank details subsequent to requesting refund.
24/08/2015	Griffin, Maree	BRI	Associate	0.10	\$44.00	Trade On	change of bank account details on the ATO portal for remission of penalties and interest
24/08/2015	Hicks, Damien	BRI	Consultant I	0.50	\$112.50	Trade On	Completing forms to update details on ATO portal and having sign off by authorised signatures.
28/08/2015	Griffin, Maree	BRI	Associate	0.10	\$40.00	Trade On	save down and forward income tax assessment
02/02/2015	Whyte, David	BRI	Partner	0.60	\$336.00	Administration	continued review of affidavit in support of court application for remuneration approval covering the period ended 31 December 2014

05/02/2015	Whyte, David	BRI	Partner	1.00	\$560.00	Administration	commenced review of timesheet narrations to 31 December 2014 to be included as an annexure to my affidavit in relation to court application for remuneration approval/write-off entries as considered necessary
05/02/2015	Whyte, David	BRI	Partner	3.90	\$2,184.00	Administration	continued review of timesheet narrations to 31 December 2014 to be included as an annexure to my affidavit in relation to court application for remuneration approval/write-off entries as considered necessary
06/02/2015	Whyte, David	BRI	Partner	1.50	\$840.00	Administration	continued review of timesheet narrations to 31 December 2014 to be included as an annexure to my affidavit in relation to court application for remuneration approval/write-off entries as considered necessary
09/02/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Administration	continued review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
09/02/2015	Whyte, David	BRI	Partner	1.30	\$728.00	Administration	continued review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
09/02/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Administration	continued review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
09/02/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Administration	continued review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
09/02/2015	Whyte, David	BRI	Partner	0.70	\$392.00	Administration	continued review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
10/02/2015	Whyte, David	BRI	Partner	0.60	\$336.00	Administration	continued review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
10/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	email our solicitors regarding finalisation of affidavit to support court application for remuneration approval

11/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed correspondence from our solicitors regarding finalisation of court application for remuneration approval/confirmed instructions in relation to same
11/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed correspondence from our solicitors regarding court application for remuneration approval/finalisation of same and proposed hearing date
11/02/2015	Whyte, David	BRI	Partner	2.20	\$1,232.00	Administration	finalised review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
12/02/2015	Whyte, David	BRI	Partner	0.60	\$336.00	Administration	finalised review of annexure in relation to timesheet narrations to 31 January 2015 in respect of court application for remuneration approval
19/02/2015	Whyte, David	BRI	Partner	0.80	\$448.00	Administration	meeting with our solicitors regarding finalisation of affidavit to support court application in respect of remuneration approval
19/02/2015	Whyte, David	BRI	Partner	1.20	\$672.00	Administration	reviewed final draft version of affidavit in relation to court application for remuneration approval/advised our solicitors of four minor amendments
19/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed amendments to affidavit in relation to court application for remuneration approval/confirmed to our solicitors to finalise
19/02/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Administration	meeting with our solicitors to review and swear affidavit in respect of court application for remuneration approval
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed correspondence from our solicitors in relation to court hearing for application for remuneration approval/steps to be taken in relation to same
25/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed correspondence from four investors/approved change in details

27/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed correspondence from our solicitors regarding service of parties in relation to court application for remuneration approval/reviewed letter from ASIC confirming they do not wish to be heard
03/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed correspondence from our solicitors regarding affidavit to be sworn in relation to court application for remuneration approval/reviewed affidavit
04/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Administration	reviewed correspondence from our solicitors regarding court hearing tomorrow in relation to application for remuneration approval/reviewed draft affidavit/provided instructions in relation to same
05/03/2015	Whyte, David	BRI	Partner	2.70	\$1,512.00	Administration	meeting at our solicitors/reviewed and swore affidavit/attendance at court for hearing of remuneration application
21/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed correspondence from our solicitors and including court order in respect of Piper Alderman no longer representing certain members of the fund and no further need to serve them with any further remuneration applications
17/06/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed ASIC form 524 (receipts and payments)
14/08/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed ASIC form 524 regarding receipts and payments for controllership of borrower
02/02/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Administration	Review and amendments to the affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 December 2014
03/02/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Administration	Review and amendments to David Whyte's affidavit to support the application for approval of the receiver's remuneration for the period 1 May to 31 December 2014. Email to our solicitors regarding same
05/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Instructions to Dan Tipman regarding extending Receiver's application to court for remuneration approval to include January 2015

06/02/2015	Somerville, John	BRI	Senior Manager	1.60	\$704.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
06/02/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
06/02/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
17/02/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review of insurance proposal form for proposed expert lender to support the Carbrook and Collingwood Park valuer proceedings. Email to our insurance broker regarding same
20/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of email from our solicitors regarding service of application for approval of the receiver's remuneration
24/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
05/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same
09/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Instructions to Dan Tipman regarding reporting requirements
27/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review of estimated further distribution to investors and email to Dan Tipman regarding same
30/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Dan Tipman regarding same

08/05/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Administration	Meeting with Dan Tipman regarding equalisation payment due to investors, further interim distribution to investors and status of hardship distribution for subrogated claim by a related party
25/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Dermot O'Brien regarding same
25/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review of email from Ferrier Hodgson regarding bankrupt estate of a borrower. Review of file and email to Ferrier Hodgson regarding same
28/05/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review of outstanding ATO GIC charges following voluntary disclosure of GST reduced input tax credits and instructions to Nicola Kennedy regarding same
29/05/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Call from our IT consultant regarding server security issues
04/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Administration	Review of form 524 (receipts and payments account) and discussion with Nicola Kennedy regarding same
18/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Email to our IT consultant regarding server issues
26/06/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Administration	Review of investors to receive 2nd interim distribution by cheque and instructions to Julia Mayne regarding same
30/06/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Julia Mayne regarding same
15/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review of requirements under ASIC section 33 notice pertaining to books and records of the EIF and email to David Whyte regarding same

16/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Julia Mayne regarding same
24/07/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review and amendments to letters to investors seeking further information to update details in the Finpower investor management database
27/07/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Julia Mayne regarding same
06/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review of remuneration report to accompany update report to investors and instructions to Julia Mayne regarding same
10/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Instructions to our IT consultant regarding posting of the 24th update report to the website
31/08/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Julia Mayne regarding same
03/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Administration	Review of request from executor of deceased estates with complicated family structure to transfer units to beneficiaries. Discussion with Julia Mayne regarding same
04/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Instructions to Julia Mayne regarding preparing instructions to our solicitors regarding application to Court for approval of the receiver's remuneration for the period 1 February to 30 September 2015
04/09/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Administration	Review of requirements for application to Court for remuneration approval for the period 1 February to 30 September 2015 and email to our solicitors regarding same
07/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Julia Mayne regarding same

08/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of incoming mail and instructions to Julia Mayne regarding same
17/09/2015	Somerville, John	BRI	Senior Manager	1.60	\$704.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
17/09/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Email to our solicitors regarding payment of an assessed costs order
18/09/2015	Somerville, John	BRI	Senior Manager	1.20	\$528.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
21/09/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
22/09/2015	Somerville, John	BRI	Senior Manager	1.40	\$616.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
22/09/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
23/09/2015	Somerville, John	BRI	Senior Manager	1.20	\$528.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
23/09/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
24/09/2015	Somerville, John	BRI	Senior Manager	0.90	\$396.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015

24/09/2015	Somerville, John	BRI	Senior Manager	1.10	\$484.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
24/09/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
25/09/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Administration	Meeting with BDO IT staff and Nicola Kennedy regarding issues with updating the EIF server software
25/09/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Call to our IT consultant regarding server upgrade issues
25/09/2015	Somerville, John	BRI	Senior Manager	1.30	\$572.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
28/09/2015	Somerville, John	BRI	Senior Manager	1.30	\$572.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
28/09/2015	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
28/09/2015	Somerville, John	BRI	Senior Manager	0.90	\$396.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
28/09/2015	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
29/09/2015	Somerville, John	BRI	Senior Manager	1.70	\$748.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015

29/09/2015	Somerville, John	BRI	Senior Manager	0.90	\$396.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
30/09/2015	Somerville, John	BRI	Senior Manager	1.20	\$528.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
19/05/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Administration	review correspondence to investors regarding further information required to process a change of detail request
21/05/2015	Daniel, Murray	BRI	Supervisor	0.40	\$144.00	Administration	review change of detail request and supporting documentation for five investors
30/06/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Administration	provide assistance to Julie Mayne regarding responses required to investors requesting further information to effect change of detail and transfer of unit requests
01/07/2015	Daniel, Murray	BRI	Supervisor	0.40	\$144.00	Administration	Discussions with Ipswich City Council confirming exchange of bank cheques for bank guarantee for uncompleted works bond. Follow up email regarding same.
01/07/2015	Daniel, Murray	BRI	Supervisor	0.40	\$144.00	Administration	Discussions with our bankers regarding arrangements for bank cheques to be exchanged for Ipswich City Council uncompleted works bonds.
09/07/2015	Daniel, Murray	BRI	Supervisor	0.30	\$108.00	Administration	Review of investor correspondence prepared by Julie Mayne seeking further information to process change of detail requests
14/07/2015	Daniel, Murray	BRI	Supervisor	0.20	\$72.00	Administration	review of GST position regarding legal invoices for Tucker & Cowen.
05/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	review email from Daniel Tipman and obtain document image number for ASIC form 524 search (receipts and payments accounts) for the controllerships of borrowers, conduct search and email results to Daniel Tipman

26/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	review email from Daniel Tipman in relation to ASIC lodgements for borrower controllerships, review previous lodgements on file and email John Somerville for same
28/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Administration	review email from John Somerville in relation to GST General Interest Charge matter
28/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	email to Elizabeth Wagner in relation to the GIC remittance queries regarding the fund, request contact to speak with at ATO
29/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Administration	email Samantha Brown regarding payment for BAS, provide relevant details for payment
29/05/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Administration	email to John Somerville regarding GIC ruling by ATO and previous correspondence sent
01/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	review lodgement due dates for ASIC form 524s (receipts and payments accounts), email Samantha Brown to prepare reconciliation for period up until 20 May 2015
03/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$112.50	Administration	review correspondence sent to ATO in relation to GIC remission, phone call to ATO for same and discuss correspondence and status of GIC remittance decision
03/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	1.30	\$292.50	Administration	review previous ASIC form 524s (receipts and payments accounts) for Wirrina controllership, discuss with John Somerville property to include in ASIC form 505, prepare ASIC form 524 for previous 6 months ended 24 May 2015 and prepare final ASIC form 524 and 505 for cessation of
03/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	1.30	\$292.50	Administration	review previous ASIC form 524s (receipts and payments accounts) for EIF controllership, discuss with John Somerville property to include in ASIC form 505, prepare ASIC form 524 for previous 6 months ended 24 May 2015 and prepare final ASIC form 524 and 505 for cessation of controllership, collate
04/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	phone call and voicemail with ATO in relation to GIC to be waived in full, email John Somerville re same

04/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	1.00	\$225.00	Administration	obtain bank account balances from online banking system, reconcile accounts up until 20 May 2015 for ASIC form 524 period (receipts and payments accounts), review ASIC form 524 prepared and include reconciliations and work papers for review by John Somerville
04/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Administration	discussion with John Somerville in relation to ASIC form 524 (receipts and payments account) to be lodged
05/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Administration	amend and collate 4 x ASIC form 524s (receipts and payments accounts) for controllerships for borrowers
05/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	1.50	\$337.50	Administration	review and obtain from file 6 x ASIC form 524s (receipts and payments accounts) lodged since 2011, review payments included, prepare spread sheet with comparison of 524s and MYOB payments and email John Somerville for same
05/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	review files on G drive and file into appropriate folders
05/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	review file and obtain previous ASIC form 524 (receipts and payments account)
11/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$90.00	Administration	print and complete Proof of debt and proxy form for meeting of creditors for a borrower in liquidation
12/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Administration	amend date on ASIC form 524s (receipts and payments accounts) and 505s (controllership cessation) for Wirrina Corporation
12/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.50	\$112.50	Administration	scan and save 6 x ASIC forms for final lodgement, save to file, prepare email to Controllers of borrower for signing and lodging, arrange lodgement by EIF as Controllers of borrower
15/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Administration	print ASIC form 492 to amend ASIC form 524 (receipts and payments account)

15/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.90	\$202.50	Administration	complete ASIC form 492 and amend ASIC form 524 (receipts and payments account) for period up to November 2014, prepare summary schedule for David Whyte to explain amendments, collate same
15/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.60	\$135.00	Administration	update current ASIC form 524 (receipts and payments account) for period up to May 2015, prepare summary schedule for David Whyte, collate same
17/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	amend ASIC form 524 (receipts and payments account) and supporting documentation and collate for review
18/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$67.50	Administration	review bank account balance and prepare journal entry in MYOB to transfer from high interest to main account, prepare same in bank account
18/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$22.50	Administration	email consultant to confirm database copied to server
18/06/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.20	\$45.00	Administration	email Julia Mayne in relation to ASIC lodgements for a borrower, record date of lodgement for ASIC forms in spread sheet
10/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$112.00	Administration	review and amend ASIC form 524 (receipts and payments account) for lodgement with cessation date as controller of a borrower, discuss ASIC correspondence with John Somerville
13/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.80	\$224.00	Administration	review notes from Daniel Tipman to use financial management software, generate loan balances as at relevant dates, discuss with John Somerville amount owing to Secured Creditor at date of appointment
14/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.40	\$112.00	Administration	collate, scan, file and arrange lodgement of 2 x final 524s (receipts and payments accounts) in relation to the controllerships of borrowers
25/08/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.10	\$28.00	Administration	review 2 x emails from John Somerville in relation to appointment of Liquidators over Wirrina Corporation and Marina St Vincent Management

22/09/2015	Kennedy, Nicola	BRI	Senior Accountant II	0.30	\$84.00	Administration	discussion with Julia Mayne in relation to account reconciliation, review reconciliation and process
02/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to number of units held in the fund. Log onto database and review file. Provide details of the update report and send to investor.
02/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to 22nd update report to investors and queries in relation to same. Discussed winding up of the fund and future distributions.
03/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to a change of details request. Discussed the status of the fund and further distributions
04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and estimated return to investors
04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to queries regarding the 22nd update report
04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to 22nd update report to investors and queries in relation to same. Discussed winding up of the fund and future distributions.
04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to number of units held in the fund. Log onto database and review file. Provide details of the update report and send to investor.
04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Review requests from investors regarding change of details. Access database and prepare authorisations forms for David Whyte in relation to four change of detail requests

04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from an investor with queries in relation to the update report and estimated return to investors
04/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors and queries in relation to same
05/02/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Call from investor in relation to 22nd update report to investors
05/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Return two calls from investors re status of fund and estimated return. Send via email update report to investors
05/02/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Process payments in MYOB insolvency relating to proceedings against a guarantor
05/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to the number of units held in the Fund. Log onto database and review file. Outline details of the update report and send to investor.
05/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors and queries in relation to same. Discussed winding up of the fund and future distributions.
05/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors.. Discussed winding up of the fund and future distributions.
06/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	prepare investor change of details forms scan and save to file (3)
06/02/2015	O'Brien, Dermot	BRI	Accountant II	1.00	\$195.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015

06/02/2015	O'Brien, Dermot	BRI	Accountant II	1.20	\$234.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015
06/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to 22nd update report. Discussed winding up of the fund and future distributions.
06/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors and queries in relation to same. Discussed winding up of the fund and future distributions.
06/02/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015
06/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to number of units held in the fund. Log onto database and review file. Provide details of the update report and send to investor.
06/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to number of units held in the fund. Log onto database and review file. Provide details of the update report and send to investor.
06/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to 22nd update report to investors and address queries in relation to same
10/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	respond to call from investor re their current balance of unit holdings and value of their investment
10/02/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015
10/02/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015

10/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor re update report recently received and queries in relation to same
10/02/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Return call to investor in relation to balance of their unit holdings
10/02/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015
10/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Respond to call from advisor in relation to 22nd update report to investors and address queries in relation to same
11/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015
11/02/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Review narrations and prepare spreadsheet with total write off for the period to support application to court for remuneration approval
11/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period May 2014 to January 2015
11/02/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Prepare narrations for printing. Adjust each employee and amend formatting for all BDO divisions. Prepare WIP table. Review, print and collate narrations for review
12/02/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Review correspondence from investors in relation to change of detail requests. Prepare change of detail forms for review by David Whyte for four (4) investors. Access Finpower for details of investors
12/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	prepare disbursements table for period 1 May 2015 to 30 Jan 2015 to support application to court for remuneration approval
12/02/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	filling

12/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Respond to call from advisor in relation to 22nd update report to investors and address queries in relation to same
12/02/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Email update report to an investor who did not receive report in the post
12/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Receive call from investor to advise change of details. Send via email relevant form to be submitted
13/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Field call from investor seeking an update on the winding up of fund
13/02/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Process change of details approved by David Whyte in the Finpower investor management database. Print confirmed changes, scan and save to file
13/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Receive call from investor to advise change of details. Send via email relevant form to be submitted
13/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor re distributions to investors and timing of same
13/02/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Entering payments into MYOB Insolvency and reconcile accounts
16/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from the ATO re discrepancy with the 2012 BAS statement.
16/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Respond to call from advisor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.

16/02/2015	O'Brien, Dermot	BRI	Accountant II	0.80	\$156.00	Administration	review change of details forms submitted by investors and approved by David Whyte (8). Process updates in Finpower investor management database. Print scan and save to file.
16/02/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	review change of details forms submitted by investors and approved by David Whyte (4). Process updates in Finpower investor management database. Print scan and save to file.
16/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Review change of detail forms received from investors (2). Review Finpower investor management database and prepare the change forms for review by David Whyte.
16/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Respond to investor's email in relation to change of contact detail request
17/02/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Process changes in the Finpower investor management database to four investors' bank and address details approved by David Whyte. Print and collate updated details
17/02/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Meeting with Daniel Tipman, John Somerville and Julia Mayne regarding addressing investor deceased estate requests and the documentation, protocols and procedures in relation to same
17/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Respond to 3 investors that had contacted via email and phone in relation to change of detail requests. mail/email relevant forms
17/02/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	call from investor re balance of unit holdings
18/02/2015	O'Brien, Dermot	BRI	Accountant II	1.90	\$370.50	Administration	Assist Julia Mayne with transfer of unit holdings to beneficiaries of deceased estates in the Finpower investor management database. Print and collate changes. Review of documentation provided by executors of the deceased estates and draft correspondence seeking further information to process
19/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from investor re balance of unit holdings

19/02/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Process change of detail requests approved by David Whyte in the Finpower investor management database. Prepare new cheque for investor and cancel old cheque on NAB for the June 2014 interim distribution
19/02/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Process change of detail requests approved by David Whyte in the Finpower investor management database. Print and collate documents supporting changes
23/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor re update report recently received and queries in relation to same
23/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Return call to investor re update report recently received and queries in relation to same
23/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Return call to investor re update report recently received and queries in relation to same. Investor requests to update contact details - sent relevant documents to process change.
24/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor re update report recently received and queries in relation to same
24/02/2015	O'Brien, Dermot	BRI	Accountant II	0.80	\$156.00	Administration	Edit investor and advisor mailing list including updating recent changes and editing spreadsheet to be in mailing format. Update advisor emails to ensure duplicates of notification document were not sent
24/02/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	prepare change of details request forms for 5 investors. Review, print and collate documents for David Whyte's review
25/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Return Call from advisor with 2 investors in fund. Address queries in relation to unit holding and future distributions.
25/02/2015	O'Brien, Dermot	BRI	Accountant II	1.20	\$234.00	Administration	Process change of details for six (6) investors in the Finpower investor management database as approved by David Whyte. Log onto Finpower amend changes, print, collate and scan to file

25/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
25/02/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Send a change of details form to investor via email
25/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from advisor requesting documentation in relation to an investor and transaction listing for 2014 FY
26/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	review correspondence from a deceased estate and review supporting documents. Access FinPower investor management database to identify investor
26/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	return call to investor re the receiver's remuneration application for the period to 30 January 2015
26/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	return call to investor re the receiver's remuneration application for the period to 30 January 2015
26/02/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Prepare 2 transfer of unit request forms for David Whyte's review. Review correspondence and supporting documentation from investor.
26/02/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Return call to investor re claim in relation to hardship, discuss same with Daniel Tipman
27/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Received call from investor re notice received in relation to receiver's application to court for remuneration approval
27/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from solicitor re fee account and balance outstanding

27/02/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Call from advisor in relation to the receiver's application to court for remuneration approval
27/02/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
02/03/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Returned call to investor and left message
02/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to receiver's application to court for remuneration approval and queries in relation to same
02/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from investor re future distributions and queries in relation to same
02/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Process change of detail updates in the Finpower investor management database as approved by David Whyte
02/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Call from investor in relation to number of units held in the Fund. Log onto database and review file and discuss distributions paid to date
03/03/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Process a transfer of units for a deceased estate in the Finpower investor management database as approved by David Whyte. Access database, print, scan and save to file supporting documents
03/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to number of units held in the fund. Log onto database and review file. Discuss future distributions
03/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor wishing to change email address. Sent out relevant forms

04/03/2015	O'Brien, Dermot	BRI	Accountant II	0.90	\$175.50	Administration	Process change of detail requests in the Finpower investor management database as approved by David Whyte. Transferred units from SMSF's to personal names. Review correspondence and apply changes to database
04/03/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Prepare change of detail request forms for David Whyte's review
05/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
05/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Call from advisor in relation to distributions paid and answered questions in relation to the status of the winding up of the fund.
05/03/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Process change of detail requests in the Finpower investor management database as approved by David Whyte
06/03/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Process transfer of unit requests in the Finpower investor management database as approved by David Whyte. Print, scan and save changes
06/03/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Receive call from investor seeking an update on the winding up of the fund. Lengthy conversation in relation to distributions paid to date and estimated further distributions
09/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to a change of details request. Discussed the status of the fund and further distributions in 2015
09/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor requesting unit balance and answered queries in relation to distributions
10/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to a change of details request. Discussed the status of the fund and further distributions

10/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to 22nd update report to investors and queries in relation to same.
11/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	review email from investor and respond in relation to a change of details request
11/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
11/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Process a change of detail requests in the Finpower investor management database as approved by David Whyte. Print and collate changes made
12/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from investor requesting forms in relation to deceased estate transfer.
13/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor regarding further distributions and estimated timing
13/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Return call from investor notifying of a recent change of address. Send relevant forms to new address
13/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	review mail received from investor advising of Power of Attorney. Update details in Finpower investor management database and scan and save to file
13/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Review and prepare investors change of detail request forms for David Whyte to review
13/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Update: Finpower investor management database to reflect change of details requested by investor and approved by David Whyte

13/03/2015	O'Brien, Dermot	BRI	Accountant II	0.80	\$156.00	Administration	Process 7 change of detail requests in the Finpower investor management database as approved by David Whyte. Print, scan and save to file updated information
16/03/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Process a transfer of units from deceased estates to nominated beneficiaries in the Finpower investor management database. Print relevant supporting documents.
16/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Review letter received from investor regarding change of detail request. Send relevant change of details forms required to be completed to action request
16/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare letter to investor requesting change of bank details. Provide investor with relevant forms required to complete change of details request.
16/03/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Prepare two (2) change of detail requests approved by David Whyte. Process in Finpower investor management database. Print relevant supporting documents. Scan and save to file
16/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
17/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to investor requesting a change of details. Provide relevant forms required to action request.
17/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare letter to investor requesting a transfer from their SMSF to personal name. Advise of requirements and relevant documents needed to action request
17/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
18/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to transfer of units from a deceased estate to beneficiaries.

18/03/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	sending emails and letters to investors and advisors as approved by David Whyte
18/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Prepare amendments to two (2) letters to investors
19/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
19/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Call received from investor in relation to future distributions and status of fund. Emailed investor latest update report
23/03/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Prepare change of details forms for two investors approved by David Whyte. Log onto Finpower investor management database and amend records. Print and save to file
23/03/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Call from investor requesting a unit price statement for units held in the fund. Access Finpower investor management database and prepare letter for same.
24/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Prepare email to investor advising of requirements to update current details registered.
24/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Review two letters to investors prepared by Julia Mayne
24/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Review Finpower investor management database to confirm that a transfer of a deceased estate had been completed. Call investor to confirm
24/03/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Mark up investor correspondence to be filed. Review database to ensure that certain correspondence had been saved to file. Scan and save same documents to file

25/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from investor enquiring about tax statements for the 2014 Financial year.
25/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor requesting an update in relation to outstanding legal proceedings. Access Finpower investor management database and provide current value of units held in fund
26/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from investor confirming change of details request had been actioned. Access Finpower investor management database and confirm
27/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare change of details request forms for investors
27/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor wanting to discuss future distributions and conduct of directors. Discuss current legal proceedings and outcome of sale of assets
27/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call received from investor in relation to future distributions and status of fund. Email investor latest update report
27/03/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Review correspondence from investor in relation to a transfer of units for a deceased estate to beneficiaries. Access Finpower investor management database to review file and prepare checklist of documents required by David Whyte to approve changes. Verify signatures.
30/03/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	call from investor requesting unit balance for their investment
30/03/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Review transfer of deceased estate correspondence approved by David Whyte. Prepare transfer to 3 beneficiaries and add details to the Finpower investor management database. Print and collate supporting documents and save to file
30/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Prepare email to investor advising of requirements needed to change current address details.

30/03/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Review letter to investor prepared by Julia Mayne
30/03/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Review a change of details request letter prepared by Julia Mayne
31/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	prepare an investor change of details form for approval by David Whyte to update the investor management database
31/03/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from advisor requesting the amount of units held by their client in the fund
31/03/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Call to investor's solicitor to advise that their units had been transferred to beneficiaries
01/04/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Process three (3) change of detail requests approved by David Whyte in the Finpower investor management database. Print, scan and save to file.
01/04/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Prepare letter to investor requesting estimated unit price for units held in fund. Review Finpower investor management database and print for review
02/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	review two letters to investors prepared by Julia Mayne
07/04/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Call from investor in relation to 22nd update report to investors. Discussed winding up of the fund and future distributions.
07/04/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	Prepare letter to investors solicitor to confirm that the transfer of units to beneficiaries had been completed

07/04/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Amend two change of details for two investors in the Finpower investor management database as approved by David Whyte
08/04/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	review unit statements prepared by Julia Mayne
08/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor requesting information in relation to future distributions. Send update report to nominated email address
08/04/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare internal control form to transfer units from a deceased estate to beneficiaries. Review and verify supporting documentation to action request
08/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor requesting information in relation to future distributions. Send update report to nominated email address
09/04/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Review letter to investor with unit statements prepared by Julia Mayne
09/04/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Call to solicitor of investor to confirm change of details have been completed
09/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor and discuss status of winding up. Email update report
09/04/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Access Finpower investor management database and process 3 change of details requests by investors. Print statements, scan and save documents to file
09/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor wishing to discuss future distributions and matters in relation to ongoing legal proceedings

10/04/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Return call to investor requesting information in relation to future distributions
13/04/2015	O'Brien, Dermot	BRI	Accountant II	1.30	\$253.50	Administration	Access the Finpower investor management database and transfer units from deceased estates to beneficiaries (9 estates). Review and verify supporting documentation. Print, collate and file documents in relation to the amendments to the database
13/04/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Attend to two telephone enquires from investors seeking an update on the status of the winding up of the fund
15/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor seeking update on the timing of distributions
16/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor seeking an update on the winding up of the fund and timing of the next distribution
16/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor seeking update on the timing of distributions
29/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor seeking an update on the winding up of the fund and timing of the next distribution
29/04/2015	O'Brien, Dermot	BRI	Accountant II	0.80	\$156.00	Administration	Review correspondence from 7 investors in relation to a change of details requests. Access Finpower investor management database to review clients file and prepare checklist of documents required by David Whyte to approve changes. Verify signatures.
30/04/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	Call from investor in relation to 23rd update report to investors. Discussed winding up of the fund and future distributions.
30/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor requesting tax statements for the 2014 FY.

30/04/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to a change of details request. Discussed the status of the fund and further distributions
01/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor in relation to a change of details request. Discussed the status of the fund and further distributions
04/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from solicitor of an investor requesting update on the transfer of units from deceased estate to beneficiaries. Review file and advise of transfer
05/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor requesting update report
05/05/2015	O'Brien, Dermot	BRI	Accountant II	1.00	\$195.00	Administration	Process six change of detail requests in the Finpower investor management database as approved by David Whyte. Scan and save to file.
06/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor requesting estimated unit price for their units held in the fund.
07/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from advisor of investor requesting unit balance as at 30 June 2014
07/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Return call to investor requesting information in relation to legal prosecution of directors
07/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Respond to investor call in relation to total units held in the Fund. Provide brief update on the Fund
08/05/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare letter to investor requesting a transfer of units and documents required to complete request

08/05/2015	O'Brien, Dermot	BRI	Accountant II	0.10	\$19.50	Administration	review filing for unit transfer requested by investor
08/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	return call to investor requesting an updated unit price for investment held in the Fund
11/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Process change of detail request in the Finpower investor management database
11/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	respond to investor with confirmation that transfer of units have been completed
14/05/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Attend to calls from investors seeking an update on the winding up of the Fund
15/05/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Administration	Process 4 change of bank details in the Finpower investor management database. Print, collate and save documents to file
19/05/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Process change of details in the Finpower investor management database as approved by David Whyte for 3 investors. Scan and save changes to investors file.
19/05/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Review three letters prepared to investors by Julia Mayne and amend
20/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	return call to investor requesting information in relation to future distributions. Send 23rd update report via email
20/05/2015	O'Brien, Dermot	BRI	Accountant II	0.70	\$136.50	Administration	Prepare letter to investor requesting information in relation to the 5 cent distribution in 2014 and calculation of same. Advise of capital distribution in 2011 and affect on unit price. Assistance from John Somerville re same

20/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	phone call from investor requesting information in relation to update report and future distributions
21/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Return call to investor requesting information in relation to ongoing legal proceedings against directors
21/05/2015	O'Brien, Dermot	BRI	Accountant II	0.30	\$58.50	Administration	Prepare letter to investor confirming change of detail request had been completed.
21/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	phone call from investor requesting information in relation to update report and future distributions
21/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Prepare one change of detail request as approved by David Whyte in the Finpower investor management database. Scan and save to file
22/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor requesting information in relation to update report and future distributions
22/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor requesting a unit balance for their client's units held in fund and discussed future distributions
22/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor requesting a unit balance for their client's units held in fund and discussed future distributions
25/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from investor requesting estimated unit balance and information in relation to future distributions
25/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	call from investor re bank details and further distributions

26/05/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	Planning Meeting with Julia Mayne, Sam Brown and Murray Daniel regarding Finpower investor management database, review of investor details, transfers and updating contact details within Finpower.
27/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor requesting information in relation to future distributions
28/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor requesting information in relation to future distributions
29/05/2015	O'Brien, Dermot	BRI	Accountant II	0.60	\$117.00	Administration	filing
29/05/2015	O'Brien, Dermot	BRI	Accountant II	0.20	\$39.00	Administration	Call from advisor requesting information in relation to future distributions
29/05/2015	O'Brien, Dermot	BRI	Accountant II	0.40	\$78.00	Administration	filing
13/02/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Processing the payment of invoices through MYOB and NAB.
13/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Bank Reconciliation
13/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Paying invoices to creditors in MYOB
16/02/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Prepared several cheques and payment requisitions in MYOB for the payment of solicitors professional fees
18/02/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Reviewing 2 change of details requests. Review correspondence and access Finpower investor management database , prepare requested changes. print, scan and save to file said documents.
18/02/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Review request to transfer deceased estate units to 3 beneficiaries. Review correspondence, approved by David Whyte and prepare changes and transfer in Finpower investor management database. print, scan and save relevant documents to file
05/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review and process payments to suppliers

05/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Amending payments to suppliers/service providers
05/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review and process payments to suppliers
06/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Reviewing and preparing payments
28/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Discussions with Daniel Tipman regarding investor's unit holdings in the fund and process to obtain statement. Prepare letter to investor outlining information she has requested
28/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call to investor regarding her unit holdings in the fund and process to obtain statement. Email information to investor
28/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Phone call to investor regarding her unit holdings in the fund and process to obtain statement. Prepare letter to investor outlining information she has requested
30/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Prepare remuneration summary for the period 27 Jan - 28 Mar 2015 to accompany the 23rd update report.
30/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Look through files to locate receipt of refund paid from supplier
01/05/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	prepare and review payments to suppliers
01/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	prepare and review payments to suppliers

01/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare and review payment to supplier
05/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare remuneration summary for the period 01 Feb - 30 April 2015 for inclusion in the 23rd update report to investors.
05/05/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Prepare and review 4 x payments to suppliers
07/05/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	prepare and review payments to suppliers
11/05/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
12/05/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
12/05/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
12/05/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
13/05/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Process and review payments to suppliers
13/05/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call to investor re change of details

13/05/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
13/05/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
14/05/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
14/05/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
15/05/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
15/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Scanning, saving and emailing investor letters
15/05/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
15/05/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call from investor. Email investor 4 x statements and letter outlining unit price as at 30 June 2014.
18/05/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Attend to 2 x investor phone calls. Requesting information in relation to change of address and deceased estate
18/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor regarding requirements to transfer units in the Fund for deceased estate

21/05/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Prepare and review 5 x payments for legal fees. Prepare cheque
21/05/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Prepare and review 2 x payments for legal fees. Print cheque. Check details of 3 x previous payments
21/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare and review a payment for printing costs. Print cheque.
21/05/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
25/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor regarding amount invested, current unit balance and value of units
26/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare and review 2 x payments for supplier. Print cheque
26/05/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Receive call from an investor seeking an update on the winding up of the Fund, further distributions and requirements to update details
27/05/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Preparing letters to investors in relation to change of details, transfer of units, transfer of unit for deceased estates and Power of attorney documents. Advise on requirements for each request and access Finpower investor management database to review documents
01/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Call from 2 x investors regarding units held in the fund, updating bank account details and wanting to know specific information about legal claims
01/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Call from investor relating to the units they hold in the fund, answering questions about the latest report to investors and advising how to update their postal address

02/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Email to investor regarding requirements to transfer unit holding in the fund. Review of correspondence previously sent to her
05/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from investor regarding units in the fund and bank account details for distribution payments
09/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call from 2 x investors regarding legal issues, details about June distribution and information about winding up of the fund and payment of the final distribution.
09/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from investor regarding distribution
10/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to investor regarding units held in the fund and unit balance
10/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to investor regarding change of details
11/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call from investor regarding fathers estate, answering questions about distributions paid, legal actions, unit balance, and correspondence received from EIF
11/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Reviewing uncleared distributions paid to investor. Review of MYOB to ascertain if investor received last distribution
12/06/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Review, scan, send and email correspondence to 5 x investors
15/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor regarding their unit balance, questions about report to investors and information about distribution

16/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Administration	Review of documents and signatures for 5 x change of details requests received from investors/advisors and compare to signatures held in the Finpower investor management database. Print and attach to internal control forms for David Whyte's review.
16/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Discussions with external IT consultants to resolve issues with Finpower investor management database.
16/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review of documents and signatures for 5 x change of details requests received from investors/advisors and compare to signatures held in the Finpower investor management database. Print and attach to internal control forms for David Whyte's review.
16/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Review of correspondence sent to investors and sorting for filing
16/06/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Access Finpower investor management database and process 5 x investor change of details/transfer of units requests as approved by David Whyte.
17/06/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Review documentation sent from 3 investors regarding transfer of units and change of details. Prepare internal control forms to verify sufficient documentation provided. Prepare letters to 4 x investors requesting additional information
17/06/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Review documentation sent from investor regarding change of bank account. Update bank account on 10 x different deposit numbers
17/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Review correspondence sent from enduring power of attorney of investor. Review investor database. Email Murray Daniel information
17/06/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Administration	Review documentation sent from 6 investors regarding transfer of units and change of details. Prepare internal control forms to verify sufficient documentation provided. Prepare letters to 4 x investors requesting additional information
17/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Print and review investor statements for 2 x unit holdings. Prepare letter to same investor to address query on how the current unit balance for her investments has been derived.

17/06/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Administration	Access Finpower investor management database and process 2 x investor change of details/transfer of units requests as approved by David Whyte.
17/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor to confirm bank account details
17/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Review of documents sent from investor to update bank account details with the fund.
19/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Call from an investor seeking to update their details.
19/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call from investor requesting update regarding correspondence that was going to be mailed. Locate correspondence and call back investor with update
22/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Call from investor regarding distribution
23/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor regarding unit balance and distribution
24/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call to investor regarding distribution and provide details regarding bank account listed with fund and how to update
24/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor regarding distribution
25/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call to investor regarding change of bank account

29/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Call from investor regarding distribution. Confirm account details, review bank account details, review bounced NAB payments.
29/06/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor regarding distribution
30/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call to investor regarding transfer of units
30/06/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call to 3 x investors regarding distribution and confirming bank account distribution was paid to
30/06/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Email to 2 x investors regarding distribution and advice on how to update bank account
30/06/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from an investor regarding email she was sent from Equititrust investor requesting information about her distribution
01/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call from investor seeking an updated unit balance, calculation of units and information regarding transfer of units. Email investor relevant forms to transfer units
01/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from advisor requesting information about client details for interim distributions they received. Review Finpower investor management database and advise
02/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call to 3 x investors regarding interim distributions. Review details of payment in Finpower investor management database for each.
06/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from advisor requesting reason bank account details for client were not updated last year. Going to resend information to update.

06/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor re distribution paid to incorrect account. Check details on Finpower investor management database, check that a cheque is being posted, advise how to update details
06/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to 2 x investors regarding distribution
06/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	3 x emails to investors regarding change of details following distribution. Confirm how distribution paid
07/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor re distribution paid to incorrect account. Check details on Finpower investor management database, check that a cheque is being posted, advise how to update details
07/07/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Administration	Review of 14 new emails from investor enquiries mailbox. Review Finpower investor management database for investor information, call investors, draft email responses and prepare file notes for correspondence to be mailed to investor
07/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to 2 x investors re distribution paid to incorrect account. Check details on Finpower investor management database, check that a cheque is being posted, advise how to update details
07/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call from 3 x investors re distribution paid to incorrect account. Check details on Finpower investor management database, check that a cheque is being posted, advise how to update details
07/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from EIF investor requesting information about equalisation payments and seeking information in relation to the account their distribution was paid to
07/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from investor seeking information about time of next distribution payment
07/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call from 3 x investors re distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise investors how to update details

07/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor seeking to transfer units following husbands death. Prepare file note
08/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Prepare 3 x letters to investors regarding transfer of units from deceased estate and seeking information regarding unit balance
08/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor re distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise investor how to update details
08/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor re distribution paid to incorrect account. Check details on Finpower investor management database, check that cheque is being posted, advise investor how to update details
08/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor seeking update with winding up of the fund and wanting specific information about directors and class action
09/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor. Wrong bank account details. Review cheque listing. Confirm postal address
09/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from investor regarding unit price
09/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from investor regarding unit price
10/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	1 x phone call to an investor providing information about updating bank account
10/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Reprint and post letter to investor regarding distribution. Confirm address

10/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Review of correspondence from lawyer of an investor saved to file from 2013 in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request in the Finpower investor management database
10/07/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Administration	Phone call from investor regarding wrong bsb number, clarification on why it was wrong, details of cheque, details on updating account. Same questions for fathers account. Prepare correspondence regarding same
10/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from advisor advising of deceased estate and requesting information to transfer units
10/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	2 x phone calls from investors regarding transfer of units for deceased estates
10/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call from investor regarding previous transfer request. Discrepancy in number of units, review transaction history for the investors 2 accounts to determine reason for discrepancy
10/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Assist Samantha Brown to prepare letter for public trustee. Review letter and investor information in the Finpower investor management database
10/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor to advise on requirements for updating bank account details
13/07/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Administration	email from investor regarding incorrect BSB. Review bank account statement, review account details of last years distribution, discuss with Sarah Cunningham, email details of payment to bank to trace. Advise investor
13/07/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Administration	email from investor regarding incorrect BSB and account number. Review bank account statement, review account details of last years distribution, email details of payment to bank to trace. Phone investor to advise
13/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Prepare letters to investors regarding transfer of units for deceased estate and change of details forms

13/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from investor regarding incorrect account details. Confirm cheque to be sent. Confirm address
13/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Update investor details in Finpower investor management database. Prepare letter to investor confirming change of details
13/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	2 x phone calls regarding distribution paid to incorrect account. Review payment information and ensure cheque was posted
13/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	1 x phone call regarding update of details for deceased estate. Prepare file note
13/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review investor correspondence that has been received via post and email and ensure correspondence has been drafted
13/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Prepare letters to investors regarding transfer of units for deceased estate
14/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor regarding passing of husband. Prepare file note for letter to be sent
14/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor regarding update of bank account
14/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from real-estate agent re returned to sender mail that is being sent to a property registered as an investor's preferred mailing address. Prepare file note
14/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Email correspondence to investor

15/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor regarding investor statement. Locate and resend statement
15/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call from investor regarding calculation of how unit number reduced. prepare letter
16/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor regarding updating of details
17/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call from investor regarding deriving of unit balance. Discuss distributions paid from 30 June 2010 onwards
17/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call from investor regarding transfer of units. Review account to ascertain where units were transferred to. Review amount of distribution
17/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to investor re deriving unit balance
21/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review email correspondence from 1 x investor. Review investor file in Finpower investor management database. Ascertain if units were transferred and distribution paid. Draft response
21/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Review and email correspondence to investor regarding deriving of units
21/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Discussion with Murray Daniel regarding correspondence to be sent to investors in response to their question about the distribution. Draft response
21/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to advisor regarding tax implications for investors distributions

21/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call to investor regarding account distribution was paid to. Review account on Fimpower investor management database, review listing of cheques, review distribution paid last year and advise investor
22/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Review 5 x letters to investors regarding change of details and transfer from deceased estates. Print and collate documents to accompany letters. Scan, save, email/post letters to investors.
22/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to executor of deceased estate regarding transfer of units to beneficiaries
22/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Provide update regarding 20 x investors who did not receive distribution. Note investor name, reason distribution not received, investigations/actions to take and when/how distribution will be paid.
23/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Prepare letter to investor regarding basis for unit value and calculation of distributions paid
23/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Prepare 2 x letters to investors providing confirmation of transfer of units, details of distribution, unit balance and details of bank account for distribution payment
23/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Review email correspondence from advisor. Draft response to queries raised
23/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to advisor regarding transfer of units and confirmation of change
23/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to Real Estate Agent regarding release of contact information for beneficiaries of estate
23/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Search through Fimpower investor management database records, physical and electronic files to locate change of detail documentation sent from investor.

23/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to investor advising of unit balance and price for investment
23/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to Law Firm regarding release of contact information for beneficiaries of estate of a deceased investor
23/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to investor regarding change of details
23/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review investor correspondence sent via post. Email investor regarding correspondence sent
23/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Scan, save, email and post correspondence to 5 x investors/advisors
23/07/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Administration	Prepare 5 x letters to investors regarding deriving unit balance, confirmation of change of details, deceased estate transfer and interim distribution queries
24/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review correspondence to be sent to 2 x investors. Collate accompanying forms. Scan, save, email correspondence.
27/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review file note regarding reissue of cheque for distribution. Phone call to investor to advise cheque coming in mail
27/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor regarding distribution. Check bank account in Finpower investor management database and advise
27/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Review, scan, save, collate accompanying forms and email correspondence to 5 x investors regarding transfer of units from deceased estate and change of details

28/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Locate and review correspondence sent to investor. Advise investor of further information required to action request
28/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from EIF investor regarding spam mail received
28/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor regarding the bank account the 2014 and 2015 distributions were paid to. Check details in Finpower investor management database and advise
28/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Phone call from advisor regarding confirmation of transfer of units for investor. Check progress on Finpower investor management database. Prepare file note. Prepare letter to investor to confirm
29/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to 2 x beneficiaries of deceased estates regarding transfer of units
29/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review correspondence sent from investor. Review checklist approved by David Whyte. Update investor's address in Finpower investor management database as requested. Print corresponding documents for approval of update
29/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to investor regarding distribution. Locate and attach cheque
29/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor's daughter advising of the passing of her mother and requirements for transfer of units. Prepare file note regarding same
29/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call to investor regarding update of the winding up of the fund
30/07/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Prepare 2 x letters to investors regarding transfer of units from deceased estate and information about distribution paid. Review investor file on Finpower investor management database to calculate unit numbers and distributions

30/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Prepare 2 x letters to investors regarding change of details
30/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare 1 x letter to investors regarding unit number and value
30/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to advisor requesting release of information for investor whose cheque was returned to sender
30/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare letter to advisor requesting release of information for investor whose cheque was returned to sender
30/07/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review investor correspondence sent via email and post and ascertain if appropriate response has been drafted. Note on each which actions need to be taken
30/07/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from advisor requiring information about interim distributions
30/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Prepare 2 x letters to investors regarding transfer of units from deceased estates
30/07/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Prepare 3 x letters to investors regarding current unit balances
30/07/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Print and collate documents including forms for 11 x investor letters
31/07/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Prepare letter to investor regarding change of details

05/08/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from investor seeking information about the litigation and contact information for the liquidators of Equititrust Ltd
05/08/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Administration	Prepare and review 7 x supplier invoices for payment. Print cheque/ pay through bank account
27/08/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review correspondence received from investors and responses sent for prior 6 months and mark for filing according to schedule
04/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Administration	Create spreadsheet of narrations, sorted by employee, for period 1 Feb - 31 August for the receiver's next application to Court for remuneration approval.
07/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review error logging into Finpower investor management database. Send details of error to Samantha Brown for external IT consultants. Log into server to resolve
07/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review 3 x letters approved by David Whyte. Scan, save, file, email/post letters to investors. Review accompanying documents and attach statements/forms where required
07/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review email from external IT consultant regarding Finpower investor management database licence expiry. Follow instructions to update Finpower investor management database Licence
09/09/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Administration	Review 3 x invoices from supplier. Review MYOB to ascertain if payments were made. Review bank account for discrepancies between cheque numbers and EFT payments made. Review MYOB reports. Prepare payment for 4 outstanding invoices and print cheques
09/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Review 3 x invoices from supplier. Prepare payment and print cheque for each
09/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review 1 x invoices from supplier. Prepare payment requisition and print cheque

09/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call from advisor clarifying documents held by BDO and additional documents required to transfer units for deceased estate
09/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Review 4 x invoices from supplier. Prepare payment and print cheque
14/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review and follow instructions prepared by Daniel Tipman to generate 3 x reports from MYOB required to prepare reconciliation of account in IBS Finance
14/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Review of instructions for reconciliation provided by Daniel Tipman. Access IBS Finance through remote desktop and input details of all receipts from 11 May 2015 - 23 August 2015 against loan accounts
14/09/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Administration	Review of instructions for reconciliation provided by Daniel Tipman. Access IBS Finance through remote desktop and input details of all purchases from 11 May 2015 - 23 August 2015 against loan accounts
14/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Run database script through EQUIDATA to extract data from IBS Finance to import into FinManagement (loan management database)
15/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Reconcile variance between General Ledger balances for loan accounts and balance from the Fin Management Database. Print transactions from loan IBS Finance to assist with reconciliation
15/09/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Review MYOB general ledger and ensure receipts and payments have been allocated to the correct loan accounts. Generate opening and closing balances to reconcile with FinManagement Database
15/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Administration	Enter transactions into MYOB Premier and IBS Finance. Reconcile with transactions in the FinManagement loan management database
15/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Enter transactions into MYOB Premier and IBS Finance. Reconcile with transactions in the FinManagement loan management database

15/09/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Administration	Enter transactions into MYOB Premier and IBS Finance. Reconcile with transactions in the FinManagement loan management database
15/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review cheque payment received. Review bank account details and provide Ashley Richardson with instructions to bank cheque. Prepare email correspondence to payer confirming receipt of cheque
18/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Assist Samantha Brown with reports for third interim distribution to investors
21/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review bank account and prepare transfer of money from high interest to ensure sufficient funds are available for the third interim distribution. Review previous payments in MYOB and enter transaction. Print cheque requisition
21/09/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Review transaction listing and highlight transactions removed from ABA file for the third interim distribution to investors. Print ABA file
22/09/2015	Mayne, Julia	BRI	Accountant II	0.70	\$136.50	Administration	Reconcile variance between the closing balance of MYOB general ledger and the FinManagement database. Detailed review of approx. 40 transactions entered into the General Journal to ensure each is allocated against the correct loan account
22/09/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Administration	Reconcile variance between the closing balance of MYOB general ledger and the FinManagement database. Detailed review of approx. 40 transactions entered into the General Journal to ensure each is allocated against the correct loan account
22/09/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Administration	Reconcile variance between the closing balance of MYOB general ledger and the FinManagement database. Detailed review of approx. 40 transactions entered into the General Journal to ensure each is allocated against the correct loan account. Ascertain payments to be put through IBS Finance to
22/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review 3 x letters to investors approved by David Whyte. Print accompanying documentation. Scan, save email/post letters to investors
24/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review MYOB, filing and emails for supplier invoices. Email to John Somerville

24/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review MYOB, filing and emails for supplier invoices. Email to John Somerville
24/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Review MYOB and files. Scan and email supplier invoices. Email to John Somerville
25/09/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Phone call with IT consultant to resolve issues printing investor statements
30/09/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Phone call from lawyer regarding Certificate of Title for property
27/05/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Administration	Access Finpower investor management database and process investor change of details requests as approved by David Whyte.
27/05/2015	Brown, Samantha	BRI	Accountant II	0.60	\$96.00	Administration	Access Finpower investor management database and process investor change of details requests as approved by David Whyte.
27/05/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Administration	Access Finpower investor management database and process investor change of details requests as approved by David Whyte.
27/05/2015	Brown, Samantha	BRI	Accountant II	1.30	\$208.00	Administration	Access Finpower investor management database and process investor change of details requests as approved by David Whyte (14 investors).
27/05/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Administration	Arrange payment of supplier invoice in MYOB and print cheque.
28/05/2015	Brown, Samantha	BRI	Accountant II	0.90	\$144.00	Administration	Access Finpower investor management database and process investor change of details requests as approved by David Whyte.

28/05/2015	Brown, Samantha	BRI	Accountant II	0.60	\$96.00	Administration	Prepare letter to an investor in response to their request to update details.
28/05/2015	Brown, Samantha	BRI	Accountant II	0.60	\$96.00	Administration	Access Finpower investment management database and process investor transfer of units requests as approved by David Whyte
28/05/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Administration	Arrange payment of supplier invoice in MYOB and print cheque.
28/05/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Administration	Access Finpower investor management database and process investor change of details requests as approved by David Whyte.
28/05/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Administration	Call to law firm regarding numerous invoices to be re-issued. Update Julia Mayne regarding outcome of call and action required.
29/05/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Administration	Arrange payments of supplier invoice in MYOB and print cheque.
29/05/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Administration	Arrange payments of ATO invoice in MYOB and print cheque
02/06/2015	Brown, Samantha	BRI	Accountant II	0.60	\$96.00	Administration	Bank reconciliation for 2 accounts. Discussion with Nicola Kennedy and John Somerville regarding reconciliation.
04/06/2015	Brown, Samantha	BRI	Accountant II	0.50	\$80.00	Administration	Arrange payment of 5 invoices in MYOB and set up payment for approval in NAB Connect.
04/06/2015	Brown, Samantha	BRI	Accountant II	0.30	\$48.00	Administration	Arrange payment of 5 invoices in MYOB and set up payment for approval in NAB Connect.

09/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Administration	Arrange payment of supplier invoice in MYOB
09/06/2015	Brown, Samantha	BRI	Accountant II	0.50	\$80.00	Administration	Arrange payment of 2 supplier invoices in MYOB for John Somerville and set up payment in NAB
09/06/2015	Brown, Samantha	BRI	Accountant II	0.10	\$16.00	Administration	Call to law firm following up request for amendments to invoice for payment
10/06/2015	Brown, Samantha	BRI	Accountant II	0.10	\$16.00	Administration	Arrange supplier payment in MYOB and set up payment in NAB
30/06/2015	Brown, Samantha	BRI	Accountant II	0.20	\$32.00	Administration	Pay supplier invoice from law firm in MYOB and set up payment in NAB Connect
01/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Administration	Bank reconciliation
01/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Administration	Bank reconciliation
10/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Administration	Arrange payment of Finpower invoice in MYOB.
13/07/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Administration	Arrange payment of 3 supplier invoices in MYOB and set up payments in NAB Connect
14/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Administration	Update supplier payment in MYOB per review by John Somerville

14/07/2015	Brown, Samantha	BRI	Accountant II	1.40	\$273.00	Administration	Arrange payment of 9 supplier invoices in MYOB and NAB Connect
14/07/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Administration	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request.
15/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Administration	Review of correspondence from investors/advisors in relation to a change of details/transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request.
20/07/2015	Brown, Samantha	BRI	Accountant II	0.70	\$136.50	Administration	Review of correspondence from 3 investors/advisors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund.
24/07/2015	Brown, Samantha	BRI	Accountant II	0.50	\$97.50	Administration	Update letters to investors in relation to requests to change details held with the Fund per John Somerville review
24/07/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Administration	Update letters to investors in relation to requests to change details held with the Fund per John Somerville review
28/07/2015	Brown, Samantha	BRI	Accountant II	0.40	\$78.00	Administration	Arrange payment of 2 supplier invoices in MYOB. Set up 2 payments to be processed in NAB Connect.
28/07/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Administration	Arrange payment of supplier invoice in MYOB and set up payment for approval in NAB Connect.
28/07/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Administration	Reconcile bank account in MYOB
31/07/2015	Brown, Samantha	BRI	Accountant II	0.90	\$175.50	Administration	Reconcile bank account in MYOB following interim distribution to investors (over 500 transactions)

31/07/2015	Brown, Samantha	BRI	Accountant II	1.10	\$214.50	Administration	Reconcile bank account in MYOB following interim distribution to investors
03/08/2015	Brown, Samantha	BRI	Accountant II	0.60	\$117.00	Administration	Bank reconciliation (550 transactions)
04/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Administration	Meeting with Moira Hattingh regarding investor correspondence filing
17/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Administration	Make arrangements for Deed of Acknowledgement to be signed by David Whyte in relation to distribution of subrogated claim to the receivers and managers of MM Holdings Pty Ltd
17/08/2015	Brown, Samantha	BRI	Accountant II	0.20	\$39.00	Administration	Scan and email executed Deed of Acknowledgement in relation to MM Holdings Pty Ltd subrogated claim to our solicitors. Discussion with John Somerville regarding same.
25/08/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Administration	Meeting with John Somerville regarding documentation required from investors in order to process requests to transfer units from a deceased estate to beneficiaries
07/09/2015	Brown, Samantha	BRI	Accountant II	0.30	\$58.50	Administration	Arrange payment of supplier invoice in MYOB and setup transfer of same in NAB Connect.
29/09/2015	Brown, Samantha	BRI	Accountant II	0.10	\$19.50	Administration	Review electronic file in relation to lodgement of 524 with ASIC (receipts and payments account). Update MYOB re same.
02/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Administration	Review email correspondence from executor of deceased estate. Access investor database and review unit holdings. Draft letter to executor advising our requirements in order to effect change of details or effect transfer of units to beneficiaries.
09/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Review and consider emails from John Somerville/David Whyte regarding current status of remuneration application attend to responding to same.

10/02/2015	Tipman, Daniel	BRI	Supervisor	0.70	\$252.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
10/02/2015	Tipman, Daniel	BRI	Supervisor	1.70	\$612.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
10/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Instructions to Dermot O'Brien regarding annexures to the affidavit to support the application to Court for remuneration approval
11/02/2015	Tipman, Daniel	BRI	Supervisor	1.10	\$396.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
11/02/2015	Tipman, Daniel	BRI	Supervisor	1.70	\$612.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
11/02/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
11/02/2015	Tipman, Daniel	BRI	Supervisor	0.60	\$216.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval
11/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Update receipts and payments annexure to accompany Receiver's application to court for approval of fees.
11/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Collate annexures to accompany Receiver's application for approval of fees.
12/02/2015	Tipman, Daniel	BRI	Supervisor	1.30	\$468.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval

12/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Attend to formatting of annexures to be included in Receiver's affidavit to court for approval of remuneration.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Prepare summary of remuneration for the period 1 May 2014 to 31 January 2015. Review charge out rates and identify and correct errors in remuneration application. Finalise summary to be included in an annexure for affidavit.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.80	\$288.00	Administration	Prepare remuneration summary of remuneration for the period 1 May 2014 to 31 January 2015. Review charge out rates and identify and correct errors in remuneration application. Finalise summary to be included in an annexure for affidavit.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Collate annexures to be sent to our solicitors re annexures for Affidavit to the court to support the receiver's application for remuneration approval.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Administration	Draft and send email to our solicitors regarding inclusions in affidavit to court for Receiver's remuneration.
12/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Liaison with Dermot O'Brien regarding disbursements and calculation of same for purposes of inclusion in affidavit to support application to court for remuneration approval.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Review response from David Whyte in regards to query regarding amendments to affidavit to support application to court for remuneration approval. Liaison with our solicitors re same.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Field call from our solicitors re queries regarding affidavit to court for approval of fees. Liaison with John Somerville and David Whyte re same.
17/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Review draft letters prepared by Dermot O'Brien and supporting documentation and submit to John Somerville, for review
19/02/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Liaison with David Whyte regarding EIF fee application. Attend to modifying annexures and forward to our solicitors for inclusion in affidavit.

20/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Attend to emailing correspondence to investors, collate supporting documents and save to relevant investor folder for future reference. File office copies.
20/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Review email from our solicitors regarding remuneration application to court. Consider requirements and format notice to investors. Submit to David Whyte for review and execution.
26/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Liaison with BDO Admin Staff regarding delivery of notices to post office.
26/02/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Liaison with BDO Admin Staff regarding preparation of file notes re advertisements for EIF notice published in paper
26/02/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Liaison with our lawyers regarding affidavit of service re application to court for remuneration approval.
26/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Administration	Draft email to receivers and managers of Equititrust Ltd re update on Receivership
26/02/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Administration	Draft email to our solicitors regarding information required for affidavit of service to members of the EIF
27/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Administration	Attend to collating final documents for affidavit of service. Draft and send email to our solicitors re same.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Finalise comments on draft affidavit of David Whyte to support application to Court for remuneration approval, collate comments for David Whyte's affidavit regarding queries from investors received following issuing of notice to investors.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Review draft affidavit of service prepared by our solicitors. Make amendments to same.

03/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Administration	Draft and send email to our solicitors regarding Receiver's application to court for approval of fees. Collate and forward through details of amounts claimed.
03/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Administration	Review and consider email from our solicitors re impending court application. Draft and send email regarding Receiver's application to court for approval of fees. Collate and forward through details of amounts claimed.
04/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Attend to scanning and forwarding a copy of the signed affidavit of service to our solicitors. Attend to arranging for original to be hand delivered to offices of our solicitors.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Consider emails from our solicitors regarding application for approval of the Receiver's remuneration and draft deed for agreement with the Receivers and Managers of MM Holdings Pty Ltd, Review outline of submissions.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Field call from David Whyte regarding affidavit to court and any further responses from investors.
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Administration	Coding of filing
05/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Liaison with David Whyte and John Somerville regarding outcome of court hearing earlier today.
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Draft email to investor seeking update on the status of the winding up of the Fund
09/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Liaison with John Somerville regarding new procedure for mail outs to investors.
10/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Liaison with John Somerville re correspondence received from ASIC.

13/03/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Administration	Review email from David Whyte regarding query from Liquidator of former unit holder. Access investor database and review unit holdings. Conduct search of EIF server to locate any and all documentation pertaining to file. Review same.
13/03/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Administration	Draft email to Liquidator of former investor regarding results of investigations.
16/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Liaison with BDO admin staff re new procedure for mail out to investors.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Field call from Solicitor regarding sale of Properties in North Queensland.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Revision of amendments made to draft email to solicitor regarding sale of Properties in North Queensland.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Review mail received, consider and distribute to Dermot O'Brien and Julia Mayne, provide instructions to action same.
17/03/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Consider voicemail from advisor. Discussion with Dermot O'Brien regarding actioning of request.
24/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Review mail received, forward to Dermot O'Brien with instructions to address queries.
25/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Field call from Damien Hicks re finalisation of income tax returns for a subsidiary of the Fund. Review and consider email re same.
26/03/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Assist with tidying up accounts in MYOB insolvency as requested by John Somerville.

27/03/2015	Tipman, Daniel	BRI	Supervisor	0.50	\$180.00	Administration	Coding up filing and conduct search of hardcopy filing to locate documentation pertaining to a deceased estate. Liaison with Dermot O'Brien regarding location of same.
08/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Field call from investor in fund.
10/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Liaison with Julia Mayne regarding changes to payments and contacting service provider to update contact details.
13/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Administration	Review and sign off on payment for legal fees.
13/05/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Administration	Draft file note regarding processing of a distribution to investors in the Finpower investor management database
05/02/2015	Hattingh, Moira	BRI	Team Assistant	2.10	\$168.00	Administration	Filing
24/02/2015	Jackson, Nicole	BRI	Team Assistant	0.50	\$77.50	Administration	Formatting investor listing in preparation for printers
05/03/2015	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Administration	Filing
13/03/2015	Hattingh, Moira	BRI	Team Assistant	0.30	\$24.00	Administration	Filing
24/04/2015	Hattingh, Moira	BRI	Team Assistant	0.50	\$40.00	Administration	Filing
05/05/2015	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Administration	Filing
08/05/2015	Hattingh, Moira	BRI	Team Assistant	3.10	\$248.00	Administration	Filing
15/05/2015	Hattingh, Moira	BRI	Team Assistant	2.40	\$192.00	Administration	Filing

19/05/2015	Hattingh, Moira	BRI	Team Assistant	2.10	\$168.00	Administration	Filing
21/05/2015	Hattingh, Moira	BRI	Team Assistant	0.40	\$32.00	Administration	Filing
22/05/2015	Hattingh, Moira	BRI	Team Assistant	1.20	\$96.00	Administration	Filing
22/05/2015	Hattingh, Moira	BRI	Team Assistant	2.00	\$160.00	Administration	Filing
05/06/2015	Hattingh, Moira	BRI	Team Assistant	0.90	\$72.00	Administration	Filing
11/06/2015	Hattingh, Moira	BRI	Team Assistant	0.30	\$24.00	Administration	Filing
17/06/2015	Hattingh, Moira	BRI	Team Assistant	0.10	\$8.00	Administration	Filing
18/06/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Administration	Producing letter to NAB regarding bank cheques.
19/06/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Administration	Producing letter to NAB regarding bank cheques for exchange with bank guaratees with Tweed Shire Council and Ipswich City Council
25/06/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Administration	Organising email and delivery of letters to NAB requesting bank cheques to Tweed Shire Council and Ipswich City Council
10/07/2015	Hattingh, Moira	BRI	Team Assistant	2.00	\$160.00	Administration	Filing
10/07/2015	Hattingh, Moira	BRI	Team Assistant	0.90	\$72.00	Administration	Filing
14/07/2015	Smith, Philip	BRI	Accountant I	0.10	\$22.50	Administration	Preparation of records for inspection by the solicitors for the liquidator of Equititrust Limited
05/08/2015	Hattingh, Moira	BRI	Team Assistant	1.90	\$152.00	Administration	Filing
20/08/2015	Hattingh, Moira	BRI	Team Assistant	0.60	\$48.00	Administration	Filing

28/08/2015	Hattingh, Moira	BRI		Team Assistant	2.90	\$232.00	Administration	Filing	
03/09/2015	Hattingh, Moira	BRI		Team Assistant	0.70	\$56.00	Administration	Filing	
11/09/2015	Hattingh, Moira	BRI		Team Assistant	0.30	\$24.00	Administration	Filing	
18/09/2015	Hattingh, Moira	BRI		Team Assistant	0.30	\$24.00	Administration	Filing	
25/09/2015	Cunningham, Sarah	BRI		Team Assistant	0.80	\$156.00	Administration	Review spreadsheet of third interim distribution payments to be made via cheque. Import into MYOB. Export as new spreadsheet to amend data. Reconcile cheque numbers and distribution amounts against previous listing.	
25/09/2015	Cunningham, Sarah	BRI		Team Assistant	0.70	\$136.50	Administration	From listing of all distribution payments declared in MYOB, individually select the investors/payments that are part of the third interim distribution. Review ticked investor to ensure they reconcile with previous total	
25/09/2015	Cunningham, Sarah	BRI		Team Assistant	0.30	\$58.50	Administration	Admit investors and declare distribution in MYOB for investors being paid the third interim distribution by cheque, amend cheque presentation/wording and print cheques.	
30/09/2015	Hattingh, Moira	BRI		Team Assistant	1.90	\$152.00	Administration	Filing	
25/05/2015	Wagner, Elizabeth	BRI		Senior Accountant II	0.30	\$55.50	Administration	Call ATO re: general interest charge remission	
26/05/2015	Wagner, Elizabeth	BRI		Senior Accountant II	0.30	\$55.50	Administration	Call ATO re: general interest charge remission	
10/02/2015	Whyte, David	BRI		Partner	0.90	\$504.00	Investigation	reviewed court application and statement of claim against Equititrust Ltd that may affect claims under the insurance policy of the company/discussed with John Somerville	
23/02/2015	Whyte, David	BRI		Partner	0.10	\$56.00	Investigation	discussion with John Somerville regarding provision of loan files to solicitors acting for the Equititrust Ltd liquidators	
05/03/2015	Whyte, David	BRI		Partner	0.10	\$56.00	Investigation	reviewed ASIC letter regarding loan files/undertaking in respect of same	

05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Investigation	reviewed correspondence from Squire Patton Boggs regarding claim against directors and auditors/sent response regarding accessing loan files
07/07/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Investigation	Review of books and records to support claim against certain parties and email to David Whyte regarding same
09/07/2015	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Investigation	Review of books and records to support claims against certain parties and email to David Whyte regarding same
14/08/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Investigation	Review of further documentation required to support claim against certain parties being pursued by the liquidators of Equititrust Ltd
17/08/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Investigation	Call from solicitors acting for the liquidators of Equititrust Ltd regarding amendments to pleadings and information in relation to same
06/02/2015	Simpson-Wade, Ashleigh	BRI	Supervisor	0.90	\$324.00	Investigation	review claim and statement of claim filed by liquidators and also claim filed by receivers to locate any discrepancies in the claims made with respect to the Worrina Cove loan
06/02/2015	Simpson-Wade, Ashleigh	BRI	Supervisor	1.20	\$432.00	Investigation	review claim and statement of claim filed by liquidators and also claim filed by receivers to locate any discrepancies in the claims made with respect to the Worrina Cove loan
21/05/2015	O'Brien, Dermot	BRI	Accountant II	0.50	\$97.50	Investigation	Prepare 4 change of detail request forms and review correspondence from investors/advisors to update the Finpower investor management database.
13/02/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Investigation	Conduct investigations into the implications of the treatment of units in circumstances when an executor of a deceased estate dies.
24/09/2015	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Investigation	Filing

Total	1098.90	\$324,502.00
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"DW-8"

BDO Business Recovery & Insolvency (Qld)

SCALE OF INSOLVENCY
HOURLY CHARGE OUT RATES

<i>FEES</i>	\$ (Exc GST)	\$ (Inc GST)
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
<i>OUTLAYS</i>		
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.

A copy of this statement may be found on the ARITA website (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.

BDO Business Recovery & Insolvency (Qld)

SCALE OF INSOLVENCY
HOURLY CHARGE OUT RATES

<i>FEES</i>	\$ (Exc GST)	\$ (Inc GST)
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
<i>OUTLAYS</i>		
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Financial Management Consulting Charge Out Rates 2015 FY	
Partner	\$500
Executive Director	\$470
Associate Director	\$430
Senior Manager	\$370
Manager	\$315
Senior Consultant I	\$280
Senior Consultant II	\$250
Consultant I	\$220
Consultant II	\$195
Constultant III	\$155
Practice Assistant	\$130
Undergraduate	\$115

Financial Management Consulting Charge Out Rates 2016 FY	
Partner	\$510
Executive Director	\$480
Associate Director	\$440
Senior Manager	\$375
Manager	\$320
Senior Consultant I	\$285
Senior Consultant II	\$255
Consultant I	\$225
Consultant II	\$200
Constultant III	\$160
Practice Assistant	\$135
Undergraduate	\$115

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).

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
Professional			
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"> • independent lawyers, • auctioneers, valuers, real estate agents, • independent tax advisors or accountants. 	<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>
Non-professional			
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"> • administration advertising, • travel and accommodation for staff, • room hire, • document storage, • photocopying and printing, • external word processing and secretarial services. 	<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"> • telephone calls, • postage, • stationery, • photocopying and printing, • data room hosting. 	<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.
<p>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.</p>		

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			Contingent
	Time – Retrospective	Time – Prospective	Fixed	
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"> • a brief explanation of the types of methods that can be used to calculate Remuneration; • the particular method or methods that the Practitioner intends to use to calculate Remuneration in the Administration; • why the Practitioner considers this method to be suitable for the Administration; • details of the basis of any internally generated Disbursements that will be charged to the Administration (e.g. Page rate for photocopying done internally); • details of any estimate or fee provided to directors/Insolvent prior to the appointment (refer 6.13); and • 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. <p>Examples of reasoning for choosing time based Remuneration:</p> <ul style="list-style-type: none"> • It ensures that creditors are only charged for work that is performed. • 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. • The practitioner is unable to estimate with certainty the total amount of fees necessary to complete all tasks required in the Administration. <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"> the scale of rates that will be used, including qualifications and experience generally of staff at each level; and a best estimate of the costs of the Administration to completion, or to a specific milestone. <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>					
<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>					
Remuneration Approval Request	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"> the amount of time spent; a description of work performed on an Administration, broken down into the broad categories of work performed; the classification of staff engaged on the Administration for each broad category of work; and the Remuneration incurred for each broad category of work. <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"> 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); 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; a monetary 'cap' on the Remuneration; an explanation as to 	<p>report to the relevant Approving body on:</p> <ul style="list-style-type: none"> the amount of the fixed fee proposed; 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; 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; what services will not be included in the fixed fee and 	<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"> the percentage proposed; 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); the formula to be applied for calculation of the Remuneration; what services are to be provided for this percentage amount and the tasks that will comprise this 	<p>proposed, there must be full disclosure of the proposed arrangement to the relevant Approving body, including:</p> <ul style="list-style-type: none"> exactly what the arrangement is contingent upon; how achievement of the contingency will be assessed; what the Practitioner's Remuneration will be in the event that the contingency is or is not achieved; why a contingency arrangement is in the best interests of creditors; and when the Remuneration will be drawn.

Basis of Fee Approval					
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
	sought and provide an explanation for any variance.	<ul style="list-style-type: none"> what the monetary capped amount represents; and when it is proposed that the fees be drawn (for example, monthly). 	<p>the basis of charging for these excluded services; and</p> <ul style="list-style-type: none"> the milestones as to when Remuneration will be drawn from the Administration. <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"> costs of all statutory investigations; costs of reporting to the creditors and Regulators; cost of issuing letters of demand for preferences; 	<ul style="list-style-type: none"> work; 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; the milestones for when the Remuneration will be drawn from the Administration; and the expected range of possible Remuneration outcomes. <p>Full disclosure of the terms of the arrangement, and the</p>	

Basis of Fee Approval					
	Time – Retrospective	Time – Prospective	Fixed	Percentage	Contingent
			and costs of meeting all statutory obligations. Example Acceptable exclusions <ul style="list-style-type: none"> • litigation for recovery of preference payments. • litigation for insolvent trading. 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	expected Remuneration outcome, or range of possible outcomes must be made clear to creditors to minimise any perception of conflict of interest.	

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"> 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); set out the total Remuneration previously determined; and indicate whether they will be seeking the determination of further Remuneration at some time in the future. <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"> general information on the different classes of Disbursements; a declaration that the Disbursements were necessary and proper; 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"> who the Disbursement was paid to (only for externally provided professional services); what the Disbursement was for; the quantity and rate (only for internal Disbursements); and the amount paid; and 				

Basis of Fee Approval			
Time – Retrospective	Time – Prospective	Fixed	Percentage
			Contingent
<ul style="list-style-type: none"> • 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). <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"> • matters that may have contributed to the Remuneration claim; • complexities or difficulties that have been faced by the Practitioner; • goals that have been achieved since the last report; • outcomes including explanations as to why that outcome was better or worse than originally predicted; and • future tasks to be undertaken and why they need to be done. • for corporate Administrations, information on how to access the Creditor Information Sheet on approving Remuneration in external administrations (if not previously provided). <p>The Creditor Information Sheet is designed to fully inform creditors about:</p> <ul style="list-style-type: none"> • the process of determining Remuneration; and • the rights and responsibilities of Practitioners, committee members and creditors. <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"> • Remuneration already drawn under the prospective approval; • comparison of actual fees to the estimated fees provided in the original Remuneration approval report; tasks undertaken; and • tasks remaining to be completed. <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>	<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.</p>	<p>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.</p>

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

6 May 2015

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

I refer to my previous reports and now provide my 23rd 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

As advised in my 22nd update to Investors, all real property assets of the Fund have now been realised. Since my appointment, 46 properties have been realised with a total gross realisation of approximately \$59.26 million.

1.2 Legal Proceedings

As advised in my 22nd 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 plaintiff and defendants have filed expert reports in the proceedings along with a list of witnesses and a summary of the witnesses' evidence. The matter is listed for a review on 8 May 2015 with a trial date likely to be set at the review.

The defendants have submitted offers of settlement, however, the amount of the offers are considered to be too low.

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

- One further claim has been filed against a valuer for negligence and damages.

A Reply to the Defence was filed by the plaintiff on 30 January 2015. The parties are currently attending to disclosure of documents. It is expected that the matter will proceed to mediation once disclosure has been completed.

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

1.3 Liquidators' claim against the Auditors and Directors and Officers

As previously advised, 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.

I will advise Investors further once I have received an update from the Liquidators, 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. Any funds realised from this claim will be paid to the Fund and after deducting the costs of the litigation.

2. Creditor Claims

2.1 Secured Creditors

As advised in my 22nd 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 ('NAB'). 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. Verbal agreements have been reached with the respective Councils to exchange these bank guarantees for cash and as such, I expect to have these matters resolved shortly.

The Receivers and Managers of Equititrust Limited ('EL') have advised that they will be seeking to have their outstanding fees and expenses of approximately \$100,000 paid from Fund assets pursuant to the terms of NAB's security. I am currently obtaining legal advice as to whether the Receivers and Managers are entitled to be paid from assets of the Fund.

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;
- Potential 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 was awarded costs against the Liquidators of EL in relation to my application objecting to their decision to rule on a proof of debt. I continue to try and resolve this and 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. I am considering what further action can be taken in order to resolve this matter without further delay and in order to minimise costs.

3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 27 January 2015 to 28 April 2015.

Summary of Receipts and Payments for the Period
27 January 2015 to 28 April 2015

		\$	\$
Opening Cash at Bank			13,598,567.13
Receipts			
Interest Income			57,962.50
Loan Recoveries:			
Graham Spottiswood (A Bankrupt)	1,839,763.17		
Skawwood	3,307.41		
Wirrina Cove	80,077.00	1,923,147.58	
Total Receipts			1,981,110.08
Payments			
Advertising			1,854.03
Bank Charges			51.00
<i>Distressed Loan funding:</i>			
Corymbia Corporation Pty Ltd	38,810.40		
Corymbia Estates Pty Ltd	55,343.45		
Windsor Turf Pty Ltd	73,185.07		
Wirrina Cove	4,980.48	172,319.40	
IT Expenses			10,644.70
Legal Fees			64,614.45
Receiver's Fees & Outlays			582,261.70
Printing and Stationery			2,925.27
Total Payments			834,670.55
 Closing Cash at Bank			 14,745,006.66

I note the following in relation to the above receipts and payments of the fund:

The Loan Recoveries of approximately \$1.8M in respect of Graham Spottiswood (A Bankrupt) was received after several years of legal proceedings and represents the Bankrupt's interest in a property formerly held in his wife's name and which was sold on behalf of the mortgagee.

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

- Legal fees of approximately \$38,800

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

- Legal fees of approximately \$55,300

The 'Distressed Loan Funding' for Windsor Turf Pty Ltd relates to post settlement issues incurred by the Receiver and Manager of this entity and includes:

- Trade Creditors of approximately \$7,500
- Receiver and Manager's fees and outlays of approximately \$55,600
- Legal fees of approximately \$10,180

The 'Distressed Loan Funding' for Wirrina Corporation Pty Ltd relates to costs incurred in objecting to a land tax assessment where approximately \$80,000 was recovered and includes:

- Legal fees of approximately \$5,000

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 11.7 and 11.9 cents in the dollar as at 28 April 2015 as follows:

	Low	High
	\$000's	\$000's
Net Estimated Value of Fund Assets as at 28 April 2015	14,745	14,745
Less: Creditors and Other Payables	(1,729)	(1,339)
Estimated net amount available to investors as at 28 April 2015	13,016	13,406
Total investor units as at 28 April 2015	184,234	184,234
Estimated Value of Remaining Units as at 28 April 2015	7.1 cents	7.3 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	11.7 cents	11.9 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 and this has impacted on the estimated return which has been revised downwards slightly from my estimate as at 26 January 2015 of between 11.9 cents and 12.0 cents.

4.1 Distributions to Investors

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

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 expect to be in a position to make a further interim distribution to Investors by 30 June 2015.

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 "provision" is required to ensure that 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 provide below a summary of the estimated funds that will be available in June 2015 to make a further distribution to Investors of 3 cents per unit which amounts to approximately \$5.5M.

	\$000's
Cash at Bank	14,750
Less:	
Bank guarantees - NAB	(989)
Bank guarantees - Other	(523)
Provision for future:	
Legal Costs (Including any adverse costs order)	(2,000)
Service Providers	(50)
Unsecured Creditors	(500)
Receiver's fees and outlays	(800)
Equalisation Payment	(2,500)
Contingency	(1,900)
Estimated net amount available to investors in June 2015	5,488

The upcoming interim 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 similar to the one received in 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 expect though that a further distribution will be made by 31 December 2015 with a final distribution upon the conclusion of the Liquidator's claim against the auditors.

In order to reduce costs, I will issue my next update to Investors in August 2015.

5. Receiver's Remuneration and Expenses

As notified to Investors recently, I confirm that my fifth application for approval of my remuneration for the period 1 May 2014 to 31 January 2015 was heard on 5 March 2015 and was fixed in the amount of \$521,115.00 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 February to 30 April 2015. My remuneration incurred during this period totals \$97,746.00 plus outlays of \$2,745.25 plus GST.

I anticipate that my next application for approval of my remuneration will be heard in October 2015. A copy of my application in this respect will be posted to the websites www.equititrust.com.au and www.equititrustincomefund.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 Dermot O'Brien or Julia Mayne of this office who can be contacted as follows;

Phone: 07 3237 5999

Email: Dermot.O'Brien@bdo.com.au or Julia.Mayne@bdo.com.au

If 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.

Yours faithfully



David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 February 2015 to 30 April 2015
Equititrust Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Assets		Creditors		Trade Area		Investigations		Administration	
			Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$
David Whyte	Partner	560	45.4	25,424.00	19.0	10,640.00	3.3	1,848.00	2.0	1,120.00	1.2	672.00	19.9	11,144.00
John Somerville	Senior Manager	440	40.3	17,732.00	23.7	10,428.00	9.2	4,048.00	2.2	968.00			5.2	2,288.00
Ashleigh Simpson-Wade	Supervisor	360	2.3	828.00							2.3	828.00		
Daniel Tipman	Supervisor	360	106.1	38,196.00	31.3	11,268.00	42.9	15,444.00	25.2	9,072.00	0.3	108.00	6.4	2,304.00
Gavin Hennessy	Supervisor	280	0.3											
Nicola Kennedy	Accountant I	225	1.6	360.00				0.3	67.50	1.3	292.50			
Dermot O'Brien	Undergraduate	195	55.0	10,725.00				0.5	97.50				54.5	10,627.50
Julia Mayne	Accountant II	195	20.7	4,036.50	1.0	195.00		0.3	58.50	14.7	2,866.50		4.7	916.50
Nicole Jackson	Team Assistant	155	0.7	108.50				0.2	31.00				0.5	77.50
Leisa Muller		135	0.1											
Reuben Thom	Undergraduate	110	1.0											
Maira Hattingh	Team Assistant	80	4.2	336.00	1.1	88.00							3.1	248.00
TOTALS			277.7	97,746.00	76.1	32,619.00	56.7	21,594.50	45.4	14,319.00	3.8	1,608.00	94.3	27,605.50
			GST	9,774.50										
			TOTAL INC GST	107,520.50										
			AVERAGE HOURLY RATE	352	429	381	315	423	293					

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period
1 February 2015 to 30 April
2015

Equititrust Income Fund
(Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Postage	2,745.25
TOTAL	2,745.25
GST	274.53
TOTAL INC GST	3,019.78

TO INVESTORS AS ADRESSED

10 August 2015

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

I refer to my previous reports and now provide my 24th 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**

As advised in my 23rd update to Investors, all real property assets of the Fund have now been realised. Since my appointment, 46 properties have been realised with a total gross realisation of approximately \$59.26 million.

1.2 Legal Proceedings

Provided below is an update on the status of the remaining legal actions.

- The two claims filed against the same valuer for negligence and damages have settled following a two day mediation on 14 and 15 July 2015. The settlement amount of \$5.5 million was received in July 2015.
- The other claim filed against a valuer for negligence and damages is progressing with a summary of the Court timeframe as follows.
 - the Plaintiff is to deliver to the Defendant any expert report on which it intends to rely on at trial by 25 September 2015
 - the Defendant is to deliver to the Plaintiff any expert report on which it intends to rely on at trial by 30 October 2015
 - All experts are to produce a joint report by 27 November 2015
 - Mediation is to be completed by 4 December 2015
 - If the mediation does not occur or is unsuccessful, the parties are to file a request for a trial date by 11 December 2015

It is hoped that this matter will be resolved at mediation, which is expected to be completed in this calendar year.

1.3 Liquidators' claim against the Auditors and Directors and Officers

As previously advised, 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 solicitors for the Liquidators have advised that the status of the claim is as follows.

- Amendments to the pleading is being prepared, which will be served on the defendants next week.
- The matter is back before the court for directions on 13 August 2015.
- It is anticipated that there may be a contested hearing shortly after the 13 August 2015 directions hearing at which the plaintiffs will be seeking leave to file the amendments to the pleading.
- If leave is granted for the amendments to the pleading, the defendants will have to put on amended defences and the next substantive step in the proceeding will then be discovery. Because of the large number of documents involved, it is anticipated that this will take several weeks to complete; following which it is likely that orders will be made for the parties to put on their evidence.
- The matter has not yet been given a trial date. There is no mediation scheduled as yet.

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

2. Creditor Claims

2.1 Secured Creditors

Since my 23rd update report to Investors, agreements have been reached with two councils to exchange National Australia Bank (NAB) bank guarantees of approximately \$989,000 securing uncompleted works bonds on development sites that were formerly property securities. As previously advised, it was determined that it was not commercial to complete the outstanding works to have the guarantees released as the costs of the works would significantly exceed the value of the bonds.

The NAB bank guarantees were exchanged with the respective councils on 2 July and 8 July 2014 and have been cancelled.

The Fund's indebtedness to the NAB has now been extinguished in full.

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;
- Potential claims against the Fund made by the Liquidators and Receivers and Managers 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 was awarded costs against the Liquidators of EL in relation to my application objecting to their decision to rule on a proof of debt ('proof of debt proceedings'). Repeated attempts to resolve this and 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 have not been responded to.

It may be necessary for claims between the Fund and the Liquidators to be the subject of directions of the Court when finalising the winding up. In the meantime, I have instructed my solicitors to arrange for the costs awarded to the Fund in the proof of debt proceedings to be assessed.

3. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 29 April 2015 to 31 July 2015.

Summary of Receipts and Payments for the Period 29 April 2015 to 31 July 2015		
	\$	\$
Opening Cash at Bank		14,745,006.66
Receipts		
Interest Income		58,721.73
GST Refund		114,388.39
Loan Recoveries:		
Corymbia Estates Pty Ltd	2,750,000.00	
Corymbia Corporation Pty Ltd	2,750,000.00	
Wirrina Cove	49,233.22	5,549,233.22
Total Receipts		5,722,343.34
Payments		
Agent's fees		4,950.00
Bank Charges		199.60
Bank Guarantee Fees		38,347.88
Bank Guarantee Settlements		989,221.43
<i>Distressed Loan funding:</i>		
Corymbia Corporation Pty Ltd	89,767.01	
Corymbia Estates Pty Ltd	78,434.97	
Graham Spottiswood (A Bankrupt)	8,806.80	
Wirrina Cove	34,423.44	211,432.22
IT Expenses		17,862.90
Legal Fees		40,151.63
Printing and Stationery		1,472.92
Second Interim Distribution to Unit Holders of 3 cents		5,516,402.48
Total Payments		

6,820,041.06

Closing Cash at Bank

13,647,308.94

I note the following in relation to the above receipts and payments of the Fund:

- The Loan Recoveries include:
 - \$5.5 million for Corymbia Estates Pty Ltd and Corymbia Corporation Pty Ltd relating to the settlement of the valuer claims noted at section 1.2 of this report
 - Wirrina Cove relates to the balance of proceeds received from the receiver and manager of the marina head lease
- The 'Distressed Loan Funding' include:
 - Legal costs in pursuing the claim against the valuer for Corymbia Corporation Pty Ltd and Corymbia Estates Pty Ltd
 - The balance of legal fees relating to the recovery of \$1.8 million from the bankrupt estate of Graham Spottiswood (A Bankrupt)
 - The final GST payment and legal costs from the realisation of assets at Wirrina Cove
- Bank guarantee settlements relate to the exchange of bank guarantees with two Councils for uncompleted works bonds, details of which are outlined at section 2.1 of this report
- Legal fees primarily relate to the costs in pursuing the remaining valuer claim as outlined in section 2.1 of this report

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

4. Estimated Return to Investors

To date the following distributions have been paid to Investors:

- First interim distribution of 5 cents per unit paid in June 2014 totalling \$9.678 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.516 million

As previously advised, 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.

Prior to my appointment, the Fund accounted for this partial repayment of capital as a corresponding reduction in the unit balance of the Fund. The accounting treatment for the first and second interim distributions paid by me in June 2014 and June 2015 respectively has remained the same (i.e. as distributions are made, the number of units in the Fund continue to decrease in accordance with the amount distributed to investors). Therefore, the cents per unit return for each distribution is calculated based on the units in the Fund at that point in time.

In light of the above, I provide below the overall estimated return to Investors of between 13 cents and 13.4 cents per unit as at 31 July 2015 as follows:

	Low	High
	\$000's	\$000's
Net Estimated Value of Fund Assets as at 31 July 2015	13,647	13,647
Less:		
Creditors and Other Payables	1,204	814
Estimated Equalisation Payment	2,500	2,000
Estimated net amount available to investors as at 31 July 2015	9,943	10,833
Add:		
3 cent interim distribution paid June 2015	5,516	5,516
5 cent interim distribution paid June 2014	9,678	9,678
Total Funds Available for Distribution to Investors	25,137	26,027
Total investor units as at 21 November 2011	193,912	193,912
Overall Estimated Return to Investors per Unit	13 cents	13.4 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 valuers or other third parties.

I advised in my 23rd update report to investors that the overall estimated return per unit was between 11.7 cents and 11.9 cents as at 28 April 2015. This estimate has been revised upwards due to the \$5.5 million settlement in relation to the valuer claim noted at section 1.2 of this report. However, please note that the estimated return per unit as at 28 April 2015 did not include the estimated 'equalisation payment' due to certain investors.

In relation to the 'equalisation payment', as previously advised, distributions to investors ceased in March 2011 with the majority of investors who elected to receive distributions on an annual basis being left disadvantaged when compared to investors who received distributions on a monthly basis. I have not yet fully determined the amount of the 'equalisation payment' that may be due to investors, however preliminary investigations indicate that the 'equalisation payment' will be between \$2 million and \$2.5 million.

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.

4.1 Third Interim Distribution to Investors

I anticipate that the winding up of the Fund may take a further twelve months to finalise (including resolving the Liquidators' claim against the auditors), however, I expect to be in a position to make a third interim distribution to Investors by 30 September 2015 of 3 cents per

unit (calculated based on the number of units remaining in the Fund at that point in time). The third interim distribution will equate to approximately \$5.7 million.

Please note, in estimating the funds that are available for distribution to Investors, I must take into account the liabilities of the Fund outstanding at the date of this report along with monies required in order to pay future liabilities that may arise in a worst case scenario.

A 'provision' is required to ensure that legal and other costs can be met, including, in the event costs may be awarded against the Fund in relation to the remaining legal proceeding on foot.

The upcoming third interim 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 similar to the one received in June 2015.

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

In order to reduce costs, I will issue my next update to Investors in December 2015.

5. Updated Unit Price

I calculate an estimated unit price twice yearly as at 30 June and 31 December. The sole purpose of calculating the estimated unit price is to assist Investors with a revision of their pensions with Centrelink.

I provide below an updated unit price as at 30 June 2015 of 3 cents per unit, which is based on the total value of Fund assets as at 30 June 2015 less creditors and other payables.

	\$000's
Total Value of Fund Assets as at 30 June 2015	8,660
Less Creditors and Other Payables	(3,259)
Total Net Value of Fund Assets	5,401
Total Number of Units as at 31 December 2014	178,718
Unit Price	3 cents

I attach a copy of a letter to Centrelink confirming the unit price as at 30 June 2015, which may be used by Investors to assist with the revision of their pensions.

Please note that the unit price as at 30 June 2015 does not include the \$5.5 million settlement received in July 2015. As noted above, the purpose of the estimated unit price is to assist Investors with a revision of their pensions and should not be confused with the overall estimated return per unit outlined in section 4 of this report.

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 1 February to 31 July 2015. My remuneration incurred during this period totals \$220,240.50 plus outlays of \$6,723.24 plus GST. This equates to an average of approximately \$37,000 per month for the preceding six months to 31 July 2015 where the following key milestones have been achieved.

- A second interim distribution of 3 cents per unit was paid to Investors in June 2015
- A settlement of two claims against a valuer has been completed, which realised \$5.5 million for the benefit of Investors
- Progressing the remaining claim against a valuer with mediation expected to be completed by December 2015
- A settlement with two Councils to exchange bank guarantees totalling approximately \$989,000 has been completed

I anticipate that my next application for approval of my remuneration will be heard in October 2015. A copy of my application in this respect will be posted to the websites www.equititrust.com.au and www.equititrustincomefund.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

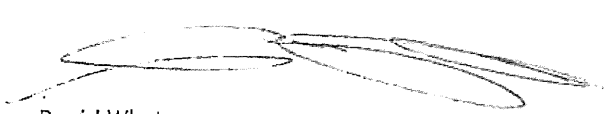
8. Queries

All queries should be directed to Julia Mayne or Samantha Brown of this office who can be contacted as follows;

Phone: 07 3237 5999

Email: Julia.Mayne@bdo.com.au or Samantha.Brown@bdo.com.au

Yours faithfully



David Whyte
Receiver

TO WHOM IT MAY CONCERN

6 August 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 **30 June 2015**, calculated as follows:

	\$000's
Total Value of Fund Assets as at 30 June 2015	8,660
Less Creditors and Other Payables	(3,259)
Total Net Value of Fund Assets	5,401
Total Number of Units as at 30 June 2015	178,718
Unit Price as at 30 June 2015	3 cents

Should you have any queries in respect of the above, please contact Julia Mayne of my office on (07) 3859 4385.

Yours faithfully



David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 February 2015 to 31 July 2015
 Equitrust Income Fund (Receiver Appointed)

Employee	Position	Rate	Retail		Assets		Creditors		Trade Debt		Investigations		Dividends		Administration	
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	560	84.7	47,432.00	47.5	26,600.00	10.7	5,992.00	5.1	2,856.00	0.3	168.00	1.1	616.00	20.0	11,200.00
John Somerville	Senior Manager	440	125.0	55,000.00	62.1	27,324.00	46.6	20,504.00	7.6	3,344.00	1.0	440.00			7.7	3,388.00
Daniel Tipman	Supervisor	360	143.4	51,624.00	33.6	12,096.00	73.0	26,280.00	29.8	10,728.00	0.3	108.00			6.7	2,412.00
Murray Daniel	Supervisor	360	13.3	4,788.00	4.5	1,620.00	0.2	72.00	6.4	2,304.00					2.2	792.00
Ashleigh Simpson-Wade	Supervisor	360	3.1	1,116.00			2.6	936.00					0.5	180.00		
Gavin Hennessy	Supervisor	280	0.3	84.00	0.3	84.00										
Philip Smith	Accountant I	225	0.1	22.50											0.1	22.50
Nicola Kennedy	Accountant I	225	26.1	5,872.50	0.2	45.00	3.5	787.50	10.4	2,340.00						
Julia Wayne	Accountant II	195	129.7	25,291.50	2.5	487.50	121.5	23,692.50	5.7	1,111.50					11.7	2,632.50
Dermot O'Brien	Accountant II	195	65.8	12,831.00			65.8	12,831.00								
Samantha Brown	Accountant II	195	47.5	9,262.50			40.3	7,858.50							7.2	1,404.00
Sarah Cunningham	Team Assistant	195	3.6	702.00												
Elizabeth Wagner	Accountant II	185	0.6	111.00											0.6	111.00
Samantha Brown	Undergraduate	160	21.0	3,360.00											3.0	585.00
Nicole Jackson	Team Assistant	155	4.0	620.00												
Leisa Muller	Team Manager	135	0.1	13.50	0.1	13.50										
Reuben Tham	Undergraduate	110	1.0	110.00	1.0	110.00										
Melba Hattingh	Team Assistant	80	25.0	2,000.00	4.9	392.00	3.4	272.00							0.5	77.50
TOTALS			694.3	220,240.50	156.7	68,772.00	386.2	102,184.00	65.0	22,688.50	1.6	716.00	4.9	1,448.50	79.9	24,436.50
			GST	22,024.05												
			TOTAL INC GST	242,264.55												
AVERAGE HOURLY RATE				317	437	265	349	448	296	305						

Disbursements for the period 1 February 2015 to 31 July 2015
 Equitrust Income Fund
 (Receiver Appointed)

Expense Type	Amount (Incl GST)
Search Fee	146.50
Postage	5,965.54
TOTAL	6,112.04
GST	611.20
TOTAL INC GST	6,723.24

"DW-12"

Summary of Receipts and Payments for the Period 21 November 2011 to 30 September 2015		
Receipts		\$
Bank Guarantees Released for Distribution		39,066.65
Interest Income		597,252.38
<i>Loan Recoveries:</i>		
Boothers Pty Ltd	1,753,423.65	
Checkling Pty Ltd	5,222,090.17	
Corymbia Corporation Pty Ltd	14,126,212.53	
Corymbia Estates Pty Ltd	4,886,247.31	
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)	2,195,580.51	
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	11,058,734.16	
Wonderkids Pty Ltd	10,000.00	73,373,507.41
<i>Other Income:</i>		
GST Refund	114,388.39	
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	
Refunds received	655.06	188,610.18
<i>Distributions:</i>		
EFT Returned Payments - Second Interim Distribution	405,045.75	
EFT Returned Payments - Third Interim Distribution	398,441.97	803,487.72
Transfer from Pre-appointment accounts		1,263,719.13
Total Receipts		76,265,643.47
Payments		\$
Advertising		7,201.95
Bank Charges		54,315.02
Bank Guarantee		159,376.48
Consultant fees		85,503.87
<i>Distressed Loan funding:</i>		
Boothers Pty Ltd	369,065.51	
Checkling Pty Ltd	772,377.36	
Corymbia Corporation Pty Ltd	3,379,911.12	
Corymbia Corporation Pty Ltd (uncompleted works bonds bank guarantee)	928,389.59	
Corymbia Estates Pty Ltd	841,588.10	
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)	739,361.67	
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	
Tweed Central Pty Ltd (uncompleted works bonds)	100,529.55	
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	10,811,121.41	24,608,532.01
Office Establishment expenses		14,909.51
Document Production & Stationary		18,514.95
GST Paid		1,599,375.91
Insurance		31,415.50
IT expenses		279,481.46
Legal Fees		2,152,392.76
Applicant's assessed costs in the proceedings to wind up the EIF		55,814.27
Mclvor Superannuation Fund (Payment into Court)		3,495,953.42
Office Rental charge		91,542.60
PAYG Paid		107,976.00
<i>Receiver's Fees (Court approved)</i>		
Remuneration	3,424,076.15	
Outlays	120,475.99	3,544,552.14
<i>Reimbursement of Expenses - Equititrust Limited</i>		
Pre-appointment (prior to 21 November 2011)	653,867.63	
Post-appointment (subsequent to 21 November 2011)	305,682.62	
ETL Receivers Fees and Disbursements	137,431.00	1,096,981.25
Secured Creditor Fees and Charges (Bill Facility)		600,527.80
<i>Secured Creditor distribution</i>		
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	
I13 Unit Holders - First and Second Interim Distribution payment	27,656.54	
Unit Holders 5 Cent -First Interim distribution	9,675,240.24	
Unit holders 3 cent - Second Interim Distribution (Paid via EFT)	5,313,491.58	
Unit holders 3 cent - Second Interim Distribution (Paid via Cheque)	556,691.14	
Unit holders 3 cent - Third interim distribtion (Paid via EFT)	5,362,371.32	
Unit holders 3 cent - Third interim distribtion (Paid via Cheque)	426,080.80	21,501,072.34
Wages & associated reimbursements		408,907.28
Total Payments		68,372,449.57
Closing Balance		7,893,193.90
Add: Unpresented Cheques		794,237.88
Closing Cash at Bank		8,687,431.78