

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**

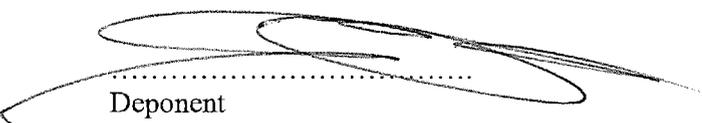
CERTIFICATE OF EXHIBIT

INDEX TO EXHIBITS

VOLUME 2 OF 3

Exhibit "DW-7" to the affidavit of **DAVID WHYTE** sworn at Brisbane on this 2nd day of December 2016.

Exhibit	Description	Page No.
DW-7	Schedule of work performed by David Whyte, and his staff, during the period 1 October 2015 to 31 October 2016	163 – 456


Deponent


Solicitor

Jacqueline Suzanne Ogden
Solicitor

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

GADENS LAWYERS
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REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 October 2015 to 31 October 2016
Equititrust Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Task Area									
					Assets		Creditors		Trade-On		Investigations		Administration	
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	580	57.0	33,060.00	26.0	15,080.00	3.7	2,146.00	3.9	2,262.00	19.5	11,310.00	3.9	2,262.00
David Whyte	Partner	560	47.6	26,656.00	14.6	8,176.00	13.8	7,728.00	9.1	5,096.00	0.2	112.00	9.9	5,544.00
John Somerville	Senior Manager	455	72.1	32,805.50	14.9	6,779.50	43.2	19,656.00	4.7	2,138.50	3.5	1,592.50	5.8	2,639.00
John Somerville	Senior Manager	440	144.2	63,448.00	26.0	11,440.00	60.5	26,620.00	15.2	6,688.00	21.2	9,328.00	21.3	9,372.00
Murray Daniel	Supervisor	360	3.5	1,260.00	2.5	900.00	0.5	180.00					0.5	180.00
Aubrey Meek	Senior Accountant II	290	35.2	10,208.00	0.2	58.00	34.8	10,092.00	0.2	58.00				
Nicola Kennedy	Senior Accountant II	280	64.4	18,032.00			9.5	2,660.00	36.8	10,304.00	2.6	728.00	15.5	4,340.00
Dermot O'Brien	Accountant I	235	22.9	5,381.50			14.1	3,313.50	7.7	1,809.50			1.1	258.50
Samantha Brown	Accountant I	235	0.1	23.50			0.1	23.50						
Aubrey Meek	Senior Accountant II	225	5.1	1,147.50			4.2	945.00	0.9	202.50				
Julia Mayne	Accountant II	195	177.6	34,632.00	0.5	97.50	116.8	22,776.00	32.9	6,415.50			27.4	5,343.00
Samantha Brown	Accountant I	195	84.7	16,516.50	0.4	78.00	83.8	16,341.00					0.5	97.50
Dermot O'Brien	Accountant I	195	104.1	20,299.50			80.8	15,756.00	16.9	3,295.50			6.4	1,248.00
Sarah Cunningham	Team Assistant	195	6.4	1,248.00									6.4	1,248.00
Aubrey Meek	Senior Accountant II	190	15.5	2,945.00			13.3	2,527.00	2.2	418.00				
Dermot O'Brien	Accountant I	185	4.3	795.50									4.3	795.50
Andrew Lane	Undergraduate	165	63.7	10,510.50	3.0	495.00	53.1	8,761.50	5.6	924.00			2.0	330.00
Ryan Whyte	Undergraduate	165	75.2	12,408.00			72.0	11,880.00	1.0	165.00			2.2	363.00
Ryan Whyte	Undergraduate	160	22.0	3,520.00			19.4	3,104.00	2.6	416.00				
Jinyang Li	Accountant II	155	16.9	2,619.50			16.9	2,619.50						
Nicole Jackson	Team Assistant	155	0.8	124.00									0.8	124.00
Moira Hattingh	Team Assistant	85	5.6	476.00									5.6	476.00
Moira Hattingh	Team Assistant	80	17.9	1,432.00									17.9	1,432.00
TOTALS			1,046.8	299,548.00	88.1	43,404.00	640.5	137,129.00	139.7	40,192.50	47.0	23,070.50	131.5	36,052.50
GST				29,954.85										
TOTAL INC GST				329,503.35										
AVERAGE HOURLY RATE				286		489		245		288		491		274

"DM-7"

Note: All amounts exclude GST unless otherwise noted

Name	Position	Milestone	WIP_Date	Hours	Value	Narration
David Whyte	Partner	Assets	6/10/2015	0.40	\$224.00	reviewed correspondence from our solicitors regarding costs assessment to be served on Hall Chadwick regarding proof of debt proceedings/costs awarded against them/reviewed cost statement
David Whyte	Partner	Assets	12/10/2015	0.20	\$112.00	reviewed correspondence from Tucker & Cowen regarding request for release of security/reviewed charge document and PPSR registration/discussed with Murray Daniel
David Whyte	Partner	Assets	12/10/2015	0.20	\$112.00	reviewed correspondence from liquidators solicitors regarding claim against the directors of EL and the auditors of the fund/request in relation to accessing database/email our IT consultant seeking solution to issue
David Whyte	Partner	Assets	12/10/2015	0.20	\$112.00	reviewed correspondence from our solicitors regarding claim against valuer/reviewed proposed court orders in relation to proceedings/sent response
David Whyte	Partner	Assets	13/10/2015	0.10	\$56.00	reviewed correspondence from our solicitors regarding revised proposed court orders relating to claim against valuer/reviewed orders/confirmed instructions to proceed
David Whyte	Partner	Assets	16/10/2015	0.10	\$56.00	reviewed correspondence from our solicitors and defendants solicitors regarding proposed court order relating to claim against valuer and proposed timing for mediation
David Whyte	Partner	Assets	19/10/2015	0.40	\$224.00	reviewed amendments to statement of claim relating to proceedings against the directors and auditors
David Whyte	Partner	Assets	19/10/2015	0.10	\$56.00	reviewed correspondence from Hall Chadwick's solicitors regarding assessment of costs/objections to be lodged and request for a meeting/provide instructions to our solicitors
David Whyte	Partner	Assets	26/10/2015	0.10	\$56.00	reviewed correspondence from our solicitors and letter from defendants solicitors regarding setting aside funds to meet any adverse costs order/confirmed instructions to our solicitors regarding same

David Whyte	Partner	Assets	28/10/2015	0.40	\$224.00	reviewed correspondence and funding agreement in relation to legal proceedings on foot against various parties
David Whyte	Partner	Assets	2/11/2015	0.10	\$56.00	reviewed correspondence from Arthur Taylor and John Somerville regarding loan/secured property/payout of loan
David Whyte	Partner	Assets	4/11/2015	0.10	\$56.00	reviewed correspondence from our solicitors and to costs assessor regarding EL liquidators objections to amount assessed
David Whyte	Partner	Assets	4/11/2015	0.30	\$168.00	reviewed funding agreement with litigation funder/reviewed amendments to statement of claim/discussed with John Somerville
David Whyte	Partner	Assets	10/11/2015	0.30	\$168.00	reviewed correspondence relating to loan reviews by solicitors acting for EL liquidators/reviewed statement of claim/email solicitors regarding further investigations
David Whyte	Partner	Assets	11/11/2015	0.20	\$112.00	reviewed correspondence from our solicitors and costs assessor in relation to costs awarded against the liquidators of Equititrust Ltd/email our solicitors regarding next steps in the process
David Whyte	Partner	Assets	17/11/2015	0.10	\$56.00	reviewed correspondence from our solicitors and defendants solicitor regarding expert report to be provided in relation to claim against valuer/reviewed draft court order
David Whyte	Partner	Assets	18/11/2015	0.20	\$112.00	reviewed correspondence from our solicitors regarding next steps in assessment of costs awarded against the liquidators of EL/proposed meeting/provide instructions regarding issuing reply to objection/proceeding with costs assessment and meeting to discuss issues
David Whyte	Partner	Assets	3/12/2015	0.10	\$56.00	reviewed correspondence from Hall Chadwick's solicitors regarding proposal to settle proceedings with one of the directors/forward to our solicitors querying position in relation to same
David Whyte	Partner	Assets	11/12/2015	0.20	\$112.00	reviewed correspondence from our solicitors regarding assessment of costs claimable against the liquidators of Equititrust Ltd/reviewed draft correspondence to cost assessor dealing with objections

David Whyte	Partner	Assets	11/12/2015	0.30	\$168.00	reviewed correspondence from our solicitors regarding claim against valuer/defendants solicitors proposal to amend timeframe and mediation/telecon with our solicitors regarding same/provide instructions on draft court order
David Whyte	Partner	Assets	22/12/2015	0.60	\$336.00	reviewed expert lending report prepared on behalf of the defendants relating to our claim against a valuer of a Queensland property
David Whyte	Partner	Assets	22/12/2015	0.20	\$112.00	telecon with supplier in relation to expert report to be prepared/email our solicitors to prepare letter of instruction and providing relevant background material
David Whyte	Partner	Assets	22/12/2015	0.20	\$112.00	reviewed correspondence from our solicitors regarding draft letters to solicitors acting for liquidators of EL/reviewed draft letters and confirmed instructions in relation to same
David Whyte	Partner	Assets	14/01/2016	0.10	\$56.00	reviewed correspondence from our solicitors regarding proposed meeting with liquidators of Equititrust Ltd in respect of outstanding costs order and other claims/sent response
David Whyte	Partner	Assets	11/02/2016	0.20	\$112.00	reviewed correspondence from our solicitors regarding proceedings against valuer/reviewed draft court order/reviewed draft instructions to expert lender to be briefed
David Whyte	Partner	Assets	18/02/2016	0.10	\$56.00	reviewed correspondence from our solicitors regarding instructions to expert lender and consent order/correspondence with defendant regarding same in relation to claim against valuer
David Whyte	Partner	Assets	2/03/2016	1.00	\$560.00	reviewed expert valuer report prepared for the defendant in proceedings brought against a Queensland property valuer
David Whyte	Partner	Assets	2/03/2016	0.30	\$168.00	reviewed correspondence in relation to lapsing notice issued on caveat/summary of loan position/bank statements of borrower/agreement reached with borrower
David Whyte	Partner	Assets	8/03/2016	0.20	\$112.00	reviewed witness statement in relation to proceedings against a valuer
David Whyte	Partner	Assets	8/03/2016	0.10	\$56.00	reviewed correspondence from our solicitors regarding expert valuation report/engaging expert to critique same

David Whyte	Partner	Assets	9/03/2016	0.10	\$56.00 reviewed correspondence from solicitors regarding information to assist with prosecuting claim against the auditors/reviewed draft response and quote for work to assist
David Whyte	Partner	Assets	7/04/2016	0.20	\$112.00 reviewed correspondence regarding bank guarantee facilities/reviewed facility documentation and correspondence with Ferrier Hodgson in respect of same
David Whyte	Partner	Assets	7/04/2016	0.20	\$112.00 reviewed correspondence regarding bank guarantee facilities/reviewed facility documentation and correspondence with Ferrier Hodgson in respect of same
David Whyte	Partner	Assets	11/04/2016	0.90	\$504.00 reviewed four valuations in relation to borrower group
David Whyte	Partner	Assets	11/04/2016	0.10	\$56.00 reviewed asset and liability profile of borrower/guarantor
David Whyte	Partner	Assets	26/04/2016	0.10	\$56.00 reviewed correspondence from our solicitors regarding proposed mediation in respect of claim against valuer/confirmed instructions regarding same
David Whyte	Partner	Assets	6/05/2016	0.20	\$112.00 reviewed correspondence from our solicitors regarding proposed mediation in respect of proceedings against a valuer/reviewed draft consent order/confirmed instructions in respect of same
David Whyte	Partner	Assets	10/05/2016	0.20	\$112.00 reviewed correspondence from our solicitors and defendants solicitors regarding proposed mediation/reviewed court order in respect of proceedings against a valuer
David Whyte	Partner	Assets	11/05/2016	0.10	\$56.00 reviewed correspondence from our solicitors regarding mediation in respect of claim against valuers
David Whyte	Partner	Assets	16/05/2016	0.30	\$168.00 reviewed correspondence from our solicitors and further documents to be disclosed in proceedings against a valuer/reviewed documents to be disclosed, including valuation

David Whyte	Partner	Assets	18/05/2016	1.20	\$672.00	reviewed correspondence from Squire Patton Boggs regarding claim against Equititrust Ltd and the auditors/reviewed claim and calculations of loss to be undertaken
David Whyte	Partner	Assets	26/05/2016	0.10	\$56.00	reviewed correspondence from Equititrust's liquidators solicitors regarding proceedings against the directors and proposed way forward in respect of same
David Whyte	Partner	Assets	2/06/2016	0.10	\$56.00	reviewed correspondence from EL's liquidators solicitors regarding proceedings on foot against the directors and auditors/Queensland proceedings covering several of the same issues/email response regarding future conduct of the Queensland proceedings
David Whyte	Partner	Assets	9/06/2016	0.10	\$56.00	reviewed correspondence from solicitors regarding claim against directors and auditors/email From John Somerville regarding renewal of claim
David Whyte	Partner	Assets	10/06/2016	0.10	\$56.00	reviewed correspondence from our solicitors regarding draft email/sent same to solicitors for EL liquidators regarding claims against the directors and auditors
David Whyte	Partner	Assets	13/06/2016	0.10	\$56.00	reviewed draft email to our solicitors regarding quantification of claim against directors and auditors
David Whyte	Partner	Assets	15/06/2016	1.20	\$672.00	reviewed critique of defendants expert valuation report in respect of proceedings against the valuer of a Queensland property
David Whyte	Partner	Assets	16/06/2016	1.60	\$896.00	meeting with our solicitors and counsel regarding preparation for upcoming mediation in relation to proceedings against valuer
David Whyte	Partner	Assets	30/06/2016	0.30	\$168.00	reviewed correspondence from our solicitors regarding court order and judgement relating to claim against the directors and auditors
David Whyte	Partner	Assets	30/06/2016	0.30	\$168.00	reviewed draft brief to mediator in relation to claim against valuer/reviewed proposed changes by the defendants solicitors

David Whyte	Partner	Assets	5/07/2016	2.50	\$1,450.00	commenced preparation for mediation relating to proceedings against valuer and including court documents, valuation prepared by the valuer and the retrospective valuation prepared by our valuer
David Whyte	Partner	Assets	5/07/2016	2.90	\$1,682.00	continued preparation for mediation relating to proceedings against valuer and including critiques prepared by our valuer of original valuation and defendants retrospective valuation/reviewed defendants retrospective valuation
David Whyte	Partner	Assets	6/07/2016	2.10	\$1,218.00	reviewed expert lenders reports in relation to proceedings against valuer/reviewed position paper prepared by our counsel
David Whyte	Partner	Assets	6/07/2016	0.30	\$174.00	Reviewed final mediation brief in relation to proceedings against a valuer
David Whyte	Partner	Assets	7/07/2016	0.70	\$406.00	reviewed final version of counsels submissions for the plaintiff and defendants counsels submissions in relation to mediation of proceedings against the valuer
David Whyte	Partner	Assets	7/07/2016	2.30	\$1,334.00	preparation for and meeting with counsel and our solicitors regarding upcoming mediation of claim against valuer
David Whyte	Partner	Assets	13/07/2016	4.90	\$2,842.00	preparation for and mediation of claim against valuer and including meeting with our solicitors and counsel
David Whyte	Partner	Assets	14/07/2016	0.10	\$58.00	reviewed correspondence from our solicitors regarding proposed way forward in respect of proceedings against valuer/proposed court order relating to same/confirmed instructions
David Whyte	Partner	Assets	14/07/2016	0.40	\$232.00	reviewed expert valuer report/email John Somerville regarding same
David Whyte	Partner	Assets	25/07/2016	0.10	\$58.00	reviewed correspondence from our solicitors and defendants solicitors in relation to proposed court order relating to proceedings against a valuer/explanation in respect of expert reports

David Whyte	Partner	Assets	4/08/2016	0.30	\$174.00	reviewed contract of sale in relation to Queensland property and particularly special conditions relating to sale and status of Development Application
David Whyte	Partner	Assets	4/08/2016	0.30	\$174.00	reviewed correspondence from our solicitors and defendants solicitors in relation to proceedings against a valuer/reviewed draft instructions to valuer and draft court order
David Whyte	Partner	Assets	16/08/2016	0.20	\$116.00	reviewed correspondence from our solicitors and defendants solicitors including draft court order in respect of proceedings against valuer/sent response
David Whyte	Partner	Assets	17/08/2016	0.20	\$116.00	reviewed proof of debt to be lodged in liquidation of guarantor/reviewed Corporations Act regarding interest calculation/discussed with John Somerville
David Whyte	Partner	Assets	22/08/2016	0.10	\$58.00	reviewed correspondence from liquidators solicitors regarding status of proceedings against the directors and auditors
David Whyte	Partner	Assets	24/08/2016	0.70	\$406.00	meeting with our solicitors and John Somerville regarding proceedings against valuer/expert valuer report
David Whyte	Partner	Assets	26/08/2016	0.10	\$58.00	reviewed correspondence from our solicitors including letter to valuer's solicitors and draft court order in respect of proceedings against valuer
David Whyte	Partner	Assets	30/08/2016	1.40	\$812.00	reviewed facility and security documentation relating to borrower and security provider/discussed with John Somerville
David Whyte	Partner	Assets	31/08/2016	0.20	\$116.00	reviewed correspondence from our solicitors regarding renewal of claim against the directors of Equititrust Ltd/reviewed draft letter to the court and draft affidavit supporting the request to renew the claim
David Whyte	Partner	Assets	31/08/2016	0.10	\$58.00	email to our solicitors regarding proof of debt to be lodged against security provider/terms of charge provided

David Whyte	Partner	Assets	31/08/2016	0.20	\$116.00	reviewed proof of debt in relation to security provider/reviewed correspondence from our solicitors regarding documentation supporting proof of debt
David Whyte	Partner	Assets	5/09/2016	0.10	\$58.00	reviewed correspondence from our solicitors regarding proceedings against a valuer/hearing on 9 September/reviewed proposed orders to be sought/provided instructions relation to hearing
David Whyte	Partner	Assets	6/09/2016	0.20	\$116.00	reviewed draft affidavit and letter to court registry regarding renewal of claim against several parties
David Whyte	Partner	Assets	9/09/2016	0.10	\$58.00	reviewed correspondence from our solicitors regarding outcome of court hearing today in relation to proceedings against valuer/reviewed court order
David Whyte	Partner	Assets	9/09/2016	0.60	\$348.00	reviewed correspondence from our solicitors regarding renewal of claim/reviewed affidavit and letter in respect of same
David Whyte	Partner	Assets	4/10/2016	0.40	\$232.00	reviewed correspondence from our solicitors regarding renewal of claim against directors of responsible entity/reviewed recent applicable court decision
David Whyte	Partner	Assets	4/10/2016	0.20	\$116.00	reviewed liquidators report to creditors in relation to company where the fund had a significant claim
David Whyte	Partner	Assets	5/10/2016	0.50	\$290.00	reviewed correspondence from our solicitors regarding proceedings against value and amended defence of valuer
David Whyte	Partner	Assets	6/10/2016	0.70	\$406.00	reviewed court application, supporting affidavits and deed of settlement in relation to proceedings against director
David Whyte	Partner	Assets	6/10/2016	2.70	\$1,566.00	reviewed affidavit material in support of liquidators court application relating to deed of settlement

David Whyte	Partner	Assets	12/10/2016	0.10	\$58.00 reviewed correspondence from liquidators solicitors regarding director's asset position/outcome of court application in respect of entering into settlement deed
David Whyte	Partner	Assets	14/10/2016	0.30	\$174.00 reviewed amended pleadings in proceedings against valuer
John Somerville	Senior Manager	Assets	2/10/2015	0.20	\$88.00 Review of file notes and correspondence to investors in relation to the third interim distribution payments that have not cleared and need to be reissued
John Somerville	Senior Manager	Assets	7/10/2015	0.10	\$44.00 Review of ATO statement of account for a subsidiary of the Fund and email to the liquidator of the subsidiary of the Fund in relation to same
John Somerville	Senior Manager	Assets	9/10/2015	0.20	\$88.00 Call from expert valuer in relation to the proceedings against the valuer of the Cape Gloucester property. Email to the expert valuer regarding further information to finalise expert report
John Somerville	Senior Manager	Assets	16/10/2015	0.10	\$44.00 Review of amendments to consent orders in relation to the proceedings against the valuer of the Cape Gloucester property and email to our solicitors regarding same
John Somerville	Senior Manager	Assets	16/10/2015	0.10	\$44.00 Call from our solicitors regarding the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	16/10/2015	0.20	\$88.00 Review of the records inspected by our expert valuer in the proceedings against the valuer of the Cape Gloucester property and call to our solicitors regarding same
John Somerville	Senior Manager	Assets	19/10/2015	0.10	\$44.00 Call from our solicitors in relation to closure of files with respect to the Carbrook and Collingwood park valuer actions
John Somerville	Senior Manager	Assets	22/10/2015	0.30	\$132.00 Investigations into mortgage held over a property in Tara following notice of the Council's intention to auction for outstanding rates. Email to a former employee regarding same

John Somerville	Senior Manager	Assets	23/10/2015	0.20	\$88.00	Call from a former employee to discuss a notice of intention to sell a property in Tara, Qld received by Council to determine if the EIF has any interest in the property
John Somerville	Senior Manager	Assets	26/10/2015	0.10	\$44.00	Review of revised case flow order in relation to the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	30/10/2015	0.30	\$132.00	Call to former employee of the Fund regarding interest in a property that EL holds a mortgage over and where council has given an auction notice for outstanding rates. Email to former employee regarding same
John Somerville	Senior Manager	Assets	2/11/2015	0.30	\$132.00	Review of email from former employee and supporting documentation regarding mortgage over a property in Tara, Qld. Email to the receivers and managers of Equititrust Ltd regarding same
John Somerville	Senior Manager	Assets	2/11/2015	0.10	\$44.00	Email to the liquidator of a subsidiary of the Fund regarding an notice from ASIC
John Somerville	Senior Manager	Assets	9/11/2015	0.10	\$44.00	Call from former employee regarding correspondence received from a guarantor/borrower
John Somerville	Senior Manager	Assets	10/11/2015	0.10	\$44.00	Email to the liquidators of a subsidiary of a fund regarding creditor claims
John Somerville	Senior Manager	Assets	10/11/2015	0.10	\$44.00	Email to a director of a subsidiary of the fund regarding the status of the members voluntary liquidation
John Somerville	Senior Manager	Assets	17/11/2015	0.10	\$44.00	Review of email from our solicitor regarding the defendants expert report in the Cape Gloucester valuer proceedings. Review of revised consent case flow orders and email to our solicitors regarding same
John Somerville	Senior Manager	Assets	20/11/2015	0.10	\$44.00	Review of correspondence from our solicitors regarding the status of the claim against the valuer of the Cape Gloucester property and the revised consent order in relation to case flow

John Somerville	Senior Manager	Assets	26/11/2015	0.60	\$264.00	Review and consider report by the expert valuer in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	26/11/2015	0.40	\$176.00	Call from our consultant regarding issues in relation to the claim against the auditors and certain directors and officers being run by the liquidators of Equititrust Ltd and further information requests in relation to same
John Somerville	Senior Manager	Assets	7/12/2015	0.20	\$88.00	Review of final reports from the liquidator of two subsidiaries of the fund and email to the directors of the subsidiaries regarding same
John Somerville	Senior Manager	Assets	9/12/2015	0.30	\$132.00	Review of correspondence from our solicitors in relation to the claim against the valuer of the Cape Gloucester property. Review of revised draft orders in the proceedings and consider request from defendant to extend timeframe for expert to submit report
John Somerville	Senior Manager	Assets	15/12/2015	0.10	\$44.00	Review of emails from our solicitors in relation to the revised Court timeframe in respect to the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	17/12/2015	0.60	\$264.00	Review of further documents disclosed in the Cape Gloucester valuer proceedings to respond to the issues raised in the expert lender's report submitted by the defendant and email to David Whyte regarding same.
John Somerville	Senior Manager	Assets	17/12/2015	0.80	\$352.00	Review and consider expert lender's report submitted by the defendants in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	17/12/2015	0.70	\$308.00	Review of documents disclosed in the Cape Gloucester valuer proceedings to respond to the issues raised in the expert lender's report submitted by the defendant. Review of soft copy and hard copy file for further documentation in relation to financial position
John Somerville	Senior Manager	Assets	17/12/2015	0.50	\$220.00	Review of EIF server to search for further documents to be disclosed in relation to related parties and guarantors of the borrower to respond to the expert lenders report in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	18/12/2015	0.50	\$220.00	Call to a former employee in relation to the Cape Gloucester valuer proceedings and proposed response to the defendant's expert lending report and obtaining witness statements

John Somerville	Senior Manager	Assets	18/12/2015	0.20	\$88.00	Call to our solicitors in relation to the Cape Gloucester valuer proceedings and proposed response to the defendant's expert lending report and obtaining witness statements
John Somerville	Senior Manager	Assets	18/12/2015	0.20	\$88.00	Email to our solicitors in relation to the Cape Gloucester valuer proceedings and proposed response to the defendant's expert lending report and obtaining witness statements
John Somerville	Senior Manager	Assets	4/01/2016	0.10	\$44.00	Review of further issues in relation to proposed witness statements to be obtained in the proceedings against the valuer of the Cape Gloucester property and discussion with Nicola Kennedy regarding granting access to our consultant to review the files
John Somerville	Senior Manager	Assets	4/01/2016	0.20	\$88.00	Review of correspondence to the solicitors for the liquidators of Equititrust Ltd in relation to the assessment of costs incurred in the proof of debt proceedings and response to the liquidators' notice of objection to the statement of costs
John Somerville	Senior Manager	Assets	4/01/2016	0.30	\$132.00	Review and consider witness statements to support the claim against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	15/01/2016	0.40	\$176.00	Call to our consultant regarding further documentation to support the claim against the valuer of the Cape Gloucester property and discussion regarding former employees to obtain witness statements from
John Somerville	Senior Manager	Assets	18/01/2016	0.20	\$88.00	Call from our solicitors regarding witness statements and revised court timeframes in relation to the claim against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	25/01/2016	0.20	\$88.00	Call from our consultant regarding further investigations being undertaken in relation to the claim against the Cape Gloucester valuer
John Somerville	Senior Manager	Assets	25/01/2016	0.70	\$308.00	Further investigations in relation to the claim against the valuer of the Cape Gloucester property to respond to allegations raised by the expert lender for the defendant
John Somerville	Senior Manager	Assets	1/02/2016	0.10	\$44.00	Review of email from our solicitors regarding witness statement for the claim against the valuer of the Cape Gloucester property

John Somerville	Senior Manager	Assets	2/02/2016	0.20	\$88.00	Review of request from a former borrower for a discharge of caveat over a property and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Assets	3/02/2016	0.20	\$88.00	Call from witness in the proceedings against the valuer of the Cape Gloucester property in relation to providing a witness statement
John Somerville	Senior Manager	Assets	3/02/2016	0.10	\$44.00	Email to our solicitors in relation to a witness statement to be prepared in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	3/02/2016	0.10	\$44.00	Email to our solicitors regarding brief of expert witness in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	5/02/2016	0.70	\$308.00	Investigation into status of a loan following a request from a guarantor for a release of a caveat over a property. Review of loan files to determine position of loan and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	5/02/2016	0.10	\$44.00	Instructions to our consultant regarding further investigations required into a caveat over a guarantor's property
John Somerville	Senior Manager	Assets	8/02/2016	0.10	\$44.00	Email to the solicitor of a guarantor regarding a caveat over a property
John Somerville	Senior Manager	Assets	11/02/2016	0.20	\$88.00	Review of draft brief to expert lender and revised court caseflow orders in relation to the proceedings against the Cape Gloucester valuer and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	15/02/2016	0.20	\$88.00	Review of status of proceedings against the auditors being run by the liquidators of Equititrust Ltd including review of the Federal Court of Australia website for recent orders and documents filed
John Somerville	Senior Manager	Assets	16/02/2016	0.10	\$44.00	Review and consider email from our consultant regarding status of a loan to consider request from a guarantor for a release of a caveat over a property

John Somerville	Senior Manager	Assets	22/02/2016	0.40	\$176.00	Review of further material and investigations undertaken by our consultant in relation to the Cape Gloucester loan to progress a claim against the valuer
John Somerville	Senior Manager	Assets	23/02/2016	0.10	\$44.00	Review of email from our solicitors regarding revised case flow orders in relation to the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	24/02/2016	0.10	\$44.00	Call from our consultant regarding a caveat over a guarantors property and further investigation required in relation to same
John Somerville	Senior Manager	Assets	24/02/2016	0.10	\$44.00	Review and consider lapsing notice for a caveat over a guarantors property
John Somerville	Senior Manager	Assets	26/02/2016	0.20	\$88.00	Call from our consultant regarding investigations into caveat over guarantor's property. Instructions to our IT consultant to grant remote access to server to finalise investigations
John Somerville	Senior Manager	Assets	2/03/2016	0.10	\$44.00	Discussion with David Whyte in relation to the expert report submitted by the defendant in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	2/03/2016	0.30	\$132.00	Review of email from our consultant regarding caveat over guarantor. Review of documentation to determine position of loan and to consider responding to the lapsing notice lodged by the guarantor
John Somerville	Senior Manager	Assets	2/03/2016	0.50	\$220.00	Continue review of documentation to determine position of loan account and to consider responding to the lapsing notice lodged by a guarantor in relation to a caveat. Email to David Whyte regarding findings
John Somerville	Senior Manager	Assets	2/03/2016	0.30	\$132.00	Further review of documentation to determine position of loan account and to consider responding to the lapsing notice lodged by a guarantor in relation to a caveat. Email exchanges with David Whyte regarding same
John Somerville	Senior Manager	Assets	3/03/2016	0.30	\$132.00	Call from the solicitors for Equititrust Ltd in relation to further information required to progress a claim against the auditors of the fund

John Somerville	Senior Manager	Assets	3/03/2016	0.80	\$352.00	Review of email from our solicitors in relation to the proceedings against the Cape Gloucester property. Review and consider expert report lodged by the defendant. Consider comparison to previous valuation. Email to our solicitors with further instructions
John Somerville	Senior Manager	Assets	7/03/2016	0.10	\$44.00	Review of email from our solicitors regarding critique of defendants expert report in the proceedings against the valuer of the Cape Gloucester property. Email to David Whyte regarding same
John Somerville	Senior Manager	Assets	8/03/2016	0.40	\$176.00	Review of summary of evidence of witness in the proceedings against the valuer of the Cape Gloucester property and discussion with our solicitors regarding same
John Somerville	Senior Manager	Assets	8/03/2016	0.10	\$44.00	Email to our solicitors regarding instructions in relation to the defendant's expert valuation in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	9/03/2016	0.10	\$44.00	Review of email from our solicitors regarding response to the defendant's expert report. Email response
John Somerville	Senior Manager	Assets	9/03/2016	0.10	\$44.00	Review of email from our solicitor regarding amended summary of evidence for a witness in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	7/04/2016	0.30	\$132.00	Review of email from our solicitors regarding expert reports in the claim against the valuer of the Cape Gloucester property. Review of file for further material and draft response
John Somerville	Senior Manager	Assets	11/04/2016	0.60	\$264.00	Review of email from our solicitors regarding further information required to support the claim against the valuer of the Cape Gloucester property. Further review of the EIF server for documents and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	11/04/2016	0.20	\$88.00	Call from our solicitors regarding claim against the valuer of the Cape Gloucester property and further information required for the expert to complete their report
John Somerville	Senior Manager	Assets	11/04/2016	0.40	\$176.00	Review of valuations to support asset and liability position of a borrower to support claim against valuer of the Cape Gloucester property. Discussion with David Whyte regarding same
John Somerville	Senior Manager	Assets	11/04/2016	0.10	\$44.00	Email to our solicitors regarding further information to support the claim against the valuer of the Cape Gloucester property

John Somerville	Senior Manager	Assets	14/04/2016	0.10	\$44.00	Call from our solicitors regarding proposed mediation in relation to the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	14/04/2016	0.40	\$176.00	Review of expert lending report filed in the proceedings against the valuer of the Cape Gloucester property. Email to David Whyte regarding proposed mediation
John Somerville	Senior Manager	Assets	15/04/2016	0.10	\$44.00	Review of email from our solicitors regarding expert report in the Cape Gloucester valuer proceedings and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	15/04/2016	0.10	\$44.00	Email to our solicitors regarding mediator for the Cape Gloucester valuer claim mediation
John Somerville	Senior Manager	Assets	18/04/2016	0.10	\$44.00	Call from our solicitors regarding mediators for the proposed mediation of the claim against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	18/04/2016	0.10	\$44.00	Email to our solicitors regarding expert report in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	18/04/2016	0.40	\$176.00	Review of Federal Court's website for documents in relation to status of claim against the auditors. Discussion with David Whyte regarding same
John Somerville	Senior Manager	Assets	22/04/2016	0.10	\$44.00	Review of email from our solicitors regarding revised orders in relation to the claim against the Cape Gloucester valuer
John Somerville	Senior Manager	Assets	22/04/2016	0.10	\$44.00	Call to our solicitors regarding proposed mediators in relation to the claim against the Cape Gloucester valuer
John Somerville	Senior Manager	Assets	26/04/2016	0.10	\$44.00	Review of email from our solicitors regarding amended draft orders in the proceedings against the Cape Gloucester valuer. Review draft orders. Email response
John Somerville	Senior Manager	Assets	3/05/2016	0.10	\$44.00	Review of email from our solicitors regarding mediation in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	3/05/2016	0.10	\$44.00	Call to our solicitors regarding mediation in the proceedings against the valuer of the Cape Gloucester property

John Somerville	Senior Manager	Assets	11/05/2016	0.20	\$88.00	Review of email from the solicitors for the liquidators of Equititrust Ltd in relation to claims against the auditor and other parties and assistance required quantifying the claims
John Somerville	Senior Manager	Assets	12/05/2016	0.20	\$88.00	Review of supplementary list of documents in the proceedings against the valuer of the Cape Gloucester property and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	13/05/2016	0.10	\$44.00	Email to our solicitors regarding the second further supplementary list of documents in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	18/05/2016	0.10	\$44.00	Review of email from our solicitors in relation to mediation in the Cape Gloucester valuer proceedings and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	14/06/2016	0.20	\$88.00	Call to our solicitors regarding claim against valuer of Cape Gloucester and proposed mediation
John Somerville	Senior Manager	Assets	15/06/2016	0.90	\$396.00	Review of the critique of the defendant's expert valuers report in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	15/06/2016	1.30	\$572.00	Preparation for mediation strategy meeting with our legal counsel in the Cape Gloucester valuer proceedings. Review of various expert reports and consider
John Somerville	Senior Manager	Assets	16/06/2016	0.40	\$176.00	Preparation for meeting with counsel in relation to proposed mediation strategy in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	16/06/2016	1.60	\$704.00	meeting with our solicitors and counsel regarding preparation for upcoming mediation in relation to proceedings against valuer
John Somerville	Senior Manager	Assets	23/06/2016	0.20	\$88.00	Review of draft brief to the mediator in relation to the Cape Gloucester valuer proceedings

John Somerville	Senior Manager	Assets	29/06/2016	0.30	\$132.00	Review of documents in preparation for mediation in the proceedings against the Cape Gloucester valuer
John Somerville	Senior Manager	Assets	4/07/2016	0.10	\$45.50	Review of mediation agreement for the Cape Gloucester valuer claim and email to our solicitors regarding same
John Somerville	Senior Manager	Assets	5/07/2016	0.20	\$91.00	Call from our solicitors regarding mediator's brief in preparation for mediation of the Cape Gloucester valuer claim
John Somerville	Senior Manager	Assets	7/07/2016	0.40	\$182.00	Review of position papers for the plaintiff and defendant in preparation for mediation in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	7/07/2016	0.10	\$45.50	Discussion with David Whyte regarding position paper of the defendant in preparation for the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	7/07/2016	2.30	\$1,046.50	preparation for and meeting with counsel and our solicitors regarding upcoming mediation of claim against valuer
John Somerville	Senior Manager	Assets	11/07/2016	0.40	\$182.00	Review of material in preparation for mediation of the claim against the valuer of the Cape Gloucester property. Review of costs incurred to date and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	11/07/2016	0.20	\$91.00	Review of status of distribution from a borrower in liquidation. Consider email from a party seeking to acquire debt and draft response
John Somerville	Senior Manager	Assets	11/07/2016	0.60	\$273.00	Review of interest payable on the claim against the valuer of the Cape Gloucester property. Review of file to determine interest rate applied. Review of pleadings to consider treatment of interest on the claim. Email to David Whyte regarding same
John Somerville	Senior Manager	Assets	13/07/2016	4.90	\$2,229.50	preparation for and mediation of claim against valuer and including meeting with our solicitors and counsel

John Somerville	Senior Manager	Assets	14/07/2016	0.20	\$91.00	Consider expert valuers to undertake blind retrospective valuation of the Cape Gloucester property and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	18/07/2016	0.10	\$45.50	Email to our solicitors regarding proposed experts to prepare a further report in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	19/07/2016	0.10	\$45.50	Email to our solicitors regarding further expert report required for the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	19/07/2016	0.10	\$45.50	Email to current owner of the Cape Gloucester property to arrange access for expert to undertake further report to progress claim against valuer
John Somerville	Senior Manager	Assets	19/07/2016	0.10	\$45.50	Review of file to determine current owner of the Cape Gloucester property to arrange access for expert to undertake further report to progress claim against valuer
John Somerville	Senior Manager	Assets	20/07/2016	0.10	\$45.50	Email to owner of Cape Gloucester property regarding access for expert valuer. Email to our solicitors regarding same
John Somerville	Senior Manager	Assets	25/07/2016	0.10	\$45.50	Review of email from our solicitors regarding amended caseflow orders in the proceedings against the Cape Gloucester valuer. Draft email response to our solicitors re same
John Somerville	Senior Manager	Assets	26/07/2016	0.30	\$136.50	Review of debt due from a borrower and proof of debt to be submitted in the liquidation of a guarantor. Email to Dermot O'Brien regarding same
John Somerville	Senior Manager	Assets	2/08/2016	0.10	\$45.50	Review of email from our solicitors regarding brief to expert in the Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	3/08/2016	0.20	\$91.00	Call to our solicitors regarding brief to expert in the Cape Gloucester valuer proceedings

John Somerville	Senior Manager	Assets	4/08/2016	0.20	\$91.00 Review of brief to expert in the Cape Gloucester valuer proceedings and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	8/08/2016	0.10	\$45.50 Review of email from our solicitors regarding update on the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	17/08/2016	0.20	\$91.00 Email instructions to Andrew Lane regarding submitting proof of debt in liquidation of a guarantor and calculation of interest claimable
John Somerville	Senior Manager	Assets	24/08/2016	0.70	\$318.50 meeting with our solicitors and David Whyte regarding proceedings against valuer/expert valuer report
John Somerville	Senior Manager	Assets	25/08/2016	0.10	\$45.50 Email to our solicitors regarding access to property for expert in relation to Cape Gloucester valuer proceedings
John Somerville	Senior Manager	Assets	29/08/2016	0.10	\$45.50 Email to David Whyte regarding claim against guarantor
John Somerville	Senior Manager	Assets	29/08/2016	0.20	\$91.00 Call to our consultant regarding claim in the liquidation of a guarantor
John Somerville	Senior Manager	Assets	30/08/2016	0.20	\$91.00 Call to our solicitors regarding potential claim in the liquidation of a guarantor. Email regarding same
John Somerville	Senior Manager	Assets	30/08/2016	0.30	\$136.50 Call to our solicitors regarding potential claim in the liquidation of a guarantor and further documentation required to support same. Review of file and email to our solicitors regarding same
John Somerville	Senior Manager	Assets	30/08/2016	0.20	\$91.00 Review of security documentation in relation to a claim against a guarantor and email to David Whyte regarding same

John Somerville	Senior Manager	Assets	31/08/2016	0.20	\$91.00	Call from our solicitors regarding further documentation required to assess claim against guarantor company in liquidation. Email to our solicitors regarding same
John Somerville	Senior Manager	Assets	9/09/2016	0.10	\$45.50	Email to our solicitors regarding further instructions in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	9/09/2016	0.10	\$45.50	Review of email from our solicitors regarding next steps in the proceedings against the Cape Gloucester valuer and email to David Whyte regarding same
John Somerville	Senior Manager	Assets	26/09/2016	0.10	\$45.50	Review of report to creditors from liquidator of guarantor
John Somerville	Senior Manager	Assets	5/10/2016	0.40	\$182.00	Review and consider amended defence filed in the proceedings against the valuer of the Cape Gloucester property
John Somerville	Senior Manager	Assets	14/10/2016	0.60	\$273.00	Review of amended Reply in the proceedings against the Cape Gloucester property and email to our solicitors regarding same
John Somerville	Senior Manager	Assets	18/10/2016	0.30	\$136.50	Review of records for further disclosure in the Cape Gloucester valuer proceedings. Email to our solicitors regarding same
John Somerville	Senior Manager	Assets	19/10/2016	0.20	\$91.00	Review of further documents for disclosure in the Cape Gloucester valuer proceedings. Review of letter to our solicitors regarding same
Murray Daniel	Supervisor	Assets	12/10/2015	0.50	\$180.00	Discussions with consultant regarding loan amount for a borrower and issues in relation to loan account to determine if registered security interest should be released
Murray Daniel	Supervisor	Assets	12/10/2015	0.50	\$180.00	Further discussions with consultant regarding loan amount for a borrower and issues in relation to loan account to determine if registered security interest should be released

Murray Daniel	Supervisor	Assets	12/10/2015	0.50	\$180.00	Further review of Fin management loan database to establish whether loan had been fully settled to determine if registered security interest should be released
Murray Daniel	Supervisor	Assets	12/10/2015	0.70	\$252.00	Review of Fin management loan database to establish whether loan had been fully settled to determine if registered security interest should be released.
Murray Daniel	Supervisor	Assets	12/10/2015	0.30	\$108.00	Discussions with David Whyte regarding loan asset information.
Murray Daniel	Supervisor	Assets	12/10/2015	0.50	\$180.00	Review of request from borrower to remove PPSR registered security interest, review of contact details, email correspondence to consultant regarding PPSR details.
Julia Mayne	Accountant II	Assets	19/10/2015	0.30	\$58.50	Phone call council regarding outstanding rates for property mortgaged by Equititrust and persons liable for outstanding rates. Email details of property to John Somerville
Julia Mayne	Accountant II	Assets	11/11/2015	0.20	\$39.00	Phone call from conveyancing solicitor for a former property security regarding encumbrance on property
Andrew Lane	Undergraduate	Assets	17/08/2016	0.80	\$132.00	Review of loan statement of borrower and compile workings in excel spreadsheet to support claim in the liquidation of a guarantor. Preparation of proof of debt form to be lodged in the liquidation of a guarantor
Andrew Lane	Undergraduate	Assets	17/08/2016	0.40	\$66.00	Review of loan statement of borrower and compile workings in excel spreadsheet to support claim in the liquidation of a guarantor. Preparation of proof of debt form to be lodged in the liquidation of a guarantor
Andrew Lane	Undergraduate	Assets	23/08/2016	0.80	\$132.00	Access to EIF server to obtain Facility agreement and copy of guarantee for a guarantor to support claim in the liquidation
Andrew Lane	Undergraduate	Assets	24/08/2016	0.50	\$82.50	Access to EIF server to export deed of guarantee and indemnity for a guarantor

Andrew Lane	Undergraduate	Assets	30/08/2016	0.10	\$16.50	Access EIF server to retrieve soft copies of Variation in Guarantee and Credit Facility Deed to support proof of debt to be lodged in the liquidation of a guarantor.
Andrew Lane	Undergraduate	Assets	14/10/2016	0.40	\$66.00	Scanned in and saved to file letter regarding final dividend and cheque. Access to MYOB to enter dividend.
Samantha Brown	Accountant I	Assets	14/10/2015	0.20	\$39.00	Call from council regarding sale of property. Update to John Somerville regarding same.
Samantha Brown	Accountant I	Assets	14/10/2015	0.20	\$39.00	Receive assistance from Murray Daniel to generate title search for property in relation to notice from council regarding sale of property. Update John Somerville regarding findings.
David Whyte	Partner	Creditors	6/10/2015	0.10	\$56.00	reviewed correspondence from three investors/representatives of investors regarding unit holdings, distribution to investors and change in details/reviewed letters in response
David Whyte	Partner	Creditors	6/10/2015	0.10	\$56.00	reviewed correspondence from two investors regarding unit holdings and distributions to date/estimated return to investors/reviewed letters in response
David Whyte	Partner	Creditors	6/10/2015	0.10	\$56.00	reviewed letter to investor explaining distributions paid to date but not received/breakdown of payments between holdings/authorised payments
David Whyte	Partner	Creditors	6/10/2015	0.20	\$112.00	reviewed correspondence from investors regarding change in details and previous distributions/reviewed letters in response/logon to internet banking and authorised payments
David Whyte	Partner	Creditors	6/10/2015	0.10	\$56.00	telecon with investor regarding third interim distribution/change of details
David Whyte	Partner	Creditors	6/10/2015	0.90	\$504.00	reviewed file note regarding investors to be paid by cheque in relation to 3 cents distribution/reviewed and signed cheques in respect of same

David Whyte	Partner	Creditors	6/10/2015	0.10	\$56.00 reviewed correspondence from two investors/representatives of investors regarding distributions/reviewed letters in response/authorised payments
David Whyte	Partner	Creditors	8/10/2015	0.10	\$56.00 reviewed correspondence from investor in relation to change in details/transfer of units/authorised same
David Whyte	Partner	Creditors	8/10/2015	0.30	\$168.00 reviewed letters to five investors/representatives of investors regarding change in details/transfer of units/reviewed correspondence from investor regarding outstanding distributions/reviewed letter in response/authorised payments
David Whyte	Partner	Creditors	9/10/2015	0.10	\$56.00 reviewed correspondence to two investors regarding interim distributions
David Whyte	Partner	Creditors	13/10/2015	0.20	\$112.00 reviewed correspondence from nine investors regarding change of details/outstanding distributions/authorised changes
David Whyte	Partner	Creditors	15/10/2015	0.10	\$56.00 reviewed correspondence from investor regarding reconciliation of units held/distributions to date and overall estimated return/reviewed letter in response
David Whyte	Partner	Creditors	15/10/2015	0.10	\$56.00 reviewed correspondence from two investors/representatives of investors regarding change in details/transfer of units/authorised same
David Whyte	Partner	Creditors	15/10/2015	0.10	\$56.00 reviewed correspondence from investor regarding distributions paid to date/reviewed letter in response and attaching cheques for second and third distributions
David Whyte	Partner	Creditors	16/10/2015	0.10	\$56.00 reviewed correspondence from solicitors acting for an investor regarding court proceedings and insurance policy details
David Whyte	Partner	Creditors	16/10/2015	0.30	\$168.00 reviewed correspondence from ten investors/representatives of investors regarding unit holdings and distributions/logon to internet banking/process payments

David Whyte	Partner	Creditors	16/10/2015	0.10	\$56.00 reviewed six letters to investors/representatives of investors regarding change in details
David Whyte	Partner	Creditors	20/10/2015	0.10	\$56.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	21/10/2015	0.10	\$56.00 reviewed correspondence from four investors/representatives of investors regarding change in details/approved same
David Whyte	Partner	Creditors	21/10/2015	0.10	\$56.00 reviewed correspondence from solicitors acting for investor regarding proceedings on foot/reviewed letter in response
David Whyte	Partner	Creditors	21/10/2015	0.10	\$56.00 reviewed letter to Ferrier Hodgson regarding payment of outstanding distributions/authorised payments
David Whyte	Partner	Creditors	22/10/2015	0.10	\$56.00 reviewed letter to investors regarding transfer of units/distributions paid to date/current unit holdings
David Whyte	Partner	Creditors	23/10/2015	0.30	\$168.00 reviewed notice of objection prepared by solicitors for the liquidators of EL in relation to costs assessment in respect of proof of debt proceedings
David Whyte	Partner	Creditors	23/10/2015	0.20	\$112.00 reviewed correspondence from 14 investors/representatives of investors regarding changes in details/transfer of units and documentation relating to deceased estates
David Whyte	Partner	Creditors	23/10/2015	0.10	\$56.00 reviewed letters to two investors regarding change in details/payments of distributions
David Whyte	Partner	Creditors	28/10/2015	0.10	\$56.00 reviewed letter to investors representatives regarding payment of distributions/provide details of four holdings and payments credited to the estate's bank account

David Whyte	Partner	Creditors	30/10/2015	0.30	\$168.00	reviewed correspondence from 18 investors/representatives of investors regarding change in details/transfer of units/outstanding distributions/reviewed letters in response
David Whyte	Partner	Creditors	2/11/2015	0.10	\$56.00	reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/outstanding distributions/reviewed letters in response
David Whyte	Partner	Creditors	4/11/2015	0.10	\$56.00	reviewed investor statements in relation to Equititrust Ltd
David Whyte	Partner	Creditors	5/11/2015	0.10	\$56.00	reviewed letter to investor regarding distributions to date and estimated value of units
David Whyte	Partner	Creditors	9/11/2015	0.10	\$56.00	reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/authorised same
David Whyte	Partner	Creditors	16/11/2015	0.10	\$56.00	reviewed letter to investors regarding transfer of units from deceased estate/logon to internet banking/authorise payment of second and third interim distributions
David Whyte	Partner	Creditors	16/11/2015	0.10	\$56.00	reviewed letters to three investors regarding value of units/interim distributions/change in details
David Whyte	Partner	Creditors	17/11/2015	0.10	\$56.00	reviewed correspondence to three investors regarding distributions to date/valuation of units/estimated return
David Whyte	Partner	Creditors	18/11/2015	0.20	\$112.00	reviewed letters to five beneficiaries of deceased estate regarding transfer of units and payment of third distribution/logon to internet banking and authorise payments to five investors
David Whyte	Partner	Creditors	19/11/2015	0.10	\$56.00	reviewed correspondence from seven investors regarding change in details/authorised same

David Whyte	Partner	Creditors	19/11/2015	0.10	\$56.00 reviewed letters to two investors regarding distributions to date/unit holdings
David Whyte	Partner	Creditors	30/11/2015	0.20	\$112.00 reviewed letters to two investors regarding change in details/distributions to date/estimated return to investors/logon to internet banking and authorise payments
David Whyte	Partner	Creditors	30/11/2015	0.10	\$56.00 reviewed correspondence from executors of deceased investor's estate and grant of probate in relation to same/approved transfer of units
David Whyte	Partner	Creditors	1/12/2015	0.10	\$56.00 reviewed correspondence from six investors regarding change in details/authorised same
David Whyte	Partner	Creditors	3/12/2015	0.20	\$112.00 reviewed correspondence from representatives of deceased investors estate/reviewed letter regarding unclaimed distributions/reviewed investor statement/logon to internet banking and authorise payment of distributions outstanding
David Whyte	Partner	Creditors	3/12/2015	0.10	\$56.00 reviewed correspondence from four investors regarding change in details/distributions/units held/value of units/reviewed letters in response
David Whyte	Partner	Creditors	8/12/2015	0.10	\$56.00 reviewed correspondence from investor regarding unit holdings and proposed transfer of units/reviewed letter confirming distributions made and unit holding/documentation required to transfer units
David Whyte	Partner	Creditors	8/12/2015	0.10	\$56.00 telecon with investor regarding likely timing of final distribution/transfer of units
David Whyte	Partner	Creditors	21/12/2015	0.10	\$56.00 reviewed correspondence from three investors regarding change in details/approved same
David Whyte	Partner	Creditors	21/12/2015	0.90	\$504.00 reviewed previous report to investors/reviewed and amended updated report to investors

David Whyte	Partner	Creditors	21/12/2015	0.20	\$112.00 finalised review of report to investors
David Whyte	Partner	Creditors	21/12/2015	0.10	\$56.00 reviewed correspondence from representative of surviving joint unit holder/reviewed letter in response advising of requirements to transfer unit holding to sole name
David Whyte	Partner	Creditors	21/12/2015	0.10	\$56.00 reviewed correspondence from investor regarding units held and value of same/taxation statement/reviewed letter in response/reviewed letter from investor regarding change in details/reviewed letter in response
David Whyte	Partner	Creditors	21/12/2015	0.20	\$112.00 reviewed correspondence from investor regarding outstanding distributions/change of address/reviewed reconciliation of amounts outstanding/reviewed letter detailing position/logon to internet banking and authorise payments
David Whyte	Partner	Creditors	22/12/2015	0.10	\$56.00 reviewed/signed report to investors
David Whyte	Partner	Creditors	24/12/2015	0.10	\$56.00 reviewed correspondence from executors of deceased investor's estate/confirmed approval to transfer of units
David Whyte	Partner	Creditors	6/01/2016	0.10	\$56.00 reviewed correspondence from two investors regarding change in details/reviewed letters in response
David Whyte	Partner	Creditors	11/01/2016	0.20	\$112.00 reviewed letters to six investors regarding unit holdings/distributions to date/estimated return to investors/transaction statements/change in details/transfer of units
David Whyte	Partner	Creditors	19/01/2016	0.10	\$56.00 reviewed correspondence from two investors regarding change in details/approved same
David Whyte	Partner	Creditors	20/01/2016	0.10	\$56.00 reviewed letter to investor regarding payment of outstanding distribution/units held/distributions paid to date/authorised payment

David Whyte	Partner	Creditors	22/01/2016	0.20	\$112.00 reviewed letters to five investors regarding transfer of units/change in details/distributions/logon to internet banking/authorised payments
David Whyte	Partner	Creditors	2/02/2016	0.10	\$56.00 reviewed correspondence regarding transfer of units/authorised payment of outstanding distribution
David Whyte	Partner	Creditors	2/02/2016	0.10	\$56.00 reviewed correspondence from investor regarding change in details/authorised same
David Whyte	Partner	Creditors	3/02/2016	0.30	\$168.00 reviewed summary of performance bonds issued to Queensland council/reviewed terms of bonds/confirmed instructions to seek legal advice regarding payment
David Whyte	Partner	Creditors	4/02/2016	0.10	\$56.00 reviewed letter to investor regarding unit holdings/distributions to date/estimated return/reconciliation of amounts paid
David Whyte	Partner	Creditors	4/02/2016	0.10	\$56.00 reviewed letter to investor regarding third distribution/authorised payment
David Whyte	Partner	Creditors	8/02/2016	0.10	\$56.00 reviewed correspondence from our solicitors regarding proposed meeting with the liquidators of Equititrust Ltd and cost assessment to be undertaken/provided instructions in relation to same
David Whyte	Partner	Creditors	8/02/2016	0.10	\$56.00 reviewed correspondence from our solicitors regarding claims under guarantees issued by Equititrust Ltd and EL as trustee of the EIF
David Whyte	Partner	Creditors	15/02/2016	0.10	\$56.00 reviewed correspondence from two investors regarding change in details/transfer of units/authorised same
David Whyte	Partner	Creditors	15/02/2016	0.10	\$56.00 reviewed letter to investor regarding outstanding distribution/authorised payment

David Whyte	Partner	Creditors	18/02/2016	0.10	\$56.00 reviewed letters to two investors regarding unit holdings and estimated value of same
David Whyte	Partner	Creditors	18/02/2016	0.10	\$56.00 reviewed correspondence from eight investors regarding change in details/authorised same
David Whyte	Partner	Creditors	23/02/2016	0.50	\$280.00 preparation for and teleconference with our solicitors regarding agenda for meeting with EL liquidators
David Whyte	Partner	Creditors	23/02/2016	0.10	\$56.00 reviewed correspondence to four investors/representatives of investors regarding change in details/transfer of units/distributions
David Whyte	Partner	Creditors	24/02/2016	0.20	\$112.00 reviewed correspondence from our solicitors and liquidators of Equititrust Ltd's solicitors regarding agenda for meeting and proposals in relation to same/sent response
David Whyte	Partner	Creditors	25/02/2016	0.20	\$112.00 reviewed letters to five investors regarding units held/change in details/transfer of units/distributions to date/estimated return to investors
David Whyte	Partner	Creditors	1/03/2016	0.10	\$56.00 reviewed letter to investor regarding unit holdings/distributions to date/estimated return to investors
David Whyte	Partner	Creditors	1/03/2016	0.10	\$56.00 reviewed letters to two investors regarding transfer of units/requirements in relation to same
David Whyte	Partner	Creditors	1/03/2016	0.10	\$56.00 reviewed letter to council regarding claim in respect of performance bonds
David Whyte	Partner	Creditors	8/03/2016	0.10	\$56.00 reviewed correspondence from solicitors acting for liquidators of EL/reviewed draft response regarding proposed way forward to determine claims

David Whyte	Partner	Creditors	22/03/2016	0.10	\$56.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/approved same
David Whyte	Partner	Creditors	23/03/2016	0.10	\$56.00 telecon with investor's representative regarding change in details/email Julia Mayne regarding same
David Whyte	Partner	Creditors	4/04/2016	0.10	\$56.00 reviewed correspondence from eight investors/representatives of investors regarding change in details/transfer of units/authorised same
David Whyte	Partner	Creditors	11/04/2016	0.20	\$112.00 telecon with investor regarding units held/distributions to date/status of winding up
David Whyte	Partner	Creditors	14/04/2016	0.10	\$56.00 reviewed correspondence from two investors regarding change in details/units held/value of units/approved same/reviewed letter in response
David Whyte	Partner	Creditors	22/04/2016	0.20	\$112.00 reviewed report to investors
David Whyte	Partner	Creditors	29/04/2016	0.10	\$56.00 reviewed letter to investor regarding units held/distributions to date/estimated return to investors
David Whyte	Partner	Creditors	5/05/2016	0.20	\$112.00 reviewed distributions/authorised online payments (nine)/reviewed letter to investor confirming transfer of units and enclosing transaction statements
David Whyte	Partner	Creditors	6/05/2016	0.10	\$56.00 reviewed letter to investor regarding distributions to date. Estimated value of units
David Whyte	Partner	Creditors	17/05/2016	0.10	\$56.00 reviewed correspondence from three investors regarding change in details/units held/distributions to date/value of units/reviewed letters in response
David Whyte	Partner	Creditors	26/05/2016	0.10	\$56.00 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	3/06/2016	0.10	\$56.00 reviewed correspondence from four investors regarding change in details/transfer of units/approved same
David Whyte	Partner	Creditors	9/06/2016	0.10	\$56.00 reviewed correspondence from investors regarding change in details/reviewed draft letter
David Whyte	Partner	Creditors	13/06/2016	0.10	\$56.00 reviewed correspondence from two investors regarding change in details/authorised same

David Whyte	Partner	Creditors	14/06/2016	0.10	\$56.00 reviewed correspondence from investors regarding change in details/reviewed letters in response
David Whyte	Partner	Creditors	28/06/2016	0.20	\$112.00 reviewed correspondence from nine investors regarding change in details/transfer of units/value of units/reviewed letters in response
David Whyte	Partner	Creditors	29/06/2016	0.20	\$112.00 reviewed correspondence from three investors regarding estimated return/distributions to date/change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	4/07/2016	0.10	\$58.00 Reviewed correspondence received from executor of estate of deceased investor/authorised transfer of units
David Whyte	Partner	Creditors	14/07/2016	0.10	\$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	14/07/2016	0.10	\$58.00 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	18/07/2016	0.10	\$58.00 reviewed correspondence from four investors/representatives of investors in relation to units held/change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	25/07/2016	0.10	\$58.00 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	27/07/2016	0.10	\$58.00 reviewed correspondence from two investors regarding transfer of units/status of winding up/distributions to date/reviewed letters in response
David Whyte	Partner	Creditors	27/07/2016	0.10	\$58.00 reviewed letters to two investors regarding estimated return/distributions to investors to date
David Whyte	Partner	Creditors	3/08/2016	0.10	\$58.00 reviewed correspondence from two investors regarding change in details/reviewed letters in response

David Whyte	Partner	Creditors	15/08/2016	0.10	\$58.00	reviewed correspondence from three investors/representatives of investors regarding change in details/approved same/reviewed letters in response
David Whyte	Partner	Creditors	16/08/2016	0.10	\$58.00	reviewed correspondence from two investors regarding units held/value/change in details/authorised changes
David Whyte	Partner	Creditors	17/08/2016	0.10	\$58.00	reviewed correspondence from investor in relation to units held/distributions to date/estimated future distributions/reviewed letter in response
David Whyte	Partner	Creditors	17/08/2016	0.10	\$58.00	reviewed correspondence from investors regarding change in details/transfer of units/approved same
David Whyte	Partner	Creditors	22/08/2016	0.10	\$58.00	reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	23/08/2016	2.50	\$1,450.00	reviewed correspondence from our solicitors including court application and affidavits lodged in support seeking release of monies held at court for superannuation fund/reviewed previous correspondence and affidavits lodged in the proceedings/confirmed instructions in respect of same
David Whyte	Partner	Creditors	23/08/2016	0.10	\$58.00	reviewed correspondence from three investors regarding change in details/authorised same/reviewed letters in response
David Whyte	Partner	Creditors	23/08/2016	0.20	\$116.00	reviewed file note in relation to proposed equalisation payment/process to be adopted to calculate same/discussed with John Somerville
David Whyte	Partner	Creditors	25/08/2016	0.10	\$58.00	reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	26/08/2016	0.10	\$58.00	reviewed correspondence from two investors regarding change in details/transfer of units/value of units/reviewed letters in response

David Whyte	Partner	Creditors	26/08/2016	0.10	\$58.00 reviewed correspondence from two investors regarding distributions to date/value of units/reviewed letters in response
David Whyte	Partner	Creditors	29/08/2016	0.80	\$464.00 reviewed/updated report to investors/discussed amendments with John Somerville
David Whyte	Partner	Creditors	30/08/2016	0.20	\$116.00 reviewed report to investors/finalised same
David Whyte	Partner	Creditors	31/08/2016	0.10	\$58.00 reviewed correspondence from investor regarding change in details/approved same
David Whyte	Partner	Creditors	6/09/2016	0.10	\$58.00 reviewed correspondence from three investors regarding change in details/transfer of units/value of units/reviewed letters in response
David Whyte	Partner	Creditors	7/09/2016	0.10	\$58.00 reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/value of units/reviewed letters in response
David Whyte	Partner	Creditors	9/09/2016	0.20	\$116.00 reviewed correspondence from seven investors/representatives of investors regarding change in details/transfer of units/value of units/reviewed letters in response
David Whyte	Partner	Creditors	9/09/2016	0.10	\$58.00 reviewed correspondence from investor regarding change in details/dispute relating to joint holding and payment of distributions/reviewed letter to investors
David Whyte	Partner	Creditors	9/09/2016	0.10	\$58.00 reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/value of units/reviewed letters in response
David Whyte	Partner	Creditors	5/10/2016	0.10	\$58.00 reviewed correspondence from three investors/approved change in details

David Whyte	Partner	Creditors	5/10/2016	0.10	\$58.00 reviewed correspondence from four investors regarding change in details/approved same
David Whyte	Partner	Creditors	5/10/2016	0.40	\$232.00 reviewed correspondence from solicitors for liquidators of Equitrust Ltd regarding claim for indemnity/reviewed supporting information
David Whyte	Partner	Creditors	6/10/2016	0.10	\$58.00 reviewed correspondence from six investors regarding change in details/approved same
David Whyte	Partner	Creditors	12/10/2016	0.10	\$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/value of units/approved same/reviewed letter in response
David Whyte	Partner	Creditors	14/10/2016	0.10	\$58.00 reviewed correspondence from seven investors/representatives of investors regarding units held/value of units/distributions to date/change in details/reviewed letters in response
David Whyte	Partner	Creditors	17/10/2016	0.30	\$174.00 reviewed correspondence from our solicitors regarding liquidators claim for remuneration/reviewed summary of key aspects included in ASIC forms 524 receipts and payments and including remuneration paid to date/information included in reports to creditors
David Whyte	Partner	Creditors	17/10/2016	0.10	\$58.00 telecon with an investor regarding distributions to date/outstanding legal proceedings/estimated timing to finalise
David Whyte	Partner	Creditors	25/10/2016	0.10	\$58.00 reviewed correspondence from six investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	26/10/2016	0.10	\$58.00 reviewed correspondence from four investors regarding change in details/reviewed letters in response
John Somerville	Senior Manager	Creditors	1/10/2015	0.20	\$88.00 Review of file note regarding returned investor EFT's in relation to the third interim distribution. Review of payment requisitions to transfer distributions to correct investor bank accounts

John Somerville	Senior Manager	Creditors	1/10/2015	0.30	\$132.00	Review and amendments to letters to investors in response to requests for confirmation of unit balances and update on winding up of the fund
John Somerville	Senior Manager	Creditors	1/10/2015	0.20	\$88.00	Review of incoming mail from investors and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	2/10/2015	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail requests and balance of unit confirmation requests
John Somerville	Senior Manager	Creditors	2/10/2015	0.20	\$88.00	Review of file notes regarding uncleared transactions from the third interim distribution to investors and correspondence to reissue payments. Discussion with Sam Brown regarding same
John Somerville	Senior Manager	Creditors	2/10/2015	0.20	\$88.00	Discussion with Julia Mayne regarding uncleared third interim distribution payments to investors and action required in relation to same
John Somerville	Senior Manager	Creditors	6/10/2015	0.10	\$44.00	Review of letter to an investor regarding a change of contact address
John Somerville	Senior Manager	Creditors	6/10/2015	0.30	\$132.00	Review and amendments to letters to investors regarding returned distribution cheques and the re-issuing of payment by electronic funds transfer
John Somerville	Senior Manager	Creditors	6/10/2015	0.20	\$88.00	Review and amendments to letters to investors seeking details of further estimated return and discussion with Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	6/10/2015	0.30	\$132.00	Review of letters to investors regarding unclaimed distribution cheques and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	6/10/2015	0.20	\$88.00	Review of schedule of uncleared distribution cheques and instructions to Julia Mayne regarding actioning same

John Somerville	Senior Manager	Creditors	7/10/2015	0.10	\$44.00	Review of letters to investors/investors attorneys regarding further information required to update details to process third interim distribution
John Somerville	Senior Manager	Creditors	7/10/2015	0.10	\$44.00	Instructions to Julia Mayne regarding response required to an investor in relation to a query about unit balances
John Somerville	Senior Manager	Creditors	8/10/2015	0.10	\$44.00	Email to an investor regarding query in relation to further distributions
John Somerville	Senior Manager	Creditors	8/10/2015	0.10	\$44.00	Instructions to Julia Mayne regarding response required to an investor in relation to further information required to effect a change of detail request
John Somerville	Senior Manager	Creditors	9/10/2015	0.10	\$44.00	Attend to telephone enquiry from EIF investor regarding third interim distribution
John Somerville	Senior Manager	Creditors	9/10/2015	0.20	\$88.00	Review of queries from investors regarding 2015 tax statements and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	14/10/2015	0.70	\$308.00	review and amendments to letters to investors in response to queries with respect to distributions paid and calculations of same (6 letters)
John Somerville	Senior Manager	Creditors	14/10/2015	0.10	\$44.00	review of letter to investor regarding change of detail request and raise query with Julia Mayne in relation to same
John Somerville	Senior Manager	Creditors	14/10/2015	0.10	\$44.00	review of letter to investor regarding transfer of units from a deceased estate and calculation of the third interim distribution
John Somerville	Senior Manager	Creditors	14/10/2015	0.50	\$220.00	review and amendments to letters to investors seeking further information required to effect a change of detail (7 letters)

John Somerville	Senior Manager	Creditors	14/10/2015	0.20	\$88.00 review and amendments to letters to investors regarding replacement cheques for the third interim distribution
John Somerville	Senior Manager	Creditors	14/10/2015	0.30	\$132.00 review and amendments to letters to investors regarding change of detail requests and transfer of unit requests for deceased estates and for self managed superannuation funds being wound up
John Somerville	Senior Manager	Creditors	14/10/2015	0.20	\$88.00 Review of incoming mail from investors and instructions to Julia Mayne regarding responses required
John Somerville	Senior Manager	Creditors	14/10/2015	0.20	\$88.00 Review and amendments to letters to investors regarding replacement cheques in relation to the second and third interim distributions and discussion with Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	14/10/2015	0.10	\$44.00 Review of letters to investors regarding requests to update contact details
John Somerville	Senior Manager	Creditors	15/10/2015	0.20	\$88.00 Review and amendments to letters to investors in response to queries in relation to unit balances and calculation of distributions paid
John Somerville	Senior Manager	Creditors	15/10/2015	0.20	\$88.00 Discussion with Sam Brown and Julia Mayne regarding the transfer of units for an investor and issues in relation to the second and third interim distributions paid
John Somerville	Senior Manager	Creditors	15/10/2015	0.40	\$176.00 Review and amendments to letters to investors in response to queries in relation to unit balances and calculation of distributions paid. Discussion with Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	15/10/2015	0.30	\$132.00 Review and amendments to letters to investors regarding change of detail requests and notification of executors of deceased estates to transfer units to beneficiaries
John Somerville	Senior Manager	Creditors	15/10/2015	0.10	\$44.00 Review of internal control forms and supporting documentation from investors to update the investor management database

John Somerville	Senior Manager	Creditors	15/10/2015	0.10	\$44.00	Instructions to Julia Mayne regarding documentation required to transfer units from a self managed superannuation fund to an incorporated entity
John Somerville	Senior Manager	Creditors	16/10/2015	0.20	\$88.00	Review and amendments to letters to investors regarding replacement cheques for the second and third interim distributions
John Somerville	Senior Manager	Creditors	19/10/2015	0.30	\$132.00	Review and amendments to letters to investors regarding un-cleared transactions/un-presented cheques from the third interim distribution payment and further information required to re-process transaction
John Somerville	Senior Manager	Creditors	19/10/2015	0.20	\$88.00	Review and amendments to letters to investors regarding replacement cheques for un-presented payments from the third interim distribution
John Somerville	Senior Manager	Creditors	20/10/2015	0.20	\$88.00	Review and amendments to letters to investors regarding deceased estate notifications and change of detail requests
John Somerville	Senior Manager	Creditors	22/10/2015	0.40	\$176.00	Review and amendments to letters to investors regarding explanation of distributions paid, transfer of unit requests and further information required to update details
John Somerville	Senior Manager	Creditors	22/10/2015	0.50	\$220.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests, deceased estate notifications and transfer of unit requests and discussion with Sam Brown regarding same
John Somerville	Senior Manager	Creditors	27/10/2015	0.20	\$88.00	Review of letters to investors regarding re-issuing of returned payments for the first, second and third interim distribution to investors. Discussion with Sam Brown regarding same
John Somerville	Senior Manager	Creditors	28/10/2015	0.10	\$44.00	Instructions to Julia Mayne and Sam Brown regarding responses required to investor correspondence
John Somerville	Senior Manager	Creditors	28/10/2015	0.40	\$176.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and transfer of units for deceased estates. Discussion with Sam Brown regarding deceased estate issues

John Somerville	Senior Manager	Creditors	28/10/2015	0.10	\$44.00	Instructions to Julia Mayne and Sam Brown regarding responses required to investors
John Somerville	Senior Manager	Creditors	28/10/2015	0.10	\$44.00	Review of letters to investors confirming that requests for change of details have been actioned
John Somerville	Senior Manager	Creditors	28/10/2015	0.20	\$88.00	Review of letters to investors regarding replacement cheques reissued for the second and third interim distributions
John Somerville	Senior Manager	Creditors	29/10/2015	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail requests and transfer of units for deceased estates
John Somerville	Senior Manager	Creditors	29/10/2015	0.40	\$176.00	Review and amendments to letters to investors regarding issuing of replacement cheques for distributions unclaimed and updates on unit value and number
John Somerville	Senior Manager	Creditors	29/10/2015	0.10	\$44.00	Attend to telephone enquiry from an EIF investor in relation to distribution received
John Somerville	Senior Manager	Creditors	29/10/2015	0.20	\$88.00	Review of internal control forms and supporting documentation required to update the Finpower investor management database for change of detail, deceased estate and transfer of unit requests from investors/advisors
John Somerville	Senior Manager	Creditors	29/10/2015	0.10	\$44.00	Discussion with Julia Mayne regarding response required to an investor in relation to transferring units from a deceased estate
John Somerville	Senior Manager	Creditors	30/10/2015	0.20	\$88.00	Review of letters to investors regarding replacement cheques for unclaimed distributions and an explanation in relation to how the distributions are calculated
John Somerville	Senior Manager	Creditors	30/10/2015	0.20	\$88.00	Review and amendments to letters to investors explaining amount of distributions paid and impact on units held

John Somerville	Senior Manager	Creditors	30/10/2015	0.20	\$88.00	Review of internal control forms and supporting documentation for change of detail and transfer of unit requests for updating the Finpower investor management database
John Somerville	Senior Manager	Creditors	30/10/2015	0.20	\$88.00	Review and amendments to letters to investors regarding replacement cheques for distributions returned unclaimed
John Somerville	Senior Manager	Creditors	2/11/2015	0.20	\$88.00	Discussion with Julia Mayne regarding units held in the Fund by Equititrust Ltd. Review of statements of account to trace units
John Somerville	Senior Manager	Creditors	2/11/2015	0.10	\$44.00	Review and amendments to letter to advisor of an investor regarding explanation of amount of distributions to date and estimated further distributions to be paid
John Somerville	Senior Manager	Creditors	3/11/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	3/11/2015	0.10	\$44.00	Instructions to Julia Mayne regarding responding to investor queries
John Somerville	Senior Manager	Creditors	3/11/2015	0.20	\$88.00	Review and amendments to letters to investors seeking confirmation of unit balances, requesting to update account details and requesting to transfer units from deceased estates
John Somerville	Senior Manager	Creditors	4/11/2015	0.10	\$44.00	Instructions to Julia Mayne regarding providing account statements to certain investors pursuant to their requests
John Somerville	Senior Manager	Creditors	4/11/2015	0.20	\$88.00	Instructions to Julia Mayne regarding further information required from executors of deceased estates to effect changes to investor accounts
John Somerville	Senior Manager	Creditors	4/11/2015	0.20	\$88.00	Review and amendments to letters to investors regarding further information required to effect change of details and transfer units for deceased estates

John Somerville	Senior Manager	Creditors	5/11/2015	0.10	\$44.00	Review of letters to investors regarding change of detail requests and confirmation of unit balances
John Somerville	Senior Manager	Creditors	5/11/2015	0.20	\$88.00	Review of internal control forms and supporting documentation for update of the Finpower investor management database for investor change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	6/11/2015	0.20	\$88.00	Review of letters to investors regarding confirmation of unit balances and estimate of remaining distributions to be paid, requesting further information to support change of detail requests with respect to deceased estates
John Somerville	Senior Manager	Creditors	12/11/2015	0.10	\$44.00	Review and amendments to responses to queries from investors of the fund seeking further information on the status of the winding up
John Somerville	Senior Manager	Creditors	13/11/2015	0.20	\$88.00	Review of draft email to our IT service provider regarding updates regarding to the Finpower investor management database and discussion with Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	13/11/2015	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail requests and update on unit balances and distributions for income tax purposes
John Somerville	Senior Manager	Creditors	13/11/2015	0.10	\$44.00	Email to an investor seeking an update on the timing of further distributions
John Somerville	Senior Manager	Creditors	13/11/2015	0.40	\$176.00	Call from an investor seeking further explanation in relation to calculation of distributions, status of legal actions and details of the current unit price in order to revise pension with Centrelink (lengthy conversation with investor)
John Somerville	Senior Manager	Creditors	13/11/2015	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	16/11/2015	0.10	\$44.00	Review of letters to investors regarding tax statements and change of detail requests

John Somerville	Senior Manager	Creditors	16/11/2015	0.10	\$44.00	Review of letters to investors regarding confirmation of units held and distributions received for income tax purposes
John Somerville	Senior Manager	Creditors	16/11/2015	0.20	\$88.00	Review and amendments to letters to a group of beneficiaries of an investor's deceased estate regarding the transfer of units and allocation of the third interim distribution payment
John Somerville	Senior Manager	Creditors	16/11/2015	0.10	\$44.00	Review of letters to investors in response to requests for further information in relation to the calculation of interim distributions
John Somerville	Senior Manager	Creditors	16/11/2015	0.10	\$44.00	Review of letters to investors regarding further documents required to transfer units to beneficiaries of deceased estates
John Somerville	Senior Manager	Creditors	16/11/2015	0.10	\$44.00	Review of letters to investors in relation to change of contact details
John Somerville	Senior Manager	Creditors	17/11/2015	0.10	\$44.00	Review of response to an investor seeking an update on the winding up
John Somerville	Senior Manager	Creditors	19/11/2015	0.20	\$88.00	Review and amendments to letters to investors seeking confirmation of unit balances for Centrelink pension purposes
John Somerville	Senior Manager	Creditors	19/11/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	19/11/2015	0.20	\$88.00	Review and amendments to letters to investors regarding unclaimed distribution monies
John Somerville	Senior Manager	Creditors	20/11/2015	0.30	\$132.00	Review and consider issues in relation to a deceased investor with no will or probate and discussion with Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	20/11/2015	0.20	\$88.00	Discussion with Julia Mayne regarding correspondence received from investors/advisors and responses required in relation to same
John Somerville	Senior Manager	Creditors	20/11/2015	0.70	\$308.00	Investigation into treatment of the proposed equalisation payment and applicable interest rate for investors that elected to receive distributions annually and were disadvantaged as compared to the investors that elected to receive distributions monthly

John Somerville	Senior Manager	Creditors	23/11/2015	0.20	\$88.00	Review and amendments to letters to investors in response to queries relating to how distributions have been calculated
John Somerville	Senior Manager	Creditors	23/11/2015	0.30	\$132.00	Review of issues in relation to a deceased investor who has no will and the requirements to obtain Letters of Administration. Review and amendments to letter to the deceased investors son in relation to same
John Somerville	Senior Manager	Creditors	24/11/2015	0.20	\$88.00	Review and amendments to letters to investors regarding deceased estate notifications and change of detail requests
John Somerville	Senior Manager	Creditors	24/11/2015	0.20	\$88.00	Review of internal control forms and supporting documentation for change of detail requests for updating of the Finpower investor management database
John Somerville	Senior Manager	Creditors	25/11/2015	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	26/11/2015	0.10	\$44.00	Review of internal control forms for change of detail requests submitted by the executors of deceased investor estates for updating of the Finpower investor management database
John Somerville	Senior Manager	Creditors	26/11/2015	0.20	\$88.00	Review and amendments to letters to investors regarding deceased estate notifications, payment of unclaimed distributions and change of detail requests
John Somerville	Senior Manager	Creditors	27/11/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding preparation of the 25th update report to investors
John Somerville	Senior Manager	Creditors	30/11/2015	0.10	\$44.00	Review of incoming investor mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	30/11/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for investor/advisor change of detail requests, transfer of units and to update the register for deceased estates

John Somerville	Senior Manager	Creditors	30/11/2015	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for investor/advisor change of detail requests, transfer of units and to update the register for deceased estates
John Somerville	Senior Manager	Creditors	1/12/2015	0.20	\$88.00	Review of correspondence to beneficiaries of a deceased investor's estate regarding payment of the first, second and third interim distributions. Review of payment requisitions in relation to the distributions
John Somerville	Senior Manager	Creditors	3/12/2015	0.20	\$88.00	Review and amendments to letters to investors regarding calculation of distributions paid and details of current unit holdings
John Somerville	Senior Manager	Creditors	3/12/2015	0.20	\$88.00	Review of letters to investors regarding change of detail requests, deceased estate notifications and transfer of unit requests
John Somerville	Senior Manager	Creditors	3/12/2015	0.10	\$44.00	Review of draft email to an investor in relation to the 1st, 2nd and 3rd interim distributions paid
John Somerville	Senior Manager	Creditors	4/12/2015	0.10	\$44.00	review of letter to an investor regarding transferring of units from a trust to an individual and an explanation of distributions paid to date
John Somerville	Senior Manager	Creditors	8/12/2015	0.90	\$396.00	Draft 25th update report to investors
John Somerville	Senior Manager	Creditors	8/12/2015	0.30	\$132.00	Calculate updated estimated return to investors as at 30 November 2015
John Somerville	Senior Manager	Creditors	8/12/2015	0.10	\$44.00	Review of internal control forms and supporting documentation for updating the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	8/12/2015	0.10	\$44.00	Review and amendments to letter to a solicitor for a deceased investor regarding further information required to transfer the units to the joint account holder
John Somerville	Senior Manager	Creditors	8/12/2015	0.80	\$352.00	Draft 25th update report to investors
John Somerville	Senior Manager	Creditors	9/12/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding updates required to the 25th update report to investors
John Somerville	Senior Manager	Creditors	9/12/2015	0.50	\$220.00	Review and amendments to 25th update report to investors

John Somerville	Senior Manager	Creditors	9/12/2015	0.60	\$264.00	Review and amendments to 25th update report to investors
John Somerville	Senior Manager	Creditors	9/12/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding updates required to the 25th update report to investors
John Somerville	Senior Manager	Creditors	10/12/2015	0.20	\$88.00	Review and amendments to letters to investors regarding distributions paid to date and previous hardship payments prior to the receiver's appointment
John Somerville	Senior Manager	Creditors	15/12/2015	0.10	\$44.00	Review of letters to investors in relation to updates sought on the status of the winding up of the fund
John Somerville	Senior Manager	Creditors	15/12/2015	0.60	\$264.00	Review and consider investor equalisation payment issues and methodology required in relation to interest rate to be adopted
John Somerville	Senior Manager	Creditors	15/12/2015	0.20	\$88.00	Update 25th report to investors in relation to the Cape Gloucester valuer proceedings section
John Somerville	Senior Manager	Creditors	16/12/2015	0.10	\$44.00	Review of incoming investor correspondence and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	16/12/2015	0.10	\$44.00	Review of letters to investors regarding replacement payments for unclaimed distribution cheques
John Somerville	Senior Manager	Creditors	16/12/2015	0.10	\$44.00	Review of letters to investors regarding deceased estate notifications
John Somerville	Senior Manager	Creditors	16/12/2015	0.10	\$44.00	Instructions to Dermot O'Brien regarding further information required from investors to process change of detail requests
John Somerville	Senior Manager	Creditors	17/12/2015	0.10	\$44.00	Review of internal control forms and supporting documentation in relation to change of detail requests and deceased estate notifications. Instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Creditors	17/12/2015	0.10	\$44.00	Review of letters to investors/advisors regarding further information required to effect change of details for deceased investor estates
John Somerville	Senior Manager	Creditors	17/12/2015	0.10	\$44.00	Review of letters to investors in response to requests for tax statements for the 2015 financial year

John Somerville	Senior Manager	Creditors	18/12/2015	0.10	\$44.00	Review of letters to investors regarding change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	18/12/2015	0.10	\$44.00	Review of issues in relation to investor mailing list generated from Finpower investor management database and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Creditors	4/01/2016	0.10	\$44.00	Discussion with Julia Mayne regarding response required to an investor in relation to the equalisation payment
John Somerville	Senior Manager	Creditors	4/01/2016	0.20	\$88.00	Review of position regarding outstanding bank guarantees and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	4/01/2016	0.20	\$88.00	Return call to an investor of the fund in response to queries in relation to the status of the winding up, legal claims to be finalised and further distributions to be paid
John Somerville	Senior Manager	Creditors	5/01/2016	0.20	\$88.00	Review of letters to investors regarding change of detail confirmations, distributions paid and confirmation of unit balances held
John Somerville	Senior Manager	Creditors	5/01/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	5/01/2016	0.20	\$88.00	Review and amendments to letters to investors/advisors regarding confirmation of distributions paid and unit balances held
John Somerville	Senior Manager	Creditors	7/01/2016	0.10	\$44.00	Email to advisor of an investor in relation to annual tax statement request
John Somerville	Senior Manager	Creditors	7/01/2016	0.10	\$44.00	Instructions to Julia Mayne regarding response to an investor regarding unit balance and estimate of remaining distribution to be paid
John Somerville	Senior Manager	Creditors	8/01/2016	0.30	\$132.00	Review and amendments to letters to investors/advisors in response to requests for tax statements, confirmation of unit balances, distributions paid to date and transfers of units from deceased estates
John Somerville	Senior Manager	Creditors	11/01/2016	0.10	\$44.00	Review of letters to investors regarding confirmation of unit balances and change of detail requests

John Somerville	Senior Manager	Creditors	12/01/2016	0.10	\$44.00 Email to the Mackay Regional Council regarding bank guarantees securing uncompleted works bonds for a former property security
John Somerville	Senior Manager	Creditors	12/01/2016	0.30	\$132.00 Review of position with respect to outstanding guarantees supporting performance bonds on former property securities and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	14/01/2016	0.10	\$44.00 Review of letters to investors regarding unclaimed distribution cheques
John Somerville	Senior Manager	Creditors	15/01/2016	0.10	\$44.00 Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	18/01/2016	0.10	\$44.00 Review of internal control forms and supporting documentation for investor change of detail requests for updating of the Finpower investor management database
John Somerville	Senior Manager	Creditors	18/01/2016	0.10	\$44.00 Review of correspondence to investors regarding payment of returned interim distributions
John Somerville	Senior Manager	Creditors	18/01/2016	0.10	\$44.00 Review of letters to investors regarding unclaimed interim distribution payments. Review of payment requisitions
John Somerville	Senior Manager	Creditors	20/01/2016	0.10	\$44.00 Review of letters to investors regarding payment of unclaimed distributions
John Somerville	Senior Manager	Creditors	20/01/2016	0.10	\$44.00 Review of letters to investors requesting further information to effect change of detail requests
John Somerville	Senior Manager	Creditors	20/01/2016	0.10	\$44.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	21/01/2016	0.10	\$44.00 Review of letters to investors regarding confirmation of unit balances and estimated return following third interim distribution
John Somerville	Senior Manager	Creditors	21/01/2016	0.10	\$44.00 Review of letters to investors regarding confirmation of unit balances and estimated return following third interim distribution
John Somerville	Senior Manager	Creditors	21/01/2016	0.10	\$44.00 Discussion with Julia Mayne regarding replacement cheques for investors with un-deposited third interim distribution payments

John Somerville	Senior Manager	Creditors	21/01/2016	0.20	\$88.00	Review of letters to investors regarding replacement distribution cheques. Review of cheque requisitions and supporting documentation
John Somerville	Senior Manager	Creditors	22/01/2016	0.10	\$44.00	Review of letters to investors regarding confirmation of change of details and repayment of interim distributions for returned cheques
John Somerville	Senior Manager	Creditors	27/01/2016	0.10	\$44.00	Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	27/01/2016	0.70	\$308.00	Review of various outstanding bank guarantees securing former property securities and consider the liability of the Fund under the guarantees
John Somerville	Senior Manager	Creditors	27/01/2016	0.80	\$352.00	Review of loan files in relation to performance bonds called up by Mackay Regional Council. Review of terms of performance bonds to consider the fund's liability and prepare file note in relation to same
John Somerville	Senior Manager	Creditors	27/01/2016	0.40	\$176.00	Finalise review of loan files in relation to performance bonds called up by Mackay Regional Council. Review of terms of performance bonds to consider the fund's liability and prepare file note in relation to same
John Somerville	Senior Manager	Creditors	29/01/2016	0.10	\$44.00	Review of letter to investor regarding payment of third interim distribution
John Somerville	Senior Manager	Creditors	29/01/2016	0.10	\$44.00	Review of payment requisitions for third interim distribution payments that had originally bounced due to incorrect investor account details
John Somerville	Senior Manager	Creditors	29/01/2016	0.10	\$44.00	Review of email to an investor seeking an update on the status of the winding up
John Somerville	Senior Manager	Creditors	1/02/2016	0.10	\$44.00	Review and amendments to letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	2/02/2016	0.10	\$44.00	Review and amendments to letter to investor regarding confirmation of unit balance and distributions paid
John Somerville	Senior Manager	Creditors	3/02/2016	0.10	\$44.00	Review of correspondence to investors regarding replacement cheques for the third interim distribution
John Somerville	Senior Manager	Creditors	3/02/2016	0.10	\$44.00	Discussion with David Whyte regarding proposed treatment of outstanding performance bonds on certain former property securities. Review and update file note

John Somerville	Senior Manager	Creditors	3/02/2016	0.20	\$88.00 Email to our solicitors regarding treatment of performance bonds in favour of Council securing obligations of former borrowers
John Somerville	Senior Manager	Creditors	3/02/2016	0.60	\$264.00 Investigation into the status of other outstanding performance bonds and prepare file note in relation to same
John Somerville	Senior Manager	Creditors	3/02/2016	0.10	\$44.00 Attend to telephone enquiry from investor seeking update on the status of the winding up
John Somerville	Senior Manager	Creditors	4/02/2016	0.10	\$44.00 Review of letter to investor in lieu of tax statement for FY2015
John Somerville	Senior Manager	Creditors	5/02/2016	0.20	\$88.00 Review of emails to investors seeking clarification on interim distributions paid to date
John Somerville	Senior Manager	Creditors	5/02/2016	0.10	\$44.00 Review of correspondence to investors regarding unit prices and tax statements
John Somerville	Senior Manager	Creditors	8/02/2016	0.20	\$88.00 Review of email from our solicitors regarding uncompleted works bonds and instructions to Julia Mayne regarding letter required to Council
John Somerville	Senior Manager	Creditors	11/02/2016	0.10	\$44.00 Review of letter and payment requisition for a replacement cheque for the third interim distribution for an investor
John Somerville	Senior Manager	Creditors	11/02/2016	0.10	\$44.00 Instructions to Julia Mayne regarding responses required to investors
John Somerville	Senior Manager	Creditors	11/02/2016	0.10	\$44.00 Attend to telephone enquiry from EIF investor
John Somerville	Senior Manager	Creditors	12/02/2016	0.20	\$88.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for transfer of units from deceased estates. Instructions to Dermot O'Brien regarding replacement distribution cheques required
John Somerville	Senior Manager	Creditors	15/02/2016	0.10	\$44.00 Review of letter to investor regarding replacement cheque for third interim distribution
John Somerville	Senior Manager	Creditors	15/02/2016	0.10	\$44.00 Review and amendments to letters to investors regarding calculation of interim distributions and estimated value of units remaining in the Fund
John Somerville	Senior Manager	Creditors	16/02/2016	0.10	\$44.00 Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	16/02/2016	0.10	\$44.00 Attend to telephone enquiry from an investor in the Fund

John Somerville	Senior Manager	Creditors	17/02/2016	0.10	\$44.00	Review of letter to an investor confirm unit balance and distributions paid to date
John Somerville	Senior Manager	Creditors	17/02/2016	0.40	\$176.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests, deceased estate notifications and transfer of unit requests from self managed superannuation funds
John Somerville	Senior Manager	Creditors	22/02/2016	0.40	\$176.00	Review and amendments to letters to investors/advisors regarding deceased estate notifications, transfer of units and tax statements for FY2015 (8 letters)
John Somerville	Senior Manager	Creditors	22/02/2016	0.10	\$44.00	Review of letter to investor regarding replacement cheques for third interim distribution payment and estimated remaining distributions to be paid
John Somerville	Senior Manager	Creditors	22/02/2016	0.10	\$44.00	Review of incoming correspondence from investors/advisors and instructions to Julia Mayne regarding responses required to same
John Somerville	Senior Manager	Creditors	23/02/2016	0.40	\$176.00	Conference call with our solicitors regarding claims by the liquidators of Equititrust Ltd against the fund and preparation for meeting in relation to same
John Somerville	Senior Manager	Creditors	24/02/2016	0.10	\$44.00	Review of email from our solicitors and email from the solicitors for the liquidators of Equititrust Ltd in relation to the proposal to settle outstanding debts
John Somerville	Senior Manager	Creditors	24/02/2016	0.20	\$88.00	Review and amendments to letters to investors regarding distributions paid to date and remaining distributions to be paid, transfer of units and change of trustees
John Somerville	Senior Manager	Creditors	24/02/2016	0.20	\$88.00	Review of payment requisitions and supporting documentation for replacement distribution cheques for investors and instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Creditors	25/02/2016	0.10	\$44.00	Review of letter to Council in relation to outstanding performance bonds
John Somerville	Senior Manager	Creditors	25/02/2016	0.10	\$44.00	Review of letters to investors regarding confirmation of distributions paid to date
John Somerville	Senior Manager	Creditors	26/02/2016	0.10	\$44.00	Review of letters to investors regarding deceased estate notifications and transfer of unit requests

John Somerville	Senior Manager	Creditors	26/02/2016	0.10	\$44.00 Attend to call from investor regarding the status of the winding up
John Somerville	Senior Manager	Creditors	29/02/2016	0.10	\$44.00 Instructions to Dermot O'Brien and Julia Mayne regarding updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	29/02/2016	0.10	\$44.00 Review of letter to an investor in relation to unit balance and confirmation of distributions paid
John Somerville	Senior Manager	Creditors	29/02/2016	0.10	\$44.00 Review of internal control forms and supporting documentation for updating the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	3/03/2016	0.10	\$44.00 Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	3/03/2016	0.20	\$88.00 Review of internal control forms and supporting documentation for change of detail requests, transfer of units and deceased estates for updating the Finpower investor management database
John Somerville	Senior Manager	Creditors	4/03/2016	0.10	\$44.00 Review of correspondence to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	7/03/2016	0.10	\$44.00 Review of letters to investors regarding unclaimed distributions
John Somerville	Senior Manager	Creditors	7/03/2016	0.10	\$44.00 Review of email to Council regarding uncompleted works bonds
John Somerville	Senior Manager	Creditors	9/03/2016	0.10	\$44.00 Attend to telephone enquiry from an investor in relation to the status of the winding up of the fund
John Somerville	Senior Manager	Creditors	9/03/2016	0.10	\$44.00 Attend to telephone enquiry from an investor in relation to the status of the winding up of the fund
John Somerville	Senior Manager	Creditors	9/03/2016	0.10	\$44.00 Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	9/03/2016	0.10	\$44.00 Call to Ferrier Hodgson regarding correspondence with Hall Chadwick in relation to the GST refund

John Somerville	Senior Manager	Creditors	10/03/2016	0.10	\$44.00	Review of incoming mail from investors and instructions to Julia Mayne regarding responses required
John Somerville	Senior Manager	Creditors	11/03/2016	0.10	\$44.00	Attend to telephone enquiry from an investor
John Somerville	Senior Manager	Creditors	16/03/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	16/03/2016	0.10	\$44.00	Attend to telephone enquiry from an investor in relation to the status of the winding up
John Somerville	Senior Manager	Creditors	17/03/2016	0.40	\$176.00	Review of documentation in relation to refund received from ATO by the liquidators of Equititrust Ltd. Review of costs claimed by Ferrier Hodgson against the fund. Email to our solicitors regarding same
John Somerville	Senior Manager	Creditors	17/03/2016	0.20	\$88.00	Review of letters to investors/advisors regarding change of detail requests, deceased estate notifications and transfer of units
John Somerville	Senior Manager	Creditors	17/03/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	21/03/2016	0.20	\$88.00	Review of letters to investors regarding change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	21/03/2016	0.20	\$88.00	Review of letters to investors regarding change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	21/03/2016	0.20	\$88.00	Review of internal control forms and supporting documentation for change of detail requests, deceased estate notifications and transfer of units from super funds for updating the Finpower investor management database
John Somerville	Senior Manager	Creditors	23/03/2016	0.10	\$44.00	Email to our solicitors regarding Hall Chadwick and information for proposed settlement
John Somerville	Senior Manager	Creditors	24/03/2016	0.10	\$44.00	Attend to telephone enquiry for EIF investor

John Somerville	Senior Manager	Creditors	24/03/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database
John Somerville	Senior Manager	Creditors	29/03/2016	0.10	\$44.00	Instructions to Julia Mayne regarding updating the investor phone call register
John Somerville	Senior Manager	Creditors	29/03/2016	0.40	\$176.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estates
John Somerville	Senior Manager	Creditors	30/03/2016	0.20	\$88.00	Review of adjustments required to the Finpower investor management database and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Creditors	31/03/2016	0.30	\$132.00	Discussion with the receivers and managers of Equititrust Ltd (EL) in relation to non payment of costs by liquidators of EL and email to our solicitors regarding same
John Somerville	Senior Manager	Creditors	1/04/2016	0.10	\$44.00	Call from the receivers and managers of Equititrust Ltd (EL) in relation to costs claimed from the liquidators of EL
John Somerville	Senior Manager	Creditors	1/04/2016	0.10	\$44.00	Email to our solicitors regarding Hall Chadwick settlement issues
John Somerville	Senior Manager	Creditors	1/04/2016	0.30	\$132.00	Review of correspondence between the receivers and managers and liquidators of Equititrust Ltd in relation to costs claimed for the purposes of agreeing a settlement between the liquidators for all claims and counter claims
John Somerville	Senior Manager	Creditors	1/04/2016	0.20	\$88.00	Review and amendments to email to our IT consultant regarding adjustments required to the Finpower investor management database
John Somerville	Senior Manager	Creditors	4/04/2016	0.10	\$44.00	Review of correspondence received from the receivers and managers of Equititrust Ltd in relation to a claim against Hall Chadwick and email to our solicitors regarding same
John Somerville	Senior Manager	Creditors	4/04/2016	0.10	\$44.00	Review of replacement cheques and cheque requisitions for returned investor distributions

John Somerville	Senior Manager	Creditors	4/04/2016	0.10	\$44.00 Instructions to Dermot O'Brien regarding responses required to investors
John Somerville	Senior Manager	Creditors	4/04/2016	0.20	\$88.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	5/04/2016	0.20	\$88.00 Call from our solicitors regarding further information required to respond to the claim against Hall Chadwick for the recovery of the receivers and managers costs
John Somerville	Senior Manager	Creditors	5/04/2016	0.10	\$44.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	5/04/2016	0.80	\$352.00 Review of the Fund's files to obtain guarantees provided by the Fund for the purposes of securing obligations of Equititrust Ltd to assist with settling claims for/against the liquidators of ETL. Email to our solicitors regarding same
John Somerville	Senior Manager	Creditors	7/04/2016	0.10	\$44.00 Email to our solicitors regarding draft response to Hall Chadwick
John Somerville	Senior Manager	Creditors	7/04/2016	0.20	\$88.00 Review of guarantee provided to support NAB guarantees and email to our solicitors regarding same for the purposes of finalising a response to Hall Chadwick in relation to claims against Equititrust Ltd
John Somerville	Senior Manager	Creditors	8/04/2016	0.10	\$44.00 Review of incoming mail from investors/advisors and instructions to Dermot O'Brien regarding responses required to same
John Somerville	Senior Manager	Creditors	11/04/2016	0.10	\$44.00 Review of letters to investors regarding unit balances for tax purposes and instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Creditors	12/04/2016	0.20	\$88.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests, deceased estates and transfer of units

John Somerville	Senior Manager	Creditors	14/04/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	14/04/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	14/04/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	14/04/2016	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	14/04/2016	0.10	\$44.00	Email to an advisor for an investor in relation to a transfer of unit request from a SMSF
John Somerville	Senior Manager	Creditors	15/04/2016	0.20	\$88.00	Review of letters to investors regarding updates on the status of the winding up and unit balance information for tax purposes. Instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Creditors	15/04/2016	0.10	\$44.00	Review of letters to investors/advisors regarding transfer of unit requests
John Somerville	Senior Manager	Creditors	15/04/2016	0.10	\$44.00	Instructions to Dermot O'Brien and Aubrey Meek regarding investor correspondence and queries outstanding
John Somerville	Senior Manager	Creditors	15/04/2016	0.20	\$88.00	Attend to telephone enquiry from an investor seeking an update on the status of the winding up
John Somerville	Senior Manager	Creditors	18/04/2016	0.80	\$352.00	Draft 26th update report to investors
John Somerville	Senior Manager	Creditors	18/04/2016	0.10	\$44.00	Review and amendments to letters to investors regarding deceased estate notifications
John Somerville	Senior Manager	Creditors	18/04/2016	0.20	\$88.00	Instructions to Libby Li and Aubrey Meek regarding responses required to investors/advisors in relation to requests to update the Finpower database and outline investor frequently asked questions

John Somerville	Senior Manager	Creditors	19/04/2016	0.30	\$132.00	Review and update estimated unit value of the Fund
John Somerville	Senior Manager	Creditors	19/04/2016	0.30	\$132.00	Amendments to 26th update report to investors
John Somerville	Senior Manager	Creditors	19/04/2016	0.10	\$44.00	Instructions to Aubrey Meek regarding responses required to investor correspondence
John Somerville	Senior Manager	Creditors	19/04/2016	0.10	\$44.00	Instructions to Aubrey Meek regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	19/04/2016	0.20	\$88.00	Instructions to Aubrey Meek and Libby Li regarding responses required to investor correspondence and identifying documents to cross check investor details in the database
John Somerville	Senior Manager	Creditors	19/04/2016	0.70	\$308.00	Finalise 26th update report to investors and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Creditors	20/04/2016	0.20	\$88.00	Review and amendments to letters to investors regarding confirmation of unit balances and distributions paid to date
John Somerville	Senior Manager	Creditors	20/04/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	20/04/2016	0.10	\$44.00	Review of letters to investors in response to requests for confirmation of unit balances and distributions paid to date
John Somerville	Senior Manager	Creditors	20/04/2016	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail requests and replacement cheques for unpaid distributions
John Somerville	Senior Manager	Creditors	20/04/2016	0.10	\$44.00	Attend to call from beneficiary of deceased estate regarding units and distributions paid
John Somerville	Senior Manager	Creditors	22/04/2016	0.10	\$44.00	Instructions to Nicola Kennedy regarding 26th update report to investors and updating the website
John Somerville	Senior Manager	Creditors	26/04/2016	0.10	\$44.00	Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	26/04/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estates

John Somerville	Senior Manager	Creditors	27/04/2016	0.10	\$44.00 Instructions to Libby Li regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	27/04/2016	0.10	\$44.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	27/04/2016	0.10	\$44.00 Instructions to Libby Li regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	28/04/2016	0.10	\$44.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	28/04/2016	0.20	\$88.00 Review of letters to investors regarding confirmation of units and estimate of remaining distributions to be paid
John Somerville	Senior Manager	Creditors	28/04/2016	0.20	\$88.00 Review of email from our solicitors regarding subrogated claim against the liquidators of Equititrust Ltd. Email to our solicitors regarding same
John Somerville	Senior Manager	Creditors	28/04/2016	0.20	\$88.00 Cross check of updates processed to the Finpower investor management database
John Somerville	Senior Manager	Creditors	28/04/2016	0.10	\$44.00 Instructions to Libby Li regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	29/04/2016	0.10	\$44.00 Instructions to Dermot O'Brien regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	3/05/2016	0.10	\$44.00 Instructions to Dermot O'Brien regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	3/05/2016	0.10	\$44.00 Review of letters to investors regarding confirmation of unit balances and distributions paid for tax purposes
John Somerville	Senior Manager	Creditors	3/05/2016	0.20	\$88.00 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	11/05/2016	0.20	\$88.00 Review of letters to investors in response to requests for updates on the status of the winding up and change of detail requests

John Somerville	Senior Manager	Creditors	11/05/2016	0.10	\$44.00	Instructions to Dermot O'Brien regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	11/05/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	12/05/2016	0.10	\$44.00	Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	12/05/2016	0.10	\$44.00	Review of letters to investors seeking further information to process deceased estates
John Somerville	Senior Manager	Creditors	12/05/2016	0.20	\$88.00	Review of updates to the Finpower investor management database for transfer of units and update of details
John Somerville	Senior Manager	Creditors	12/05/2016	0.10	\$44.00	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	12/05/2016	0.20	\$88.00	Review and amendments to letters to investors regarding confirmation of unit balances and distributions paid to date for tax purposes
John Somerville	Senior Manager	Creditors	13/05/2016	0.10	\$44.00	Instructions to Libby Li regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	13/05/2016	0.10	\$44.00	Review of letters to investors regarding confirmation of unit balances and distributions paid for tax purposes
John Somerville	Senior Manager	Creditors	13/05/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	16/05/2016	0.30	\$132.00	Review of updates to the Finpower investor management database for change of detail requests and transfer of units to beneficiaries of deceased estates
John Somerville	Senior Manager	Creditors	16/05/2016	0.10	\$44.00	Instructions to Dermot O'Brien regarding returned investor mail issues
John Somerville	Senior Manager	Creditors	20/05/2016	0.10	\$44.00	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

John Somerville	Senior Manager	Creditors	20/05/2016	0.10	\$44.00	Review of letter to investor regarding confirmation of unit balance and estimated distributions remaining to be paid
John Somerville	Senior Manager	Creditors	24/05/2016	0.10	\$44.00	Instructions to Aubrey Meek regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	24/05/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	24/05/2016	0.10	\$44.00	Review of letters to investors in response to requests to update contact details and transfer units for deceased estates
John Somerville	Senior Manager	Creditors	24/05/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	25/05/2016	0.20	\$88.00	Review of letters to investors regarding requests to change details and deceased estate notifications
John Somerville	Senior Manager	Creditors	1/06/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	1/06/2016	0.20	\$88.00	Review of letters to investors regarding further information to effect change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	9/06/2016	0.20	\$88.00	review of letters to investors requesting further information to process change of detail requests and transfer units from deceased estates
John Somerville	Senior Manager	Creditors	9/06/2016	0.20	\$88.00	review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	9/06/2016	0.20	\$88.00	attend to telephone enquiry from an investor seeking an update on the status of the winding up
John Somerville	Senior Manager	Creditors	10/06/2016	0.20	\$88.00	Review and amendments to letters to investors regarding change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	10/06/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests

John Somerville	Senior Manager	Creditors	10/06/2016	0.10	\$44.00	Review of letters to investors seeking confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	13/06/2016	0.10	\$44.00	Review and amendments to letters to investors regarding deceased estate notifications, change of detail requests, transfer of unit requests and tax statements for income tax purposes
John Somerville	Senior Manager	Creditors	13/06/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	13/06/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	13/06/2016	0.20	\$88.00	Review and amendments to letters in response to requests to update details and transfer units to beneficiaries of deceased estates
John Somerville	Senior Manager	Creditors	13/06/2016	0.10	\$44.00	Instructions to Dermot O'Brien regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	14/06/2016	0.20	\$88.00	Attend to telephone enquiry from investor in relation to treatment of joint holding with ex husband and status of winding up of the fund
John Somerville	Senior Manager	Creditors	14/06/2016	0.10	\$44.00	Review of letters to investors regarding confirmation of transfer of unit balances
John Somerville	Senior Manager	Creditors	14/06/2016	0.10	\$44.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of trustees and transfer of units from deceased estates
John Somerville	Senior Manager	Creditors	14/06/2016	0.10	\$44.00	Review of letters to investors regarding confirmation of unit balances and distributions paid for tax purposes
John Somerville	Senior Manager	Creditors	14/06/2016	0.10	\$44.00	Instructions to Aubrey Meek regarding responses required to investor correspondence
John Somerville	Senior Manager	Creditors	15/06/2016	0.20	\$88.00	Review of updates to the Finpower investor management database for change of detail requests and transfer of units
John Somerville	Senior Manager	Creditors	16/06/2016	0.10	\$44.00	Email to Aubrey Meek regarding responses required to investor queries

John Somerville	Senior Manager	Creditors	16/06/2016	0.10	\$44.00 Review of updates to the Finpower investor management database for investor change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	17/06/2016	0.20	\$88.00 Review of letters to investors regarding confirmation of units balances and estimate of remaining distributions to be paid
John Somerville	Senior Manager	Creditors	17/06/2016	0.20	\$88.00 Review of updates to the Finpower investor management database for change of details and transfer of units from beneficiaries of deceased estates and SMSF's
John Somerville	Senior Manager	Creditors	20/06/2016	0.10	\$44.00 Review of letters to investors regarding deceased estates
John Somerville	Senior Manager	Creditors	20/06/2016	0.20	\$88.00 Review of letters to investors regarding deceased estates
John Somerville	Senior Manager	Creditors	20/06/2016	0.10	\$44.00 Review of updates to the Finpower investor management database for change of details and transfer of units
John Somerville	Senior Manager	Creditors	20/06/2016	0.10	\$44.00 Review of letters to investors in response to requests for tax statements
John Somerville	Senior Manager	Creditors	21/06/2016	0.10	\$44.00 review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	21/06/2016	0.10	\$44.00 review of updates to the Finpower investor management database regarding transfer of units and change of detail requests from investors
John Somerville	Senior Manager	Creditors	21/06/2016	0.10	\$44.00 review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estate notifications and change of detail requests
John Somerville	Senior Manager	Creditors	21/06/2016	0.80	\$352.00 review of equalisation payment methodology. Develop model to determine most fair and equitable equalisation payment for investors that received distributions on a yearly basis
John Somerville	Senior Manager	Creditors	21/06/2016	0.10	\$44.00 Attend to telephone enquiry from investor seeking update in relation to the winding up of the fund
John Somerville	Senior Manager	Creditors	22/06/2016	0.10	\$44.00 Attend to telephone enquiry from an investor regarding confirmation of units held and remaining distributions

John Somerville	Senior Manager	Creditors	23/06/2016	0.30	\$132.00	Review and amendments to letters to investors regarding deceased estates, change of detail requests, transfer of units from SMSF and confirmation of unit balance and value for tax purposes
John Somerville	Senior Manager	Creditors	23/06/2016	0.30	\$132.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests and deceased estates
John Somerville	Senior Manager	Creditors	23/06/2016	0.20	\$88.00	Review of outstanding responses due to investors following queries received and email to Aubrey Meek
John Somerville	Senior Manager	Creditors	24/06/2016	0.10	\$44.00	Email to Aubrey Meek regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	24/06/2016	0.30	\$132.00	Review of status of remaining uncompleted works bonds held in relation to former property securities and email to Aubrey Meek regarding same
John Somerville	Senior Manager	Creditors	27/06/2016	0.10	\$44.00	Review and amendments to letters to investors regarding change of detail requests, deceased estates and transfer of units from SMSF
John Somerville	Senior Manager	Creditors	27/06/2016	0.10	\$44.00	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	27/06/2016	0.10	\$44.00	Attend to telephone enquiry from EIF investor
John Somerville	Senior Manager	Creditors	27/06/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and transfer of units
John Somerville	Senior Manager	Creditors	27/06/2016	0.10	\$44.00	Review of letters to investors confirming change of details
John Somerville	Senior Manager	Creditors	28/06/2016	0.10	\$44.00	Email to Aubrey Meek regarding responses required to investor queries

John Somerville	Senior Manager	Creditors	30/06/2016	0.10	\$44.00	Email to Aubrey Meek regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	30/06/2016	0.20	\$88.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and transfer of units from deceased estates
John Somerville	Senior Manager	Creditors	30/06/2016	0.10	\$44.00	Review of updates to the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	30/06/2016	0.20	\$88.00	Review and amendments to letters to investors regarding confirmation of unit balances, change of details and further information to process deceased estates
John Somerville	Senior Manager	Creditors	1/07/2016	0.10	\$45.50	Attend to telephone enquiry from an investor seeking update on the winding up
John Somerville	Senior Manager	Creditors	4/07/2016	0.10	\$45.50	Attend to telephone enquiry from an investor seeking an update on the winding up
John Somerville	Senior Manager	Creditors	4/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	4/07/2016	0.10	\$45.50	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
John Somerville	Senior Manager	Creditors	4/07/2016	0.10	\$45.50	Review and amendments to letters to investors in response to requests for updates on the winding up of the fund
John Somerville	Senior Manager	Creditors	4/07/2016	0.20	\$91.00	Review of correspondence from investors and email instructions to Ryan Whyte
John Somerville	Senior Manager	Creditors	5/07/2016	0.20	\$91.00	Review and amendments to letter to executor of deceased estate regarding multiple unit holdings and further information required to transfer units to beneficiaries
John Somerville	Senior Manager	Creditors	5/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation for investor change of detail requests

John Somerville	Senior Manager	Creditors	5/07/2016	0.10	\$45.50	Review and amendments to letters to investors regarding confirmation of unit balances and updates on the winding up of the Fund
John Somerville	Senior Manager	Creditors	7/07/2016	0.40	\$182.00	Review of letter to executor of deceased estate where deceased held units individually and as trustee of a trust. Review of status of units and prior transfers. Review of supporting documentation to prepare chronology of investment. Review and amendments
John Somerville	Senior Manager	Creditors	7/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database
John Somerville	Senior Manager	Creditors	8/07/2016	0.20	\$91.00	Review of letters to investors requested further information to effect a change of detail/transfer of units request
John Somerville	Senior Manager	Creditors	8/07/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	8/07/2016	0.20	\$91.00	Review of updates to the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	11/07/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes and further information to process change of detail requests
John Somerville	Senior Manager	Creditors	11/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database
John Somerville	Senior Manager	Creditors	11/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	12/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	12/07/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of custodian authorities, transfer of units and change of details

John Somerville	Senior Manager	Creditors	12/07/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	12/07/2016	0.20	\$91.00	Review and amendments to letters to investors in response to change of detail requests and transfer of units from deceased estates and SMSF
John Somerville	Senior Manager	Creditors	13/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates
John Somerville	Senior Manager	Creditors	13/07/2016	0.10	\$45.50	Review of letter to investor regarding confirmation of unit balances and further information required to effect transfer of units from a deceased estate
John Somerville	Senior Manager	Creditors	14/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and change of detail requests
John Somerville	Senior Manager	Creditors	14/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	14/07/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances
John Somerville	Senior Manager	Creditors	14/07/2016	0.10	\$45.50	Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	18/07/2016	0.20	\$91.00	Review of letters to investors regarding change of detail requests and transfer of units from deceased estates and SMSF
John Somerville	Senior Manager	Creditors	18/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor database for investor change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	19/07/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	19/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail and transfer of units

John Somerville	Senior Manager	Creditors	19/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of units from deceased estates and SMSF's
John Somerville	Senior Manager	Creditors	20/07/2016	0.10	\$45.50	Attend to telephone enquiry from investor seeking update on the status of the winding up
John Somerville	Senior Manager	Creditors	21/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	21/07/2016	0.10	\$45.50	Attend to telephone inquiry from investor regarding process to transfer units from a trust
John Somerville	Senior Manager	Creditors	22/07/2016	0.30	\$136.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estate notifications, transfer of units and change of detail requests
John Somerville	Senior Manager	Creditors	22/07/2016	0.20	\$91.00	Quality assurance review of changes to the Finpower investor management database for deceased estate notifications, transfer of units and change of detail requests
John Somerville	Senior Manager	Creditors	22/07/2016	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balances and estimated remaining distributions to be paid
John Somerville	Senior Manager	Creditors	22/07/2016	0.10	\$45.50	Review and amendments to letters to investors in relation to change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	22/07/2016	0.10	\$45.50	Review of letters to investors confirming changes to their investor profile as requested
John Somerville	Senior Manager	Creditors	25/07/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	25/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	26/07/2016	0.10	\$45.50	Attend to telephone enquiry from an investor seeking an update on unit balance for Centrelink purposes
John Somerville	Senior Manager	Creditors	26/07/2016	0.30	\$136.50	Email to staff regarding update on status of winding up to attend to investor queries

John Somerville	Senior Manager	Creditors	26/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	27/07/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances and estimated value to be distributed
John Somerville	Senior Manager	Creditors	27/07/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances and estimated value to be distributed
John Somerville	Senior Manager	Creditors	27/07/2016	0.10	\$45.50	Attend to telephone enquiry from investor regarding confirmation of unit balance for pension purposes
John Somerville	Senior Manager	Creditors	28/07/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	28/07/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to process changes to the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	28/07/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests, transfer of units from deceased estates and confirmation of unit balances for pension purposes
John Somerville	Senior Manager	Creditors	29/07/2016	0.10	\$45.50	Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	29/07/2016	0.10	\$45.50	Review of updates to Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	1/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	1/08/2016	0.10	\$45.50	Review of letters to investors regarding change of detail requests and further information required to process same
John Somerville	Senior Manager	Creditors	2/08/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax and pension purposes
John Somerville	Senior Manager	Creditors	2/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of authority and change of detail requests
John Somerville	Senior Manager	Creditors	2/08/2016	0.20	\$91.00	Review of updates to the Finpower investor management database and email to Dermot O'Brien regarding same

John Somerville	Senior Manager	Creditors	2/08/2016	0.10	\$45.50 Attend to telephone enquiry from investor regarding status of winding up
John Somerville	Senior Manager	Creditors	2/08/2016	0.10	\$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates
John Somerville	Senior Manager	Creditors	3/08/2016	0.10	\$45.50 Review of updates to the Finpower investor management database for change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	3/08/2016	0.10	\$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	3/08/2016	0.10	\$45.50 Review of letters to investors regarding deceased estates
John Somerville	Senior Manager	Creditors	5/08/2016	0.10	\$45.50 Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	5/08/2016	0.10	\$45.50 Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	5/08/2016	0.10	\$45.50 Review of updates to the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	8/08/2016	0.10	\$45.50 Review of status of claim by the liquidators of Equititrust Ltd against the assets of the fund and email to our solicitors regarding same
John Somerville	Senior Manager	Creditors	11/08/2016	0.10	\$45.50 Review of letters to investors regarding change of detail requests

John Somerville	Senior Manager	Creditors	11/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and change of power of attorneys
John Somerville	Senior Manager	Creditors	11/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	11/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and transfer of unit requests
John Somerville	Senior Manager	Creditors	12/08/2016	0.20	\$91.00	Review of internal control forms and supporting documentation submitted by investors to update the Finpower investor management database for change of detail, deceased estates and transfer of units
John Somerville	Senior Manager	Creditors	12/08/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	12/08/2016	0.10	\$45.50	Review of letters to investors regarding further information required to process change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	12/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for investor change of detail requests and transfer of units
John Somerville	Senior Manager	Creditors	15/08/2016	0.60	\$273.00	Review and consider methodology for the equalisation payment to investors
John Somerville	Senior Manager	Creditors	15/08/2016	0.70	\$318.50	Review and consider methodology for the equalisation payment to investors
John Somerville	Senior Manager	Creditors	15/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	16/08/2016	0.10	\$45.50	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
John Somerville	Senior Manager	Creditors	16/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	16/08/2016	0.20	\$91.00	Review of letters to investors regarding change of detail requests and deceased estate notifications

John Somerville	Senior Manager	Creditors	16/08/2016	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	17/08/2016	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	17/08/2016	0.10	\$45.50	Review of letters to investors requesting further information to effect change of detail requests for deceased estates
John Somerville	Senior Manager	Creditors	17/08/2016	0.60	\$273.00	Investigations into methodology for calculation of investors equalisation payment
John Somerville	Senior Manager	Creditors	17/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	18/08/2016	0.20	\$91.00	Review of letters to investors regarding deceased estates and confirmation of unit balances and estimated remaining distribution to be made
John Somerville	Senior Manager	Creditors	18/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	18/08/2016	0.60	\$273.00	Draft 27th update report to investors
John Somerville	Senior Manager	Creditors	18/08/2016	0.80	\$364.00	Interrogation of Finpower investor management database to determine methodology for calculating equalisation payment to investors
John Somerville	Senior Manager	Creditors	18/08/2016	0.70	\$318.50	Interrogation of Finpower investor management database to determine methodology for calculating equalisation payment to investors
John Somerville	Senior Manager	Creditors	18/08/2016	0.70	\$318.50	Interrogation of Finpower investor management database to determine methodology for calculating equalisation payment to investors
John Somerville	Senior Manager	Creditors	18/08/2016	0.60	\$273.00	Interrogation of Finpower investor management database to determine methodology for calculating equalisation payment to investors
John Somerville	Senior Manager	Creditors	19/08/2016	0.20	\$91.00	Review and amendments to letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	19/08/2016	0.30	\$136.50	Finalise file note in relation to proposed equalisation payment
John Somerville	Senior Manager	Creditors	19/08/2016	1.60	\$728.00	Interrogation of Finpower investor management database to determine methodology for calculating equalisation payment to investors
John Somerville	Senior Manager	Creditors	19/08/2016	0.40	\$182.00	Preparation of file note in relation to proposed equalisation payment to investors

John Somerville	Senior Manager	Creditors	22/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and change of authority requests
John Somerville	Senior Manager	Creditors	22/08/2016	0.20	\$91.00	Review of letters to investors regarding change of detail, deceased estates and confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	22/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and change of authorities
John Somerville	Senior Manager	Creditors	22/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	22/08/2016	0.10	\$45.50	Review and amendments to letters to investors regarding confirmation of unit balances and updates on the status of the winding up
John Somerville	Senior Manager	Creditors	22/08/2016	0.60	\$273.00	Finalise file note and working papers in relation to proposed investors equalisation payment methodology
John Somerville	Senior Manager	Creditors	23/08/2016	0.70	\$318.50	Review and amendments to 27th report to investors
John Somerville	Senior Manager	Creditors	23/08/2016	0.40	\$182.00	calculation of updated estimated return to investors as at 31 July 2016
John Somerville	Senior Manager	Creditors	24/08/2016	0.40	\$182.00	Email to our IT consultants regarding proposed 'equalisation payment' to be processed in the Finpower investor management database
John Somerville	Senior Manager	Creditors	24/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	24/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Creditors	24/08/2016	0.20	\$91.00	Review and amendments to letters to investors regarding change of detail requests and confirmation of unit balances
John Somerville	Senior Manager	Creditors	24/08/2016	0.10	\$45.50	Instructions to Andrew Lane regarding responses required to investor correspondence
John Somerville	Senior Manager	Creditors	25/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database

John Somerville	Senior Manager	Creditors	25/08/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	25/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estate notifications
John Somerville	Senior Manager	Creditors	25/08/2016	0.10	\$45.50	Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	26/08/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for pension purposes and change of detail requests
John Somerville	Senior Manager	Creditors	26/08/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and transfer of unit requests
John Somerville	Senior Manager	Creditors	26/08/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	29/08/2016	0.10	\$45.50	Email to our solicitors regarding equalisation payment to investors and claims from/against Equititrust Ltd
John Somerville	Senior Manager	Creditors	29/08/2016	0.20	\$91.00	Email to our IT consultant regarding equalisation payment to investors
John Somerville	Senior Manager	Creditors	29/08/2016	0.50	\$227.50	Final review and amendments to 27th update report to investors
John Somerville	Senior Manager	Creditors	30/08/2016	0.20	\$91.00	Email to our IT consultant regarding equalisation payment. Review of Finpower investor management database regarding same
John Somerville	Senior Manager	Creditors	31/08/2016	0.10	\$45.50	Email to our IT consultant regarding the Finpower investor management database and equalisation payment methodology
John Somerville	Senior Manager	Creditors	1/09/2016	0.60	\$273.00	Review of investors equalisation payment calculation worksheet
John Somerville	Senior Manager	Creditors	2/09/2016	0.20	\$91.00	Review of letters to investors regarding confirmation of unit balance and estimated remaining distribution to be paid
John Somerville	Senior Manager	Creditors	2/09/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estates

John Somerville	Senior Manager	Creditors	2/09/2016	0.10	\$45.50	Review of letters to investors regarding further information required to update the investor management database for change of detail requests and deceased estates
John Somerville	Senior Manager	Creditors	2/09/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail and transfer of unit requests
John Somerville	Senior Manager	Creditors	2/09/2016	0.50	\$227.50	Review of email from our IT consultant regarding proposed equalisation payment calculation. Review and consider working paper in relation to same
John Somerville	Senior Manager	Creditors	2/09/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates, change of details and transfer of units
John Somerville	Senior Manager	Creditors	2/09/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	2/09/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	5/09/2016	0.20	\$91.00	Review and amendments to letters to investors regarding deceased estates and change of detail requests
John Somerville	Senior Manager	Creditors	5/09/2016	0.10	\$45.50	Review and amendments to letters to investors regarding confirmation of unit balances and estimated value for tax purposes
John Somerville	Senior Manager	Creditors	5/09/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and change of detail requests
John Somerville	Senior Manager	Creditors	5/09/2016	0.10	\$45.50	Review of query from an investor in relation to the third interim distribution and email to Ryan Whyte regarding response required
John Somerville	Senior Manager	Creditors	6/09/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests and confirmation of unit balances for tax purposes

John Somerville	Senior Manager	Creditors	6/09/2016	0.10	\$45.50	Review of letters to investors regarding change of detail requests and confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	6/09/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests, deceased estates and change of authority
John Somerville	Senior Manager	Creditors	6/09/2016	0.80	\$364.00	Review and analysis of proposed equalisation payment worksheet prepared by our IT consultant. Review and consider exception report and issues to resolve same
John Somerville	Senior Manager	Creditors	7/09/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	7/09/2016	0.10	\$45.50	review and amendments to letters to investors regarding confirmation of unit balances for tax purposes and change of detail requests
John Somerville	Senior Manager	Creditors	7/09/2016	0.70	\$318.50	Review of equalisation payment worksheet. Review of sample of investors to determine variances. Discussion with Andrew Lane regarding same
John Somerville	Senior Manager	Creditors	8/09/2016	0.10	\$45.50	Review of letters to investors regarding change of detail requests and confirmation of unit balances
John Somerville	Senior Manager	Creditors	8/09/2016	0.10	\$45.50	Review of updates the Finpower investor management database
John Somerville	Senior Manager	Creditors	8/09/2016	0.20	\$91.00	Call to investor of the fund in relation to 3rd interim distribution payment issues. Email instructions to Ryan Whyte regarding action required
John Somerville	Senior Manager	Creditors	8/09/2016	0.20	\$91.00	Review and amendments to letters to investors regarding deceased estates and confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	9/09/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	9/09/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for investor change of detail requests and transfer of units
John Somerville	Senior Manager	Creditors	9/09/2016	0.10	\$45.50	Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	9/09/2016	0.20	\$91.00	Review and amendments to letters to investors regarding deceased estates and further information required to effect a change of detail to unit holding

John Somerville	Senior Manager	Creditors	13/09/2016	0.10	\$45.50 Call from an investor seeking an update on the status of the winding up
John Somerville	Senior Manager	Creditors	13/09/2016	0.10	\$45.50 Review and amendments to letters to investors and advisors regarding deceased estates and change of detail requests
John Somerville	Senior Manager	Creditors	14/09/2016	0.10	\$45.50 Email to Andrew Lane regarding responses required to investor queries
John Somerville	Senior Manager	Creditors	14/09/2016	0.70	\$318.50 Review and consider equalisation worksheet and issues to address units transferred to multiple deposits subsequent to appointment. Call to our IT consultant regarding same
John Somerville	Senior Manager	Creditors	14/09/2016	0.10	\$45.50 Review of updates to the Finpower investor management database for deceased estate notifications
John Somerville	Senior Manager	Creditors	15/09/2016	0.10	\$45.50 Review and amendments to letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	15/09/2016	0.10	\$45.50 Review and amendments to letters to investors regarding further information required to effect change of detail requests
John Somerville	Senior Manager	Creditors	15/09/2016	0.30	\$136.50 Call from our IT consultant regarding equalisation payment processing issues in the Finpower investor management database
John Somerville	Senior Manager	Creditors	16/09/2016	0.20	\$91.00 Review and amendments to letters to investors regarding change of detail requests and confirmation of unit balance for tax purposes
John Somerville	Senior Manager	Creditors	16/09/2016	0.10	\$45.50 Review of letters to investors regarding change of detail requests and confirmation of unit balance for tax purposes
John Somerville	Senior Manager	Creditors	16/09/2016	0.40	\$182.00 Review of email from our IT consultant regarding equalisation payment. Review of accompany worksheet and test methodology

John Somerville	Senior Manager	Creditors	16/09/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and change of detail requests
John Somerville	Senior Manager	Creditors	16/09/2016	0.20	\$91.00	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and change of detail requests
John Somerville	Senior Manager	Creditors	20/09/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	21/09/2016	0.10	\$45.50	Instructions to Andrew Lane regarding responses required to employee queries
John Somerville	Senior Manager	Creditors	23/09/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates and change of detail notifications
John Somerville	Senior Manager	Creditors	23/09/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for investor change of details and deceased estate notifications
John Somerville	Senior Manager	Creditors	23/09/2016	0.20	\$91.00	Review and amendments to letters to investors requesting further information to update accounts for deceased estates
John Somerville	Senior Manager	Creditors	26/09/2016	0.10	\$45.50	Review and amendments to letters to investors regarding change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	27/09/2016	1.30	\$591.50	Review and analysis of equalisation payment extracted from the Finpower investor management database. Review of schedule and underlying formulas for discrepancies. Email to our IT consultant regarding same
John Somerville	Senior Manager	Creditors	27/09/2016	0.10	\$45.50	Review and amendments to letters to investors regarding further information required to effect a change of details and transfer units from SMSF
John Somerville	Senior Manager	Creditors	27/09/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail, transfer of units and deceased estates

John Somerville	Senior Manager	Creditors	27/09/2016	0.10	\$45.50 Review of updates to the Finpower investor management database for change of detail, transfer of units and deceased estates
John Somerville	Senior Manager	Creditors	27/09/2016	0.10	\$45.50 Review of letters to investors regarding confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	28/09/2016	0.20	\$91.00 Review and amendments to letters to investors confirming unit balances for tax purposes and requesting further information to effect change of detail requests
John Somerville	Senior Manager	Creditors	29/09/2016	0.10	\$45.50 Attend to telephone enquiry from an investor regarding status of winding up
John Somerville	Senior Manager	Creditors	30/09/2016	0.50	\$227.50 Review and consider indemnity claim from the liquidators of Equititrust Ltd including supporting timesheets and narrations
John Somerville	Senior Manager	Creditors	30/09/2016	0.20	\$91.00 Review of letters to investors regarding confirmation of unit balances and estimated value for tax purposes
John Somerville	Senior Manager	Creditors	30/09/2016	0.10	\$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	4/10/2016	0.20	\$91.00 Call from an investor seeking an update on the status of the winding up and the claim against the former auditors
John Somerville	Senior Manager	Creditors	5/10/2016	0.10	\$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and change of authority requests
John Somerville	Senior Manager	Creditors	5/10/2016	0.10	\$45.50 Review of updates to the Finpower investor management database for investor change of authorities

John Somerville	Senior Manager	Creditors	5/10/2016	0.10	\$45.50	Review of internal control forms and supporting documentation to update the Finpower investor management database for deceased estates
John Somerville	Senior Manager	Creditors	5/10/2016	0.80	\$364.00	Review of reports generated by the IT consultant in relation to the proposed equalisation payment to investors in Finpower. Review of methodology and calculations. Cross check against certain investor accounts
John Somerville	Senior Manager	Creditors	7/10/2016	0.10	\$45.50	Review of updates to the Finpower investor management database for change of detail requests
John Somerville	Senior Manager	Creditors	7/10/2016	0.80	\$364.00	Review and test methodology and calculations in relation to the proposed equalisation payment to investors
John Somerville	Senior Manager	Creditors	7/10/2016	0.20	\$91.00	Review of updates to the Finpower investor management database for change of detail, transfer of unit and deceased estates
John Somerville	Senior Manager	Creditors	10/10/2016	0.80	\$364.00	Develop formula for equalisation payment to investors. Review and test data for certain investors in relation to proposed equalisation payment. Email to our IT consultant regarding same
John Somerville	Senior Manager	Creditors	11/10/2016	0.30	\$136.50	Review and amendments to letters to investors in response to queries regarding calculation of unit balances as at 30 June 2016 (5 letters)
John Somerville	Senior Manager	Creditors	11/10/2016	0.30	\$136.50	Review of report from the liquidators of Equititrust Ltd and email to Aubrey Meek regarding queries raised by investors in relation to the report
John Somerville	Senior Manager	Creditors	11/10/2016	0.10	\$45.50	Review ad amendments to letters to investors requesting further information to effect change of detail requests
John Somerville	Senior Manager	Creditors	11/10/2016	0.10	\$45.50	Review and amendments to letters to investors requesting further information to process deceased estate notifications
John Somerville	Senior Manager	Creditors	11/10/2016	0.10	\$45.50	Review and amendments to letters to investors requesting further information to process transfers from SMSF and trusts
John Somerville	Senior Manager	Creditors	12/10/2016	0.20	\$91.00	Review and amendments to letters to investors regarding confirmation of unit balances and estimated value for tax purposes
John Somerville	Senior Manager	Creditors	12/10/2016	0.10	\$45.50	Review and amendments to letters to investors regarding deceased estates and further information required to process changes

John Somerville	Senior Manager	Creditors	12/10/2016	0.10	\$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	12/10/2016	0.40	\$182.00 Email to our IT consultant regarding equalisation payment calculation and issues in relation to same
John Somerville	Senior Manager	Creditors	12/10/2016	0.10	\$45.50 Review of letters to investors regarding confirmation of unit balances and estimated value for tax purposes
John Somerville	Senior Manager	Creditors	14/10/2016	0.10	\$45.50 Review of updates to the Finpower investor management database for change of details
John Somerville	Senior Manager	Creditors	14/10/2016	0.10	\$45.50 Review of letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	14/10/2016	0.10	\$45.50 Review and amendments to letters to investors regarding change of detail requests
John Somerville	Senior Manager	Creditors	17/10/2016	0.10	\$45.50 Review of updates to the Finpower investor management database for investor change of detail requests
John Somerville	Senior Manager	Creditors	17/10/2016	0.20	\$91.00 Review and amendments to letters to investors regarding further information required to effect change of detail requests
John Somerville	Senior Manager	Creditors	17/10/2016	0.10	\$45.50 Review of letters to investors in relation to undelivered mail
John Somerville	Senior Manager	Creditors	18/10/2016	0.10	\$45.50 Email to an investor in response to queries in relation to the creditors meeting convened by the liquidators of Equititrust Ltd
John Somerville	Senior Manager	Creditors	19/10/2016	0.20	\$91.00 Attend to enquiries from members in relation to the meeting of creditors convened by the liquidators of Equititrust Ltd
John Somerville	Senior Manager	Creditors	21/10/2016	0.10	\$45.50 Email to our solicitors regarding indemnity claim from the liquidators of Equititrust Ltd
John Somerville	Senior Manager	Creditors	24/10/2016	0.10	\$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail, transfer of units and deceased estate notifications
John Somerville	Senior Manager	Creditors	24/10/2016	0.20	\$91.00 Attend to queries from an investor in relation to meeting of creditors convened by the liquidators of Equititrust Ltd

John Somerville	Senior Manager	Creditors	25/10/2016	0.20	\$91.00 Review and amendments to letters to investors requesting further information to effect change of detail and transfer of unit requests for deceased estates
John Somerville	Senior Manager	Creditors	25/10/2016	0.10	\$45.50 Review of letters to investors in response to requests for confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	26/10/2016	0.10	\$45.50 Review of letters to investors in response to requests for confirmation of unit balances and estimated value for tax purposes
John Somerville	Senior Manager	Creditors	28/10/2016	0.10	\$45.50 Review and amendments to letters to investors requesting confirmation of unit balances for tax purposes
John Somerville	Senior Manager	Creditors	28/10/2016	0.10	\$45.50 Review of internal control forms and supporting documentation to update the Finpower investor management database for change of detail requests and deceased estate notifications
John Somerville	Senior Manager	Creditors	28/10/2016	0.80	\$364.00 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 October 2015 to 31 October 2016
Nicola Kennedy	Senior Accountant II	Creditors	27/10/2015	0.10	\$28.00 review scanned correspondence and email Julia Mayne in relation to update of details for investor
Nicola Kennedy	Senior Accountant II	Creditors	28/10/2015	0.10	\$28.00 review 3 x correspondence from investors and email to Julia Mayne in relation to updating details
Nicola Kennedy	Senior Accountant II	Creditors	29/10/2015	0.10	\$28.00 review and forward 3 x correspondence from investors to Julia Mayne to action
Nicola Kennedy	Senior Accountant II	Creditors	30/10/2015	0.10	\$28.00 review and forward 2 x investor correspondence to Dermot O'Brien for response
Nicola Kennedy	Senior Accountant II	Creditors	27/11/2015	0.10	\$28.00 discussion with John Somerville in relation to update to investors to be prepared, review previous update

Nicola Kennedy	Senior Accountant II	Creditors	3/12/2015	1.20	\$336.00	prepare receipts and payments for 26th update to investors, review issues with balance of account due to cheques having been reissued in current period and subsequently, double counted in receipts and payments, generate report to delete same
Nicola Kennedy	Senior Accountant II	Creditors	4/12/2015	0.50	\$140.00	update 25th update to investors, include details for remuneration and receipts and payments, review remuneration tables prepared by Julia Mayne
Nicola Kennedy	Senior Accountant II	Creditors	9/12/2015	0.60	\$168.00	discussion with John Somerville regarding updating 25th report to investors, update WIP tables for same and format and finalise report for review
Nicola Kennedy	Senior Accountant II	Creditors	21/12/2015	0.50	\$140.00	update 25th report to investors
Nicola Kennedy	Senior Accountant II	Creditors	22/12/2015	0.30	\$84.00	review multiple emails and quotes in relation to mail out for 25th update to investors, email David Whyte and Julia Mayne for same
Nicola Kennedy	Senior Accountant II	Creditors	22/12/2015	0.40	\$112.00	update 25th report to investors and arrange mail out
Nicola Kennedy	Senior Accountant II	Creditors	22/12/2015	0.20	\$56.00	emails with Julia Mayne regarding mail out listing for report to investors, review quotes for same
Nicola Kennedy	Senior Accountant II	Creditors	11/04/2016	0.10	\$28.00	review email from David Whyte and email Dermot O'Brien to prepare correspondence responding to investor queries
Nicola Kennedy	Senior Accountant II	Creditors	12/04/2016	0.40	\$112.00	review and amendments to update report to investors
Nicola Kennedy	Senior Accountant II	Creditors	12/04/2016	0.10	\$28.00	email Dermot O'Brien re correspondence to be sent responding to investor queries
Nicola Kennedy	Senior Accountant II	Creditors	13/04/2016	0.50	\$140.00	prepare remuneration summary for 26th update to investors, update remuneration details in report, email John Somerville for same

Nicola Kennedy	Senior Accountant II	Creditors	18/04/2016	0.20	\$56.00 prepare email to advisor in relation to transfer of units, obtain forms and email same
Nicola Kennedy	Senior Accountant II	Creditors	18/04/2016	0.40	\$112.00 phone call with advisor to confirm client name, log into database, search client number, review files, liaise with Jack Yang in relation to database, confirm specimen signature on file
Nicola Kennedy	Senior Accountant II	Creditors	19/04/2016	0.20	\$56.00 review 26th update to investors, print reconciliations for work papers and collate for David Whyte's review
Nicola Kennedy	Senior Accountant II	Creditors	22/04/2016	0.50	\$140.00 update 26th update to investors, print, email Jack Yang in relation to client listing to be exported, review emails to external IT support for upload to website, discuss same with John Somerville
Nicola Kennedy	Senior Accountant II	Creditors	22/04/2016	0.30	\$84.00 review email from Jack Yang and client listing attached for update to investors, scan and save update, email Nicole Jackson re sourcing quote and formatting of client listing
Nicola Kennedy	Senior Accountant II	Creditors	22/04/2016	0.10	\$28.00 email to Nicole Jackson re report to be provided to printer company
Nicola Kennedy	Senior Accountant II	Creditors	22/04/2016	0.20	\$56.00 emails with Nicole Jackson and Jack Yang in relation to adjusting format of client listing for mail out to investors of 26th update
Nicola Kennedy	Senior Accountant II	Creditors	9/05/2016	0.10	\$28.00 review email from investor's advisor re transfer of units, email Dermot O'Brien to action same
Aubrey Meek	Senior Accountant II	Creditors	11/04/2016	0.40	\$76.00 Update the client database with transfer of units to deceased's beneficiaries. Create new client file for beneficiaries and setup account with related details.
Aubrey Meek	Senior Accountant II	Creditors	11/04/2016	0.20	\$38.00 Review of correspondence from investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	11/04/2016	0.10	\$19.00 Update the client database with request of change of address of investor after approval from receiver D Whyte

Aubrey Meek	Senior Accountant II	Creditors	11/04/2016	0.10	\$19.00 Update the client database with request of change of address of investor after approval from receiver D Whyte
Aubrey Meek	Senior Accountant II	Creditors	11/04/2016	0.40	\$76.00 Update the client database with transfer of units to deceased's beneficiaries. Create new client file for beneficiaries and setup account with related details.
Aubrey Meek	Senior Accountant II	Creditors	11/04/2016	0.20	\$38.00 Update the client database with request of change of address of investor after approval from receiver D Whyte
Aubrey Meek	Senior Accountant II	Creditors	11/04/2016	0.20	\$38.00 Update the client database with request of change of address of investor after approval from receiver D Whyte
Aubrey Meek	Senior Accountant II	Creditors	12/04/2016	0.20	\$38.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	12/04/2016	0.20	\$38.00 Review of correspondence from investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	13/04/2016	0.50	\$95.00 Peruse letter from investor, Draft letter to investor in response requesting more information in order to update his profile re change of address and banking details.
Aubrey Meek	Senior Accountant II	Creditors	14/04/2016	1.60	\$304.00 Review investor correspondence and check if supporting documentation is complete. File correspondence with outstanding information.
Aubrey Meek	Senior Accountant II	Creditors	14/04/2016	0.20	\$38.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Aubrey Meek	Senior Accountant II	Creditors	18/04/2016	0.30	\$57.00 Prepare a letter to an investor seeking further information to transfer units to the beneficiary of a deceased estate.
Aubrey Meek	Senior Accountant II	Creditors	18/04/2016	0.10	\$19.00 Access investor management database and process investor change of details requests as approved by David Whyte.

Aubrey Meek	Senior Accountant II	Creditors	18/04/2016	0.10	\$19.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	18/04/2016	0.10	\$19.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	18/04/2016	0.10	\$19.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	18/04/2016	0.10	\$19.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	19/04/2016	0.60	\$114.00 Peruse correspondence from investor. Search database for details re distribution payment made in 2015 but not received by investor. Follow up on payment and write letter to investor.
Aubrey Meek	Senior Accountant II	Creditors	19/04/2016	0.20	\$38.00 Prepare a letter to investor with regards to a request to update change of contact details.
Aubrey Meek	Senior Accountant II	Creditors	19/04/2016	0.20	\$38.00 Prepare a letter to investor with regards to a request to update change of contact details.
Aubrey Meek	Senior Accountant II	Creditors	19/04/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	23/05/2016	0.10	\$19.00 Send a letter to an investor in relation to a request for a unit holding balance as approved by receiver David Whyte
Aubrey Meek	Senior Accountant II	Creditors	24/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	24/05/2016	0.10	\$19.00 Phoned client regarding an earlier enquiry into his mail address update - confirmed change of address has been made
Aubrey Meek	Senior Accountant II	Creditors	24/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	24/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	24/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update

Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	27/05/2016	0.20	\$38.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	30/05/2016	0.20	\$38.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's Policy
Aubrey Meek	Senior Accountant II	Creditors	6/06/2016	0.20	\$38.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	6/06/2016	0.20	\$38.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.

Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	7/06/2016	0.20	\$38.00 Access investor management database and process investor change of details requests as approved by David Whyte.
Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.10	\$22.50 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	17/06/2016	0.10	\$22.50 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.20	\$45.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.10	\$22.50 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	20/06/2016	0.10	\$22.50 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update

Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	24/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update

Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	27/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	28/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	28/06/2016	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	6/07/2016	0.60	\$174.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. Confirmed distribution payments and investor details.
Aubrey Meek	Senior Accountant II	Creditors	7/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	7/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	7/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update

Aubrey Meek	Senior Accountant II	Creditors	7/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	7/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	7/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	8/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	8/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	8/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.10	\$29.00 Call from an advisor requesting information in relation to future distributions. Advised accordingly
Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.10	\$29.00 Received a call from an advisor re status of investor account and timeframe for change of detail request to be processed. Advised of outstanding requirements and requested the advisor to send the documentation through to BDO.

Aubrey Meek	Senior Accountant II	Creditors	12/07/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	18/07/2016	0.20	\$58.00 Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	19/07/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	20/07/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	21/07/2016	0.10	\$29.00 Instruct Andrew Lane on how to process a payment in NAB.
Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.

Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	25/07/2016	0.10	\$29.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00 Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00 Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00 Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00 Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00 Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00 Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.20	\$58.00 Prepare a letter to investor in response to his request for current unit balances of his holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.10	\$29.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	26/07/2016	0.50	\$145.00 Call from an investor seeking an update on the winding up of the fund.
Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.10	\$29.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	27/07/2016	0.10	\$29.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise.

Aubrey Meek	Senior Accountant II	Creditors	28/07/2016	0.10	\$29.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	28/07/2016	0.10	\$29.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	1/08/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	2/08/2016	0.20	\$58.00 Prepare letter to investors in response to their requests for current unit balances of their holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	2/08/2016	0.20	\$58.00 Prepare letter to investors in response to their requests for current unit balances of their holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	2/08/2016	0.20	\$58.00 Prepare a letter to an advisor seeking further information to transfer units to the beneficiary of a deceased estate.
Aubrey Meek	Senior Accountant II	Creditors	2/08/2016	0.20	\$58.00 Prepare letter to investors in response to their requests for current unit balances of their holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	2/08/2016	0.20	\$58.00 Prepare letter to investors in response to their requests for current unit balances of their holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	2/08/2016	0.20	\$58.00 Prepare letter to investors in response to their requests for current unit balances of their holdings in the fund.
Aubrey Meek	Senior Accountant II	Creditors	3/08/2016	0.10	\$29.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.

Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.10	\$29.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.

Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	12/08/2016	0.30	\$87.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	15/08/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.30	\$87.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.

Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	16/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	18/08/2016	0.20	\$58.00 Call from an investor seeking an update on the winding up of the fund.

Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.10	\$29.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Access investor management database, search for investor and generate investor unit balance report. Print and collate.
Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00 Call from an investor seeking to update their details.
Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	19/08/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	22/08/2016	0.20	\$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise.
Aubrey Meek	Senior Accountant II	Creditors	23/08/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	24/08/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update

Aubrey Meek	Senior Accountant II	Creditors	25/08/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	26/08/2016	0.20	\$58.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	29/08/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	31/08/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	1/09/2016	0.30	\$87.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	1/09/2016	0.30	\$87.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	1/09/2016	0.20	\$58.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	1/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	1/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	1/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	1/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	2/09/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.

Aubrey Meek	Senior Accountant II	Creditors	2/09/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	2/09/2016	0.30	\$87.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	2/09/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	2/09/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	2/09/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	5/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	5/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.

Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	8/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	9/09/2016	0.20	\$58.00 Call from an advisor in relation to a request for a unit holdings statement and tax statement.
Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise.

Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	14/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00 Call from an investor/advisor seeking an update on the winding up of the fund.
Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	15/09/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	16/09/2016	0.50	\$145.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Aubrey Meek	Senior Accountant II	Creditors	27/09/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

Aubrey Meek	Senior Accountant II	Creditors	27/09/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Aubrey Meek	Senior Accountant II	Creditors	27/09/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Aubrey Meek	Senior Accountant II	Creditors	27/09/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.10	\$29.00 Call from an advisor seeking an update on the winding up of the fund.
Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.10	\$29.00 Call from an investor seeking to update their details.
Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	28/09/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.10	\$29.00 Review of signatures for change of details requests received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review.

Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.10	\$29.00 Review of signatures for change of details requests received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review.
Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.10	\$29.00 Review of signatures for change of details requests received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review.
Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.10	\$29.00 Review of signatures for change of details requests received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review.
Aubrey Meek	Senior Accountant II	Creditors	29/09/2016	0.10	\$29.00 Review of signatures for change of details requests received from investors and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review.
Aubrey Meek	Senior Accountant II	Creditors	30/09/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	30/09/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	6/10/2016	0.20	\$58.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise.
Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.

Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	10/10/2016	0.20	\$58.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the database and advise.
Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00 Call from an advisor requesting information in relation to future distributions.
Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00 Phone call from investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	11/10/2016	0.20	\$58.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.20	\$58.00 Call from an investor seeking an update on the winding up of the fund.
Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.20	\$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Access investor management database, search for investor and generate investor unit balance report. Print and collate.

Aubrey Meek	Senior Accountant II	Creditors	12/10/2016	0.20	\$58.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Access investor management database, search for investor and generate investor unit balance report. Print and collate.
Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	14/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	17/10/2016	0.30	\$87.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access database to review current investor details and advise.
Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.30	\$87.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update.
Aubrey Meek	Senior Accountant II	Creditors	19/10/2016	0.20	\$58.00 Call from an investor seeking to update their details.
Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update

Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto investor management database, search for investor and print investor balance.
Aubrey Meek	Senior Accountant II	Creditors	26/10/2016	0.20	\$58.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update
Dermot O'Brien	Accountant I	Creditors	26/10/2015	0.50	\$97.50 Scan and save letters approved by David Whyte to file. Send to relevant investors (3)
Dermot O'Brien	Accountant I	Creditors	27/10/2015	0.40	\$78.00 Scan and save letters approved by David Whyte to file. Send to relevant investors (3)
Dermot O'Brien	Accountant I	Creditors	2/11/2015	0.30	\$58.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Dermot O'Brien	Accountant I	Creditors	2/11/2015	0.70	\$136.50 Access Finpower investor management database and process investor change of details requests as approved by David Whyte (3).
Dermot O'Brien	Accountant I	Creditors	2/11/2015	1.20	\$234.00 Access Finpower investor management database and process investor transfer of units requests as approved by David Whyte. Prepare new investor ID's for 5 beneficiaries and complete transfer. Scan and save to file
Dermot O'Brien	Accountant I	Creditors	2/11/2015	0.30	\$58.50 Call from advisor regarding a distribution that had been sent via cheque to the incorrect name. Advise that cheque had been reissued with correct name. Review Finpower and MYOB.
Dermot O'Brien	Accountant I	Creditors	3/11/2015	0.40	\$78.00 Access Finpower investor management database and process investor transfer of units requests as approved by David Whyte. Prepare new investor ID's for 1 beneficiary and complete transfer. Scan save to file.
Dermot O'Brien	Accountant I	Creditors	3/11/2015	0.40	\$78.00 Access Finpower investor management database and process investor transfer of units requests as approved by David Whyte. Prepare new investor ID's for 1 beneficiary and complete transfer. Scan save to file.

Dermot O'Brien	Accountant I	Creditors	3/11/2015	0.80	\$156.00	Access Finpower investor management database and process investor change of details requests as approved by David Whyte (3). Scan and save documents to file.
Dermot O'Brien	Accountant I	Creditors	3/11/2015	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Dermot O'Brien	Accountant I	Creditors	3/11/2015	0.50	\$97.50	Access Finpower investor management database and process investor change of details requests as approved by David Whyte (2). Scan and save documents to file.
Dermot O'Brien	Accountant I	Creditors	3/11/2015	0.70	\$136.50	Access Finpower investor management database and process investor change of details requests as approved by David Whyte (4). Scan and save documents to file.
Dermot O'Brien	Accountant I	Creditors	4/11/2015	0.40	\$78.00	Review of correspondence from investors/advisors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund
Dermot O'Brien	Accountant I	Creditors	4/11/2015	0.40	\$78.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Dermot O'Brien	Accountant I	Creditors	4/11/2015	0.70	\$136.50	Review of correspondence from investors/advisors in relation to a change of details request (4). Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
Dermot O'Brien	Accountant I	Creditors	4/11/2015	0.50	\$97.50	Access Finpower investor management database and process investor change of details requests as approved by David Whyte (2). Scan and save documents to file.
Dermot O'Brien	Accountant I	Creditors	4/11/2015	0.40	\$78.00	Review of correspondence from investors/advisors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
Dermot O'Brien	Accountant I	Creditors	5/11/2015	1.20	\$234.00	Prepare new cheques for 5 investors that were beneficiaries for a deceased estate. Cancel distribution of cheque on NAB facility and prepare EFTPOS transfer for distribution for all investors and prepare same in MYOB

Dermot O'Brien	Accountant I	Creditors	6/11/2015	0.20	\$39.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Dermot O'Brien	Accountant I	Creditors	9/11/2015	0.20	\$39.00 Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Dermot O'Brien	Accountant I	Creditors	9/11/2015	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. prepare file note
Dermot O'Brien	Accountant I	Creditors	10/11/2015	0.60	\$117.00 Review correspondence from investor. Review request for transfer of units. Discuss with Julia Mayne re original request and investigate prior transfer request
Dermot O'Brien	Accountant I	Creditors	11/11/2015	1.10	\$214.50 Prepare transfers for 7 deceased estates to beneficiaries as approved by David Whyte in the Finpower investor management database. Print, scan and save to file
Dermot O'Brien	Accountant I	Creditors	11/11/2015	0.30	\$58.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Dermot O'Brien	Accountant I	Creditors	11/11/2015	1.10	\$214.50 Access Finpower investor management database and process 8 investor change of details requests as approved by David Whyte.
Dermot O'Brien	Accountant I	Creditors	12/11/2015	1.30	\$253.50 Review of signatures for 6 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.
Dermot O'Brien	Accountant I	Creditors	12/11/2015	0.40	\$78.00 Review of power of attorney/last will and testament/grant of probate to action requests for 2 beneficiaries of deceased estates. Review signatures and prepare standardised forms
Dermot O'Brien	Accountant I	Creditors	13/11/2015	1.10	\$214.50 Access Finpower investor management database and process 4 investor change of details requests as approved by David Whyte.

Dermot O'Brien	Accountant I	Creditors	17/11/2015	0.80	\$156.00 Prepare change of details requests received from 4 investors and approved by David Whyte. Access Finpower database and print and collate documents.
Dermot O'Brien	Accountant I	Creditors	17/11/2015	0.90	\$175.50 Access Finpower investor management database and process 4 investor change of details requests as approved by David Whyte.
Dermot O'Brien	Accountant I	Creditors	17/11/2015	0.20	\$39.00 call from investor wishing to update their bank details. Prepare file note.
Dermot O'Brien	Accountant I	Creditors	17/11/2015	0.60	\$117.00 Prepare transfer of units as per requests received from beneficiary for deceased estate and approved by David Whyte. Access Finpower database and print and collate documents. (3 beneficiaries)
Dermot O'Brien	Accountant I	Creditors	18/11/2015	0.90	\$175.50 Preparing prescribed checklist forms to assess whether investors have fulfilled requirements to change details. Prepare form and print and collate documents for David Whyte's review
Dermot O'Brien	Accountant I	Creditors	19/11/2015	0.30	\$58.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Dermot O'Brien	Accountant I	Creditors	19/11/2015	0.20	\$39.00 Call from advisor in relation to unit holdings statement and update on the status of the winding up
Dermot O'Brien	Accountant I	Creditors	19/11/2015	1.10	\$214.50 Review signatures for 6 change of details requests from investors and compare to signatures on previous correspondence located on Finpower database. Print and attach to correspondence for David Whyte's review.
Dermot O'Brien	Accountant I	Creditors	20/11/2015	1.00	\$195.00 Prepare change of details requests received from 5 investors and approved by David Whyte. Access Finpower database and print and collate documents.
Dermot O'Brien	Accountant I	Creditors	20/11/2015	0.60	\$117.00 Prepare transfer of units as per requests received from beneficiary for deceased estate and approved by David Whyte. Also prepare a transfer of units from SMSF to personal name. Access Finpower database and print and collate documents.
Dermot O'Brien	Accountant I	Creditors	24/11/2015	0.80	\$156.00 Prepare change of details requests received from 4 investors and approved by David Whyte. Access Finpower database and print and collate documents.

Dermot O'Brien	Accountant I	Creditors	26/11/2015	0.80	\$156.00 Preparing prescribed checklist forms for 3 beneficiaries to assess whether they have fulfilled requirements to transfer units to their personal names. Prepare form and print and collate documents for David Whyte's review
Dermot O'Brien	Accountant I	Creditors	26/11/2015	0.90	\$175.50 Prepare transfers for 2 deceased estates to specified beneficiaries as approved by David Whyte. Print, scan and save to file.
Dermot O'Brien	Accountant I	Creditors	26/11/2015	0.20	\$39.00 Call from investor to discuss transfer of units. Advise transfer had been completed
Dermot O'Brien	Accountant I	Creditors	27/11/2015	0.90	\$175.50 Preparing prescribed checklist forms for 5 investors to assess whether investors have fulfilled requirements to change details. Prepare form and print and collate documents for David Whyte's review
Dermot O'Brien	Accountant I	Creditors	16/12/2015	0.50	\$97.50 Prepare deceased estate transfer in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	16/12/2015	0.20	\$39.00 Call from an advisor in relation to a transfer of units from a deceased estate to a personal name/beneficiaries of the estate.
Dermot O'Brien	Accountant I	Creditors	16/12/2015	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	16/12/2015	0.70	\$136.50 Prepare 4 investor change of details checklists
Dermot O'Brien	Accountant I	Creditors	17/12/2015	0.20	\$39.00 Return call to investor requesting information in relation to transfer of deceased estate. Advise investor that transfer had been completed
Dermot O'Brien	Accountant I	Creditors	17/12/2015	0.80	\$156.00 Prepare change of details requests received from 4 investors and approved by David Whyte. Access Finpower database and print and collate documents.
Dermot O'Brien	Accountant I	Creditors	21/12/2015	0.50	\$97.50 Prepare 3 change of details forms for David Whyte's review
Dermot O'Brien	Accountant I	Creditors	21/12/2015	0.60	\$117.00 Prepare 3 change of details in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	27/01/2016	0.20	\$39.00 Review correspondence from 3 investors and action as required
Dermot O'Brien	Accountant I	Creditors	3/02/2016	0.70	\$136.50 Update 7 investor change of details requests

Dermot O'Brien	Accountant I	Creditors	8/02/2016	0.20	\$39.00 call from investor re change of details request. Provide update on status of the winding up
Dermot O'Brien	Accountant I	Creditors	8/02/2016	0.60	\$117.00 Prepare change of details checklist for 3 investors. Print and collate and review signatures to database.
Dermot O'Brien	Accountant I	Creditors	10/02/2016	1.20	\$234.00 Access Finpower investor management database and process 6 investor transfer of units for a deceased estate to several beneficiaries requests as approved by David Whyte.
Dermot O'Brien	Accountant I	Creditors	10/02/2016	0.30	\$58.50 Call from an advisor requesting information in relation to future distributions.
Dermot O'Brien	Accountant I	Creditors	10/02/2016	0.20	\$39.00 Call from an advisor requesting information in relation to future distributions.
Dermot O'Brien	Accountant I	Creditors	10/02/2016	0.20	\$39.00 Call from an advisor requesting information in relation to future distributions.
Dermot O'Brien	Accountant I	Creditors	11/02/2016	0.90	\$175.50 Access Finpower investor management database and process 5 investor change of details requests as approved by David Whyte. Scan and save to file.
Dermot O'Brien	Accountant I	Creditors	11/02/2016	1.20	\$234.00 Scan save and file 4 transfer of deceased estates and 5 change of details requests to Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	12/02/2016	0.30	\$58.50 Review email from investor and prepare transfer of details checklist and respond to investor.
Dermot O'Brien	Accountant I	Creditors	12/02/2016	1.00	\$195.00 Access Finpower investor management database and process 5 investor change of details requests as approved by David Whyte. Scan and save to file.
Dermot O'Brien	Accountant I	Creditors	12/02/2016	0.30	\$58.50 Access Finpower investor management database and process 2 investor change of details requests as approved by David Whyte. Scan and save to file.
Dermot O'Brien	Accountant I	Creditors	15/02/2016	0.30	\$58.50 transfer units from a SMSF to personal name in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	16/02/2016	0.80	\$156.00 Scan save and file 4 transfer of deceased estates and 5 change of details requests in Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	17/02/2016	1.20	\$234.00 Complete 6 investor change of details requests approved by David Whyte, scan and save to file
Dermot O'Brien	Accountant I	Creditors	17/02/2016	0.60	\$117.00 Complete 3 change of details requests approved by David Whyte, scan and save to file

Dermot O'Brien	Accountant I	Creditors	18/02/2016	0.70	\$136.50 Complete a transfer of units from deceased estate to 3 beneficiaries in the Finpower investor management database. Scan and save to file
Dermot O'Brien	Accountant I	Creditors	19/02/2016	0.30	\$58.50 call from investor wishing to update their details. Provide update on the status of the winding up
Dermot O'Brien	Accountant I	Creditors	19/02/2016	1.10	\$214.50 Complete 5 investor change of details requests approved by David Whyte, scan and save to file
Dermot O'Brien	Accountant I	Creditors	19/02/2016	1.10	\$214.50 Access Finpower investor management database and process 3 investor transfer of units for a deceased estate to several beneficiaries requests as approved by David Whyte.
Dermot O'Brien	Accountant I	Creditors	22/02/2016	0.30	\$58.50 Saving 7 change of details and transfer of units requests documentation to investor files in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	22/02/2016	0.60	\$117.00 Prepare bank cheques for distributions to beneficiaries of deceased estate. Cancel old cheques in NAB account
Dermot O'Brien	Accountant I	Creditors	22/02/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	23/02/2016	0.70	\$136.50 Prepare 3 change of details as requested by investors and scan and save changes to file.
Dermot O'Brien	Accountant I	Creditors	24/02/2016	1.10	\$214.50 Prepare distribution to 3 beneficiaries of a deceased estate
Dermot O'Brien	Accountant I	Creditors	24/02/2016	0.20	\$39.00 Call from an advisor requesting information in relation to future distributions.
Dermot O'Brien	Accountant I	Creditors	25/02/2016	0.30	\$58.50 Update response to three beneficiaries to advise that their distributions had been sent
Dermot O'Brien	Accountant I	Creditors	25/02/2016	0.70	\$136.50 Access Finpower investor management database and process 2 investor transfer of units for a deceased estate to several beneficiaries requests as approved by David Whyte.
Dermot O'Brien	Accountant I	Creditors	1/03/2016	0.60	\$117.00 Prepare dividend documentation to investor
Dermot O'Brien	Accountant I	Creditors	17/03/2016	1.10	\$214.50 Review of correspondence from 7 investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request.

Dermot O'Brien	Accountant I	Creditors	18/03/2016	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate.
Dermot O'Brien	Accountant I	Creditors	22/03/2016	0.20	\$39.00 Prepare one change of details request approval form
Dermot O'Brien	Accountant I	Creditors	22/03/2016	0.90	\$175.50 Review of correspondence from 7 investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request.
Dermot O'Brien	Accountant I	Creditors	23/03/2016	1.10	\$214.50 Review of correspondence from 5 investors/advisors in relation to a change of details of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request.
Dermot O'Brien	Accountant I	Creditors	23/03/2016	1.00	\$195.00 Access Finpower investor management database and process 5 investor transfer of units for a deceased estate to several beneficiaries requests as approved by David Whyte.
Dermot O'Brien	Accountant I	Creditors	24/03/2016	0.90	\$175.50 Access Finpower investor management database and process 2 investor transfer of units for a deceased estate to several beneficiaries requests as approved by David Whyte.
Dermot O'Brien	Accountant I	Creditors	1/04/2016	0.20	\$39.00 Call from an advisor requesting information in relation to future distributions.
Dermot O'Brien	Accountant I	Creditors	1/04/2016	0.20	\$39.00 Access Finpower investor management database and process 1 investor change of details requests as approved by David Whyte. Scan and save to file
Dermot O'Brien	Accountant I	Creditors	1/04/2016	0.30	\$58.50 Prepare a letter to an investor in response to a request to transfer units from a self-managed superannuation fund to a personal name.
Dermot O'Brien	Accountant I	Creditors	4/04/2016	1.10	\$214.50 Prepare distributions to 3 beneficiaries of a deceased estate for unclaimed distributions paid. Access NAB account and prepare payment and prepare letters advising the transfer has been completed to the beneficiaries

Dermot O'Brien	Accountant I	Creditors	5/04/2016	0.50	\$97.50 Prepare transfer from a deceased estate to 2 beneficiaries of the estate in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	7/04/2016	0.80	\$156.00 Prepare 3 letters to executors of deceased estates in response to their requests to transfer units to the beneficiaries of the estates and provide unit balances for 3 new beneficiaries
Dermot O'Brien	Accountant I	Creditors	11/04/2016	0.40	\$78.00 Prepare a letter to an advisor in relation to a request for a unit holding balance and Finpower statement. Access Finpower investor management database, search for investor and generate investor unit balance report. Print and collate.
Dermot O'Brien	Accountant I	Creditors	11/04/2016	0.40	\$78.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Dermot O'Brien	Accountant I	Creditors	12/04/2016	0.30	\$58.50 Review 5 change of details/ transfer of units prepared by Aubrey Meek
Dermot O'Brien	Accountant I	Creditors	12/04/2016	0.50	\$97.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Dermot O'Brien	Accountant I	Creditors	12/04/2016	1.10	\$214.50 Prepare letter to 3 beneficiaries advising of the requirements to transfer from the deceased estate and also prepare the payment of the first three distributions
Dermot O'Brien	Accountant I	Creditors	14/04/2016	0.70	\$136.50 Prepare 2 letters to investors requesting unit balances and Finpower statements
Dermot O'Brien	Accountant I	Creditors	14/04/2016	1.00	\$195.00 Prepare letters to 3 deceased estate beneficiaries outlining their unit holdings and unclaimed distributions to be paid
Dermot O'Brien	Accountant I	Creditors	15/04/2016	0.40	\$78.00 Review Finpower for investors information and review whether the investor had received the 3 distributions to investors. Review NAB and bounce back of distributions
Dermot O'Brien	Accountant I	Creditors	15/04/2016	0.20	\$39.00 Call from an advisor in relation to a transfer of units from deceased estate to a beneficiaries of the estate.

Dermot O'Brien	Accountant I	Creditors	15/04/2016	0.20	\$39.00 Call from an advisor requesting information in relation to future distributions.
Dermot O'Brien	Accountant I	Creditors	27/04/2016	0.20	\$39.00 Receive call from investor requesting a Finpower statement for the 2015 financial year
Dermot O'Brien	Accountant I	Creditors	29/04/2016	0.60	\$117.00 Access Finpower investor management database and process 2 transfer of units requests from SMSF to individuals as approved by David Whyte. Scan and save to file
Dermot O'Brien	Accountant I	Creditors	29/04/2016	0.20	\$39.00 Call from an advisor in relation to a request for a unit holdings statement
Dermot O'Brien	Accountant I	Creditors	3/05/2016	0.20	\$39.00 Call to investor advising that the third distribution had been successfully transferred to their nominated bank account.
Dermot O'Brien	Accountant I	Creditors	3/05/2016	1.40	\$273.00 Prepare new cheques for 4 beneficiaries of a deceased investor. Cancel distribution of cheques on NAB facility and prepare EFTPOS transfer for distributions to beneficiaries and process same in MYOB
Dermot O'Brien	Accountant I	Creditors	4/05/2016	0.20	\$39.00 Call from an advisor in relation to a transfer of units from a deceased estate to beneficiaries of the estate.
Dermot O'Brien	Accountant I	Creditors	5/05/2016	0.20	\$39.00 Call from an investor requesting Finpower statements and an estimate for the value of their client's units held in the fund.
Dermot O'Brien	Accountant I	Creditors	5/05/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	5/05/2016	0.20	\$39.00 Call from an advisor in relation to a request for a unit holdings statement and Finpower statement.
Dermot O'Brien	Accountant I	Creditors	5/05/2016	1.10	\$214.50 Prepare letters to investors requesting unit balance updates
Dermot O'Brien	Accountant I	Creditors	6/05/2016	0.20	\$39.00 Call from an advisor in relation to a request for a unit holdings statement
Dermot O'Brien	Accountant I	Creditors	6/05/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	6/05/2016	0.20	\$39.00 Call from an advisor requesting Finpower statements and an estimate for the value of their client's units held in the fund.
Dermot O'Brien	Accountant I	Creditors	9/05/2016	0.70	\$136.50 Call from investor requesting information in relation to the previous distributions of capital. Prepare letter in relation to same outlining the 3 distributions and unit holdings remaining

Dermot O'Brien	Accountant I	Creditors	9/05/2016	0.20	\$39.00 Phone call from advisor in response to their request to transfer units from a deceased estate to the beneficiaries of the estate.
Dermot O'Brien	Accountant I	Creditors	9/05/2016	0.10	\$19.50 Call from advisor requesting information in relation to December 2015 distribution.
Dermot O'Brien	Accountant I	Creditors	9/05/2016	0.20	\$39.00 call from advisor requesting information in relation to future distributions
Dermot O'Brien	Accountant I	Creditors	9/05/2016	0.10	\$19.50 Call from an investor seeking an update on the winding up of the fund.
Dermot O'Brien	Accountant I	Creditors	10/05/2016	0.20	\$39.00 Call from an investor seeking an update on the winding up of the fund.
Dermot O'Brien	Accountant I	Creditors	12/05/2016	0.30	\$58.50 Call from an investor requesting information in relation to the winding up of the fund
Dermot O'Brien	Accountant I	Creditors	12/05/2016	0.20	\$39.00 Call to investor requesting a transfer of unit from their SMSF to their personal name
Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	13/05/2016	0.20	\$39.00 Call from advisor requesting an update on the change of SMSF to personal name
Dermot O'Brien	Accountant I	Creditors	16/05/2016	0.40	\$78.00 Call from investor requesting a detailed update on the winding up of the fund and future distributions
Dermot O'Brien	Accountant I	Creditors	17/05/2016	0.40	\$78.00 Review 5 change of details forms completed by Ryan Whyte
Dermot O'Brien	Accountant I	Creditors	17/05/2016	1.20	\$234.00 Prepare 3 transfer of units to beneficiaries from a deceased estate in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	17/05/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	18/05/2016	0.40	\$78.00 Prepare 2 investor change of details as approved by David Whyte in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	19/05/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	19/05/2016	0.30	\$58.50 Call from an advisor in relation to a transfer of units from a superannuation fund to a personal name.

Dermot O'Brien	Accountant I	Creditors	20/05/2016	0.20	\$39.00 Review 3 investor change of details prepared by Ryan Whyte
Dermot O'Brien	Accountant I	Creditors	23/05/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	24/05/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	24/05/2016	0.20	\$39.00 Call from an investor/advisor seeking an update on the winding up of the fund.
Dermot O'Brien	Accountant I	Creditors	25/05/2016	0.40	\$78.00 call from investor in relation to transfer of units from deceased estate. prepare email re same as investor required the documents promptly
Dermot O'Brien	Accountant I	Creditors	26/05/2016	0.80	\$156.00 send 8 letters to investors
Dermot O'Brien	Accountant I	Creditors	26/05/2016	0.80	\$156.00 send 8 letters to investors
Dermot O'Brien	Accountant I	Creditors	27/05/2016	0.40	\$78.00 Update letters to investors (3)
Dermot O'Brien	Accountant I	Creditors	30/05/2016	1.00	\$195.00 Prepare redistribution of 4 cheques to beneficiaries of a deceased estate
Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.90	\$175.50 Prepare redistribution of 3 cheques to beneficiaries of a deceased estate
Dermot O'Brien	Accountant I	Creditors	31/05/2016	0.30	\$58.50 Review 3 letters to investors/advisors prepared by Aubrey Meek
Dermot O'Brien	Accountant I	Creditors	1/06/2016	0.20	\$39.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	13/06/2016	0.70	\$136.50 review 5 investor change of details requests prepared by Aubrey Meek
Dermot O'Brien	Accountant I	Creditors	21/06/2016	0.50	\$97.50 Review 6 change of details/ transfer of unit checklists prepared by Aubrey Meek and Ryan Whyte
Dermot O'Brien	Accountant I	Creditors	23/06/2016	0.20	\$39.00 Call from an investor in relation to a request for a unit holdings statement
Dermot O'Brien	Accountant I	Creditors	24/06/2016	0.20	\$39.00 Call from an investor seeking to update their details.

Dermot O'Brien	Accountant I	Creditors	29/06/2016	0.60	\$117.00 Scan save and send letters to 6 investors in relation to various requests to change details and requests for information
Dermot O'Brien	Accountant I	Creditors	4/07/2016	0.80	\$188.00 Review of signatures for 6 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the Finpower investor management database.
Dermot O'Brien	Accountant I	Creditors	5/07/2016	0.20	\$47.00 Call from advisor requesting an update on the transfer of units to a SMSF
Dermot O'Brien	Accountant I	Creditors	6/07/2016	0.20	\$47.00 Call from an investor/advisor seeking an update on the winding up of the fund.
Dermot O'Brien	Accountant I	Creditors	7/07/2016	0.20	\$47.00 Call from an investor in relation to a request for a unit holdings statement
Dermot O'Brien	Accountant I	Creditors	8/07/2016	0.20	\$47.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	13/07/2016	0.30	\$70.50 review letters to 3 investors/advisors
Dermot O'Brien	Accountant I	Creditors	15/07/2016	0.20	\$47.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	15/07/2016	0.70	\$164.50 Review of signatures for 4 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the Finpower investor management database. Print and save to relevant investor files
Dermot O'Brien	Accountant I	Creditors	19/07/2016	0.30	\$70.50 Call from investor requesting information in relation to distributions
Dermot O'Brien	Accountant I	Creditors	19/07/2016	0.20	\$47.00 Call from an advisor in relation to a request for a unit holdings statement
Dermot O'Brien	Accountant I	Creditors	27/07/2016	0.20	\$47.00 Call from investor requesting update on the winding up of the fund
Dermot O'Brien	Accountant I	Creditors	27/07/2016	0.20	\$47.00 call from investor requesting update in relation to outstanding dividends
Dermot O'Brien	Accountant I	Creditors	27/07/2016	0.20	\$47.00 Call from an investor in relation to a request for a unit holdings statement

Dermot O'Brien	Accountant I	Creditors	28/07/2016	0.80	\$188.00 Review 6 change of details/ transfer of unit checklists prepared by BDO staff
Dermot O'Brien	Accountant I	Creditors	28/07/2016	0.20	\$47.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.60	\$141.00 Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements
Dermot O'Brien	Accountant I	Creditors	29/07/2016	0.20	\$47.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	1/08/2016	0.20	\$47.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	2/08/2016	0.20	\$47.00 Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	3/08/2016	1.10	\$258.50 Prepare 3 letters to investors/advisors requesting transfer from deceased estates/SMSF to beneficiaries of the estate/fund
Dermot O'Brien	Accountant I	Creditors	5/08/2016	0.80	\$188.00 Review 4 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates.
Dermot O'Brien	Accountant I	Creditors	12/08/2016	0.20	\$47.00 Call from an advisor in relation to a request for a unit holdings statement
Dermot O'Brien	Accountant I	Creditors	7/09/2016	0.30	\$70.50 Review 4 investor update of details prepared by Ryan Whyte in the Finpower investor management database
Dermot O'Brien	Accountant I	Creditors	8/09/2016	0.60	\$141.00 Review 6 investor change of details/ transfer of unit checklists prepared by Aubrey Meek.
Dermot O'Brien	Accountant I	Creditors	9/09/2016	0.40	\$94.00 Review 3 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower, confirmation of requested changes, requests for unit balance estimates and transaction statements
Dermot O'Brien	Accountant I	Creditors	27/09/2016	0.40	\$94.00 Scan and send 4 letters to investors

Dermot O'Brien	Accountant I	Creditors	4/10/2016	0.20	\$47.00	Call from an advisor seeking an update on the winding up of the fund.
Dermot O'Brien	Accountant I	Creditors	4/10/2016	0.60	\$141.00	Review of signatures for 5 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the investor management database.
Dermot O'Brien	Accountant I	Creditors	5/10/2016	0.40	\$94.00	Discussion with IT issue in relation to Finpower issues, remote desktop access requested. Resolve issues and save ammended file to archiving.
Dermot O'Brien	Accountant I	Creditors	7/10/2016	0.20	\$47.00	Call from an investor seeking to update their details.
Dermot O'Brien	Accountant I	Creditors	10/10/2016	0.60	\$141.00	Review 6 letters prepared by Andrew Lane in relation to investor queries/ request to update AX database
Dermot O'Brien	Accountant I	Creditors	10/10/2016	0.50	\$117.50	Review 5 change of details/ transfer of unit checklists prepared by Andrew Lane
Dermot O'Brien	Accountant I	Creditors	17/10/2016	0.50	\$117.50	Review 8 letters prepared by BDO staff to investors/advisors in relation to various requests to update the finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes.
Dermot O'Brien	Accountant I	Creditors	17/10/2016	0.70	\$164.50	Review of signatures for 5 change of details/transfer of units requests received from investors/advisors and review the supplied documents for authorisation and completion and compare to signatures held in the investor management database.
Dermot O'Brien	Accountant I	Creditors	21/10/2016	0.50	\$117.50	Review 4 letters prepared by BDO staff to investors/advisors in relation to various requests to update the Finpower database, confirmation of requested changes, requests for unit balance estimates and transaction statements for tax related purposes
Julia Mayne	Accountant II	Creditors	1/10/2015	0.40	\$78.00	Review email from investor regarding unit holdings and value. Review investor unit balance in Finpower. Review report to investors for current unit balance. Prepare letter to investor regarding same
Julia Mayne	Accountant II	Creditors	1/10/2015	0.20	\$39.00	Phone call from investor regarding third distribution. Review investor on Finpower to advise distribution amount and bank account details distribution was paid to
Julia Mayne	Accountant II	Creditors	1/10/2015	0.20	\$39.00	Email from investor requesting information about the third interim distribution. Review letters sent to investors and email investor to advise
Julia Mayne	Accountant II	Creditors	1/10/2015	0.30	\$58.50	Review 3 x investors on Finpower and print transaction statements

Julia Mayne	Accountant II	Creditors	1/10/2015	0.30	\$58.50 Prepare letter to investors son seeking to update postal address for parents investment,. Review previous correspondence and investment in Finpower.
Julia Mayne	Accountant II	Creditors	1/10/2015	0.30	\$58.50 Prepare letter to investor regarding unit balance, details of distributions paid, confirmation of payment method. Review investor unit balance on Finpower and print statement
Julia Mayne	Accountant II	Creditors	2/10/2015	0.30	\$58.50 Prepare letter to investor regarding unit balance, details of distributions paid, confirmation of payment method. Review investor unit balance on Finpower and print statement
Julia Mayne	Accountant II	Creditors	2/10/2015	0.30	\$58.50 Prepare file note RE unable to send correspondence to investor. Review investor details in Finpower. Review method of payment
Julia Mayne	Accountant II	Creditors	2/10/2015	0.60	\$117.00 Review correspondence received from investor/check for updated in Finpower. Review distribution payments in MYOB. Access bank account to cancel cheques and repay via eft. Prepare letter to investor regarding details of interim distribution.
Julia Mayne	Accountant II	Creditors	2/10/2015	0.20	\$39.00 Phone call from investor regarding payment of 2 x distributions. Review cheques and advise
Julia Mayne	Accountant II	Creditors	2/10/2015	0.20	\$39.00 Phone call from investor regarding payment of distribution to closed account. Review investor on Finpower. Review listing of cheques sent and advise
Julia Mayne	Accountant II	Creditors	2/10/2015	0.20	\$39.00 Phone call from investor regarding payment of distribution to closed account. Review investor on Finpower. Review listing of cheques sent and advise
Julia Mayne	Accountant II	Creditors	2/10/2015	0.60	\$117.00 Review correspondence received from investor/check for update in Finpower. Review distribution payments in MYOB. Access bank account to cancel cheques and repay via eft. Prepare letter to investor regarding details of interim distribution.
Julia Mayne	Accountant II	Creditors	2/10/2015	0.20	\$39.00 Phone call from investor regarding payment of distribution to closed account. Review investor on Finpower. Review listing of cheques sent and advise
Julia Mayne	Accountant II	Creditors	6/10/2015	0.20	\$39.00 Phone call to investor regarding payment of the interim distribution. Review Finpower and cheque listing to advise method of payment and review MYOB for amount

Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from investor regarding payment of distribution. Review payments to be paid via cheque and advise
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from advisor re tax implications for distributions
Julia Mayne	Accountant II	Creditors	6/10/2015	0.20	\$39.00 Phone call from investor regarding payment of interim distribution, account paid to, date of payment and unit value
Julia Mayne	Accountant II	Creditors	6/10/2015	0.40	\$78.00 Assist Samantha Brown to collate 225 cheques with 225 letters to investors regarding payment of third interim distribution. Cross-check amounts and details on cheques with letters.
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from investor regarding payment of interim distribution. Review list of cheques to be sent and advise
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from investor seeking to update postal address
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from investor regarding distribution. review listing of cheques sent and advise
Julia Mayne	Accountant II	Creditors	6/10/2015	0.20	\$39.00 Review letters to be sent to investors with cheques to ensure addresses are correct
Julia Mayne	Accountant II	Creditors	6/10/2015	0.20	\$39.00 Review 2 x letters approved by David Whyte. Scan, save, email/post letters. Print accompanying documents
Julia Mayne	Accountant II	Creditors	6/10/2015	0.20	\$39.00 Prepare 1 x letters to investors following up on outstanding documents required to facilitate a change of details/transfer of units
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from investor regarding payment of distribution. Review payments to be paid via cheque and advise
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from advisor re tax implications for distributions
Julia Mayne	Accountant II	Creditors	6/10/2015	0.40	\$78.00 Review 14x cheques have incorrect address. Discussions with Samantha Brown regarding correspondence that has been sent from investors to update details. Create template follow up letter to sent to 14 x investors.
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from investor regarding dates for payment of first and second distribution

Julia Mayne	Accountant II	Creditors	6/10/2015	0.20	\$39.00 Phone call from investor regarding third distribution,. Review investor in Finpower, review cheques sent and advise
Julia Mayne	Accountant II	Creditors	6/10/2015	0.20	\$39.00 Phone call from investor regarding third distribution,. Review investor in Finpower, review cheques sent and advise. Review documents saved to file and advise requirements to update address
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Phone call from investor regarding third distribution,. Review investor in Finpower, review cheques sent and advise.
Julia Mayne	Accountant II	Creditors	6/10/2015	0.70	\$136.50 Prepare 4 x letters to investors following up on outstanding documents required to facilitate a change of details/transfer of units
Julia Mayne	Accountant II	Creditors	6/10/2015	0.30	\$58.50 Review and update list of investors needing to provide information to pay outstanding distributions. Email details of same to Samantha Brown
Julia Mayne	Accountant II	Creditors	6/10/2015	0.10	\$19.50 Email investor seeking to update bank account
Julia Mayne	Accountant II	Creditors	6/10/2015	0.50	\$97.50 Review bank account to ascertain if 3 x interim distributions have been paid to investors bank account. Amend letter to investor regarding same. Review ABA File. Process payment of 2 x interim distribution through MYOB
Julia Mayne	Accountant II	Creditors	7/10/2015	0.30	\$58.50 Phone call from investor advising of passing of wife. Investment in company name. Review documents saved to I Drive in remote desktop to ascertain if further documents are required to change mailing name
Julia Mayne	Accountant II	Creditors	7/10/2015	0.20	\$39.00 Review investor in MYOB to ascertain if distribution cheques were presented
Julia Mayne	Accountant II	Creditors	7/10/2015	0.20	\$39.00 Review email correspondence from investor. Review ABA file and investor on Finpower and advise Samantha Brown of the method of payment for distribution
Julia Mayne	Accountant II	Creditors	7/10/2015	0.20	\$39.00 Phone call from investor regarding distribution, Review bank account and MYOB listing to advise payment method
Julia Mayne	Accountant II	Creditors	7/10/2015	0.10	\$19.50 Review 1 x approved letters from David Whyte. Scan, save, file and email letter to investors
Julia Mayne	Accountant II	Creditors	7/10/2015	0.20	\$39.00 Phone call from investor regarding payment of third distribution. Review investor in Finpower, review MYOB and advise

Julia Mayne	Accountant II	Creditors	7/10/2015	0.90	\$175.50	Access bank account and print transaction statement. Prepare reconciliation of account in MYOB. Review previous bank statements, invoices from specific supplier and past reconciliations to ascertain reason for unbalanced reconciliation
Julia Mayne	Accountant II	Creditors	7/10/2015	0.20	\$39.00	Phone call from investor regarding payment of third distribution. Review investor in Finpower, and correspondence prepared but not yet mailed to investor and advise
Julia Mayne	Accountant II	Creditors	7/10/2015	0.30	\$58.50	Review email correspondence and supplier invoice and prepare payment through MYOB and bank account
Julia Mayne	Accountant II	Creditors	7/10/2015	0.20	\$39.00	Phone call from investor regarding distribution, Review bank account and MYOB listing to advise payment method
Julia Mayne	Accountant II	Creditors	7/10/2015	0.10	\$19.50	Phone call from investor regarding distribution, Review bank account and MYOB listing to advise payment method
Julia Mayne	Accountant II	Creditors	7/10/2015	0.10	\$19.50	Phone call from investor regarding distribution, Review bank account and MYOB listing to advise payment method
Julia Mayne	Accountant II	Creditors	8/10/2015	0.10	\$19.50	Phone call from investor seeking to update address
Julia Mayne	Accountant II	Creditors	8/10/2015	0.20	\$39.00	Phone call from investor seeking to update bank account. Review Application form in Finpower and advise if joint signatory required
Julia Mayne	Accountant II	Creditors	8/10/2015	0.10	\$19.50	Phone call from investor seeking to update address
Julia Mayne	Accountant II	Creditors	8/10/2015	0.20	\$39.00	Phone call from advisor seeking to update bank account. Review client in Finpower and advise. Review method of payment for third distribution and advise
Julia Mayne	Accountant II	Creditors	8/10/2015	0.20	\$39.00	Phone call from investor regarding documents sent to update details. Review emails, discuss with Samantha brown and advise
Julia Mayne	Accountant II	Creditors	8/10/2015	0.20	\$39.00	Review email correspondence from investor regarding transfer of units for deceased estate. Review correspondence previously provided and email details to Samantha Brown for update
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00	Phone call from investor regarding interim distribution. Review MYOB to obtain payment method for distribution. Advise how to transfer units for deceased estate.
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00	Prepare letter to investor regarding obtaining a tax statement. Review investor on Finpower and print transaction statement

Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Phone call from investor regarding payment of third interim distribution. Review bank account in Finpower, review MYOB and advise method of payment
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Prepare letter to investor seeking to update her bank account
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Phone call from investors daughter regarding distributions paid from the Fund to her father and process to update his bank account
Julia Mayne	Accountant II	Creditors	9/10/2015	0.50	\$97.50 Review 6 x letters approved by David Whyte. Scan, save, file and email/post letters to investors. Print accompanying forms
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Phone call from investor regarding payment of third interim distribution. Review investor on Finpower, review MYOB and advise
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Phone call from investor regarding payment of third interim distribution. Review bank account in Finpower, review MYOB and advise method of payment
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Phone call from investor regarding payment of third interim distribution. Review bank account in Finpower, review MYOB and advise method of payment. Prepare file note
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Phone call from investor regarding payment of third interim distribution. Review bank account in Finpower, review MYOB and advise method of payment
Julia Mayne	Accountant II	Creditors	9/10/2015	0.20	\$39.00 Phone call from investor regarding payment of third interim distribution. Review bank account in Finpower, review MYOB and advise method of payment
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Phone call to investor requesting payment information for third interim distribution. Review MYOB and advise
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Phone call to investor requesting payment information for third interim distribution. Review MYOB and advise
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Prepare letter to investor regarding transfer of units for deceased estate. Access Finpower to review investor details
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Prepare letter to investor requesting to update bank account and postal address. Access Finpower to review investor details
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Phone call to investor seeking to update bank account and requesting information on the payment method for distribution
Julia Mayne	Accountant II	Creditors	12/10/2015	0.30	\$58.50 Prepare letter to investor regarding unit balance and value. Review investor on Finpower. Review and print transaction statement. Calculate remaining value

Julia Mayne	Accountant II	Creditors	12/10/2015	0.40	\$78.00 Prepare letter to investor regarding updating account details. Review correspondence provided. Review investor on Finpower to ascertain signatures required for change. advise. Review and print transaction statement
Julia Mayne	Accountant II	Creditors	12/10/2015	0.30	\$58.50 Prepare letter to investor querying the total number of units in the Fund and the reduction of their unit balance, Review report to investors and review investor transaction statement to prepare letter
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Amend letter to investor regarding transfer of units for deceased estate. Access Finpower to review correspondence previously received
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Prepare letter to investor seeking to update postal address. Review details currently listed in Finpower
Julia Mayne	Accountant II	Creditors	12/10/2015	0.40	\$78.00 2 x phone calls to same investor regarding distributions paid, hardship payments and account details for payment of third distribution. Review investor on Finpower and review previous correspondence sent to/received from investor
Julia Mayne	Accountant II	Creditors	12/10/2015	0.30	\$58.50 Review cheque details for investor distributions in MYOB. Access bank account to cancel 2 x investor cheques
Julia Mayne	Accountant II	Creditors	12/10/2015	0.30	\$58.50 Prepare letter to investor regarding unit balances and value remaining. Access Finpower to review unit balance. Print transaction statement
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Phone call from investor regarding payment of interim distribution. Review investor on Finpower and advise payment method. Advise requirements to transfer units for deceased estate
Julia Mayne	Accountant II	Creditors	12/10/2015	0.20	\$39.00 Print, collate and review 8 x letters to investors. Print accompanying documentation
Julia Mayne	Accountant II	Creditors	13/10/2015	0.10	\$19.50 Phone call from investor regarding payment of interim distribution
Julia Mayne	Accountant II	Creditors	13/10/2015	0.90	\$175.50 Prepare 4 x letters to investors re awaiting documents to update details/transfer units and pay outstanding distributions. Review correspondence previously sent to investors/rcvd from investors

Julia Mayne	Accountant II	Creditors	13/10/2015	0.20	\$39.00 Phone call to advisor regarding transfer of units for deceased estate. Review correspondence previously sent and advise
Julia Mayne	Accountant II	Creditors	13/10/2015	0.20	\$39.00 Prepare letter to investor requesting to update their postal address
Julia Mayne	Accountant II	Creditors	13/10/2015	0.10	\$19.50 Phone call from investor requesting to cancel cheque and deposit distribution into account
Julia Mayne	Accountant II	Creditors	13/10/2015	0.10	\$19.50 Phone call from advisor regarding distributions paid to investor in 2015 financial year
Julia Mayne	Accountant II	Creditors	14/10/2015	0.20	\$39.00 Phone call from investor regarding payment of interim distribution. Review MYOB and advise
Julia Mayne	Accountant II	Creditors	14/10/2015	0.40	\$78.00 Phone call to investor regarding additional documents required to transfer units and pay distributions, review MYOB to advise amount of distributions. Review files for documents previously provided from investor. Email to investor regarding same
Julia Mayne	Accountant II	Creditors	14/10/2015	0.60	\$117.00 Prepare letter to investor regarding payment of 3 x interim dist. Review investor in Finpower and print transaction statement. Review payments in MYOB and reissue 3 x cheques. Review bank account and cancel 2 x cheques
Julia Mayne	Accountant II	Creditors	14/10/2015	0.20	\$39.00 Phone call from investor regarding payment of interim distribution and seeking to update postal address. Review MYOB and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	14/10/2015	0.20	\$39.00 prepare letter to investor seeking to update their postal address
Julia Mayne	Accountant II	Creditors	14/10/2015	0.20	\$39.00 Phone call from investor regarding payment of interim distribution. Review MYOB and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	14/10/2015	0.20	\$39.00 Phone call from investor regarding payment of interim distribution. Review MYOB and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	15/10/2015	0.20	\$39.00 Phone call from advisor requesting information regarding distribution payment. Review MYOB and advise. Review correspondence previously sent to advisor and resend. Access bank account and cancel cheques
Julia Mayne	Accountant II	Creditors	15/10/2015	0.20	\$39.00 Review email correspondence from investor regarding interim distribution. Review and advise

Julia Mayne	Accountant II	Creditors	15/10/2015	0.20	\$39.00 Discussions with Samantha Brown and John Somerville regarding a transfer of units for investor. Discussions regarding correspondence to be sent to same investor outlining unit balances and distributions.
Julia Mayne	Accountant II	Creditors	15/10/2015	0.50	\$97.50 Review of returned distribution cheque. Review correspondence saved to file, investor details in Finpower and investor correspondence saved in remote desktop to locate contact details for investor and repay distribution
Julia Mayne	Accountant II	Creditors	15/10/2015	0.50	\$97.50 Review of returned distribution cheque. Review correspondence saved to file, investor details in Finpower and investor correspondence saved in remote desktop to locate contact details for investor and repay distribution
Julia Mayne	Accountant II	Creditors	15/10/2015	0.30	\$58.50 Access Finpower and review 2 x investor files for signatures. Email previous correspondence from investor to Samantha Brown
Julia Mayne	Accountant II	Creditors	15/10/2015	0.20	\$39.00 Review 2 x letters approved by David Whyte. Scan, save, email/post letters. Print accompanying documentation
Julia Mayne	Accountant II	Creditors	15/10/2015	0.20	\$39.00 Access Finpower and review investor files for correspondence regarding a transfer of units
Julia Mayne	Accountant II	Creditors	15/10/2015	1.10	\$214.50 Review and amend 7 x letters to investors regarding change of details, transfer of units for deceased estate and payment of third interim distribution. Review investors on Finpower for unit balance where applicable
Julia Mayne	Accountant II	Creditors	16/10/2015	0.20	\$39.00 Phone call to investor seeking to update postal address. Review correspondence saved to file and advise. prepare file note
Julia Mayne	Accountant II	Creditors	16/10/2015	0.50	\$97.50 Phone call to investor regarding distribution payments, hardship payments, details of account each was paid to, correspondence received from him, unpaid third distribution and correct bank account details. Discussions with John Somerville regarding same
Julia Mayne	Accountant II	Creditors	16/10/2015	0.20	\$39.00 Phone call from investor regarding payment of interim distribution. Review status and advise
Julia Mayne	Accountant II	Creditors	16/10/2015	0.20	\$39.00 Prepare letter to investor regarding payment of 3 x interim distributions

Julia Mayne	Accountant II	Creditors	16/10/2015	0.20	\$39.00 Review third distribution cheque returned to sender. Review files for correspondence sent to investor to update postal address. Email details to Samantha Brown for response received from investor.
Julia Mayne	Accountant II	Creditors	16/10/2015	0.40	\$78.00 Prepare 2 x letters to investor seeking to update postal address. Review investor in Finpower and verify signature on file. Review previous correspondence sent
Julia Mayne	Accountant II	Creditors	16/10/2015	0.10	\$19.50 Phone call from advisor seeking to update details for investor
Julia Mayne	Accountant II	Creditors	16/10/2015	0.10	\$19.50 Phone call from advisor regarding tax implications of distribution
Julia Mayne	Accountant II	Creditors	16/10/2015	1.00	\$195.00 Review 14 x approved payments from David Whyte. Scan, save, file letters. Email/post letters to investors. Print accompanying documentation
Julia Mayne	Accountant II	Creditors	19/10/2015	0.20	\$39.00 Phone call from investor regarding third interim distribution. Review email correspondence and details of distributions paid via cheque and advise. Advise requirements to update bank account and address
Julia Mayne	Accountant II	Creditors	19/10/2015	0.20	\$39.00 Review investor cheque payment for third interim distribution and access bank account to cancel cheque
Julia Mayne	Accountant II	Creditors	19/10/2015	0.10	\$19.50 Phone call from advisor regarding tax implications for distribution
Julia Mayne	Accountant II	Creditors	19/10/2015	0.10	\$19.50 Discussions with Samantha Brown regarding change of details form sent from investor. Review correspondence saved to ascertain if response was drafted
Julia Mayne	Accountant II	Creditors	19/10/2015	0.20	\$39.00 Phone call from advisor regarding email correspondence sent to transfer units for deceased estate. Review correspondence and advise of additional requirements. Prepare file note
Julia Mayne	Accountant II	Creditors	19/10/2015	0.10	\$19.50 Amend letter to investor regarding payment of 3 x distribution cheques
Julia Mayne	Accountant II	Creditors	20/10/2015	0.20	\$39.00 Phone call from executor of estate regarding transfer of units for deceased estate. Review correspondence sent and advise

Julia Mayne	Accountant II	Creditors	20/10/2015	0.20	\$39.00 Phone call from investors daughter regarding third interim distribution and trustees of super fund. Review and advise
Julia Mayne	Accountant II	Creditors	21/10/2015	0.10	\$19.50 Phone call from advisor regarding cheque for payment of third interim distribution
Julia Mayne	Accountant II	Creditors	21/10/2015	0.20	\$39.00 Review email correspondence regarding payment of supplier invoices. Review emails, files and MYOB to ascertain if payment was made
Julia Mayne	Accountant II	Creditors	21/10/2015	0.10	\$19.50 Review 3 x signed letters from David Whyte. Scan, save, file email/post letters to investors
Julia Mayne	Accountant II	Creditors	27/10/2015	0.20	\$39.00 Phone call from advisor requesting confirmation of change of details following request sent to BDO and timing of payment of outstanding distribution. Review and advise
Julia Mayne	Accountant II	Creditors	27/10/2015	0.20	\$39.00 Phone call from advisor requesting updated unit price. Review advisor in the Finpower database and advise
Julia Mayne	Accountant II	Creditors	27/10/2015	0.20	\$39.00 Phone call from executor of estate regarding the status of the payment of the third interim distribution following transfer of units for deceased estate. Confirm with Samantha Brown and advise
Julia Mayne	Accountant II	Creditors	27/10/2015	0.10	\$19.50 Review 2 x letters approved by David Whyte. Scan, save, email/post letters to investors
Julia Mayne	Accountant II	Creditors	27/10/2015	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	28/10/2015	0.20	\$39.00 Amend 3 x letters to investors regarding transfer of units for deceased estate and repayment of interim distributions. Access Finpower to review investors and advise.

Julia Mayne	Accountant II	Creditors	28/10/2015	0.20	\$39.00 Review bank account for details of cancelled third interim distribution cheque. Review MYOB for same. Advise Samantha Brown for repayment of distribution
Julia Mayne	Accountant II	Creditors	28/10/2015	0.30	\$58.50 Review correspondence sent from investor regarding hardship payment. Review correspondence previously sent to investor. Prepare letter to investor regarding payment of hardship and updating bank account for investment
Julia Mayne	Accountant II	Creditors	28/10/2015	0.60	\$117.00 Prepare 3 x letters to investors seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Julia Mayne	Accountant II	Creditors	28/10/2015	0.20	\$39.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	28/10/2015	0.30	\$58.50 Prepare letter to investor in response to their request to transfer units to their daughter. Access Finpower database to review current investor details and advise. Review payments of distributions previously paid and advise
Julia Mayne	Accountant II	Creditors	28/10/2015	0.30	\$58.50 Phone call from investor seeking an update on their change of details request. Advise. Amend letter to investor regarding same
Julia Mayne	Accountant II	Creditors	28/10/2015	0.70	\$136.50 Prepare letters for 2 x investors outlining value remaining to distribute for Centrelink purposes. Access Finpower to review investors, print transaction statements for 6 x deposit ID's
Julia Mayne	Accountant II	Creditors	28/10/2015	0.30	\$58.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Julia Mayne	Accountant II	Creditors	29/10/2015	0.10	\$19.50 Phone call from investor seeking to update the details for their investment with the Fund. Advise process to update.
Julia Mayne	Accountant II	Creditors	29/10/2015	0.20	\$39.00 Phone call from advisor seeking clarification regarding letter sent to investor. Review files to locate correspondence. Explain how unit balance was derived. Discussions with John Somerville regarding same

Julia Mayne	Accountant II	Creditors	29/10/2015	0.30	\$58.50 Prepare letter to beneficiary requesting certified photo ID. review investor on Finpower, search for signature, phone call to other beneficiary regarding same
Julia Mayne	Accountant II	Creditors	29/10/2015	0.50	\$97.50 Review correspondence sent to investor regarding payment of interim distribution. Review transfers between 5 x deposit ID numbers to determine amounts of transfer and verify final unit balance and amount of distribution paid
Julia Mayne	Accountant II	Creditors	29/10/2015	0.30	\$58.50 Prepare a letter to an investor in relation to a request for a unit holding balance and remaining value to distribute. Log onto Finpower investor management database, search for investor and print investor balance.
Julia Mayne	Accountant II	Creditors	29/10/2015	0.30	\$58.50 Prepare a letter to an investor regarding deriving of unit balance. Log onto Finpower investor management database, search for investor and print investor balance.
Julia Mayne	Accountant II	Creditors	29/10/2015	0.30	\$58.50 Review correspondence provided by executor of estate to transfer units for deceased estate. Discussions with Samantha Brown regarding correspondence required. Phone call to executor of estate regarding same.
Julia Mayne	Accountant II	Creditors	30/10/2015	0.10	\$19.50 Amend letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Julia Mayne	Accountant II	Creditors	30/10/2015	0.30	\$58.50 Review 7 x letters to investors approved by David Whyte. Scan, save, file email/post letters to investors
Julia Mayne	Accountant II	Creditors	30/10/2015	0.10	\$19.50 Access Finpower and print 1 x transaction statement for investor
Julia Mayne	Accountant II	Creditors	2/11/2015	0.20	\$39.00 Phone call from beneficiary of deceased estate regarding payment of third interim distribution. Review MYOB and advise
Julia Mayne	Accountant II	Creditors	2/11/2015	0.20	\$39.00 Review 4 x letters approved by David Whyte. Scan, save, file, email/post letters to investors
Julia Mayne	Accountant II	Creditors	3/11/2015	0.10	\$19.50 Discussions with Moira Hattingh regarding investor correspondence received via mail

Julia Mayne	Accountant II	Creditors	3/11/2015	0.10	\$19.50	Review and amend 1 x letters to investor seeking to update contact details and requesting unit balance. Review investors in Finpower and advise
Julia Mayne	Accountant II	Creditors	3/11/2015	0.20	\$39.00	Assist Dermot O'Brien with repayment of third interim distribution to beneficiaries of deceased estate
Julia Mayne	Accountant II	Creditors	4/11/2015	0.20	\$39.00	Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Julia Mayne	Accountant II	Creditors	4/11/2015	0.10	\$19.50	Prepare a letter to an investor in relation to a request for a unit holding balance.
Julia Mayne	Accountant II	Creditors	4/11/2015	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise . Prepare file note
Julia Mayne	Accountant II	Creditors	4/11/2015	0.20	\$39.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details. Advise why distribution cheque was cancelled
Julia Mayne	Accountant II	Creditors	5/11/2015	0.40	\$78.00	Review client listing sent from IT consultant for mail out. Email to Nicole Jackson RE obtaining quote for investor mail out, discussions with Nicole Jackson regarding format of client listing. Email to external IT consultant to amend
Julia Mayne	Accountant II	Creditors	5/11/2015	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Julia Mayne	Accountant II	Creditors	5/11/2015	0.30	\$58.50	Review correspondence rcvd from beneficiary of deceased estate, Review files to locate information previously sent from beneficiary. Review correspondence sent. Prepare letter to beneficiary requesting additional information
Julia Mayne	Accountant II	Creditors	5/11/2015	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	5/11/2015	0.30	\$58.50	Prepare a letter to an investor in relation to a request for a unit holding balance and value remaining . Log onto Finpower investor management database, search for investor and print investor balance.

Julia Mayne	Accountant II	Creditors	5/11/2015	0.10	\$19.50 Amend letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Julia Mayne	Accountant II	Creditors	5/11/2015	0.30	\$58.50 Phone call from investor questioning why unit number decreases after payment of interim distribution. Explanation of reason for high legal fees. Requested letter to explain how unit balance was derived. Prepare file note
Julia Mayne	Accountant II	Creditors	5/11/2015	0.40	\$78.00 Review of ABA files to ascertain method of payment for investor second interim distribution. Collate and email documents to Dermot O'Brien to explain how investors received payment of second and third distribution
Julia Mayne	Accountant II	Creditors	5/11/2015	0.10	\$19.50 Review 1 x approved letter from David Whyte. Scan, save, file and email letters to investor
Julia Mayne	Accountant II	Creditors	11/11/2015	0.20	\$39.00 Phone call from investor in response to their request to transfer units from a Company to Individual. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	11/11/2015	0.10	\$19.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	11/11/2015	0.10	\$19.50 Scan, save, file and email letter to investor
Julia Mayne	Accountant II	Creditors	12/11/2015	0.50	\$97.50 Review details of 2 x distributions paid in MYOB and bank account. Prepare letters 3 x investors confirming transfer of units, investor details and payment of distribution. Review and print 3 x investor trans statements
Julia Mayne	Accountant II	Creditors	12/11/2015	1.00	\$195.00 Prepare 4 x letters to advisor/investors regarding the following: querying decreasing unit balance, providing details of distributions paid and estimated value remaining. Access fin power to review investors and print 3 x statements.
Julia Mayne	Accountant II	Creditors	12/11/2015	1.50	\$292.50 Review details of 2 x distributions paid in MYOB and bank account. Prepare letters 6 x advisors/investors confirming transfer of units, investor details and payment of distribution. Review and print 6 x investor trans statements
Julia Mayne	Accountant II	Creditors	12/11/2015	0.30	\$58.50 Prepare letter to advisor regarding querying decreasing unit balance, providing details of distributions paid and estimated value remaining. Access fin power to review investor and print statement

Julia Mayne	Accountant II	Creditors	12/11/2015	0.90	\$175.50	Prepare 4 x letters to advisor/investors regarding the following: querying decreasing unit balance, providing details of distributions paid and estimated value remaining. Access fin power to review investors and print 3 x statements.
Julia Mayne	Accountant II	Creditors	12/11/2015	0.40	\$78.00	Access Finpower to review 5 x investors and generate transaction statements
Julia Mayne	Accountant II	Creditors	13/11/2015	0.70	\$136.50	Review of trans of units- Review 2 x investor accounts and 4 x deposit ID numbers. Create table of account numbers, dates units were transferred, distributions paid since transfer. Prepare email to external IT consultant regarding same to amend Finpower
Julia Mayne	Accountant II	Creditors	13/11/2015	0.40	\$78.00	Review of trans of units- Review 2 x investor accounts and 4 x deposit ID numbers. Create table of account numbers, dates units were transferred, distributions paid since transfer. Prepare email to external IT consultant regarding same to amend Finpower
Julia Mayne	Accountant II	Creditors	13/11/2015	0.40	\$78.00	Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details. Prepare file note. Prepare letter to investor regarding same.
Julia Mayne	Accountant II	Creditors	13/11/2015	0.20	\$39.00	Phone call from advisor seeking reason why report to creditors was not emailed to them and advising how to locate report on website
Julia Mayne	Accountant II	Creditors	13/11/2015	0.20	\$39.00	Review instructions provided in email correspondence from Samantha Brown regarding contacting external IT consultants to amend transfer of units
Julia Mayne	Accountant II	Creditors	13/11/2015	0.20	\$39.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Julia Mayne	Accountant II	Creditors	13/11/2015	0.30	\$58.50	Review correspondence from investor regarding obtaining taxation statement. Prepare letter to investor regarding same. Review and print transaction statements from Finpower database
Julia Mayne	Accountant II	Creditors	13/11/2015	0.20	\$39.00	Phone call from advisor in response to a request for client's account number. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	16/11/2015	0.20	\$39.00	Review correspondence from advisor regarding unit price at 30 June. Email unit price letter to investor

Julia Mayne	Accountant II	Creditors	16/11/2015	0.20	\$39.00 Review correspondence from investor regarding transfer of units for deceased estate and update email address in Finpower. Print transaction statement
Julia Mayne	Accountant II	Creditors	16/11/2015	0.40	\$78.00 Access Finpower to review 2 x investors and print 4 x transaction statements
Julia Mayne	Accountant II	Creditors	17/11/2015	0.30	\$58.50 Review, scan, save, file and email/post 6 x letters to investors approved by David Whyte.
Julia Mayne	Accountant II	Creditors	17/11/2015	1.00	\$195.00 Amend 10 x letters to investors regarding unit balance, distributions and transfer of units for deceased estate. Review investors on Finpower and print unit balances where required
Julia Mayne	Accountant II	Creditors	17/11/2015	0.40	\$78.00 Prepare letter to investor regarding unit balance, value and distributions to 2 x investors regarding 5 x deposit ID's. Access Finpower to review investors and print transaction statements
Julia Mayne	Accountant II	Creditors	17/11/2015	0.40	\$78.00 Prepare/amend letter to investor regarding unit balance, value and distributions to 2 x investors regarding 5 x deposit ID's. Access Finpower to review investors and print transaction statements
Julia Mayne	Accountant II	Creditors	17/11/2015	0.20	\$39.00 Phone call from advisor regarding current unit value. Review investor on Finpower and advise
Julia Mayne	Accountant II	Creditors	18/11/2015	0.20	\$39.00 Review 3 x letters for investors approved by David Whyte. Scan, save, file, email/post letters to investors
Julia Mayne	Accountant II	Creditors	18/11/2015	0.20	\$39.00 Phone call from investor regarding amounts and dates of distributions paid in 2015. Review investor on Finpower and advise
Julia Mayne	Accountant II	Creditors	18/11/2015	0.30	\$58.50 Amend 5 x letters to investors regarding unit balance and previous distributions
Julia Mayne	Accountant II	Creditors	19/11/2015	0.20	\$39.00 Phone call from investors beneficiary regarding details of distributions paid in 2015 for 2 x deposit ID's. Access Finpower to review investor and advise
Julia Mayne	Accountant II	Creditors	19/11/2015	0.10	\$19.50 Review 3x letters approved by David Whyte. Scan, save, file, email/post letters to investors. Print accompanying forms
Julia Mayne	Accountant II	Creditors	19/11/2015	0.30	\$58.50 Phone call from executor of estate following up on their request to transfer units from a deceased estate to the beneficiaries of the estate. Review files to ascertain documents missing. Prepare email to investor regarding same

Julia Mayne	Accountant II	Creditors	20/11/2015	0.30	\$58.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	20/11/2015	0.20	\$39.00 Phone call to public trustee requesting documents confirming executor of estate for deceased investor
Julia Mayne	Accountant II	Creditors	20/11/2015	0.20	\$39.00 Review of correspondence saved in I drive to locate document confirming executor of estate for deceased estate. Discussions with John Somerville regarding same
Julia Mayne	Accountant II	Creditors	20/11/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	20/11/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	20/11/2015	0.30	\$58.50 Access Finpower to review investor and print transaction statements. Discussions with John Somerville regarding transfer of units for investor
Julia Mayne	Accountant II	Creditors	20/11/2015	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	20/11/2015	0.30	\$58.50 Phone call from beneficiary of estate regarding additional documents required to facilitate a transfer of units. Review files and I Drive for correspondence previously received. Email details to John Somerville for additional requirements
Julia Mayne	Accountant II	Creditors	24/11/2015	0.50	\$97.50 2 x phone calls to investor regarding documents sent to BDO to transfer units from deceased estate to beneficiary of estate. Discussions with Moira Hattingh and Ashley Richardson regarding same and review of mail received by this office
Julia Mayne	Accountant II	Creditors	25/11/2015	0.30	\$58.50 Returned correspondence sent to investor. Review of Finpower to ascertain new contact details. Prepare letter to investor requesting updated contact details
Julia Mayne	Accountant II	Creditors	25/11/2015	0.30	\$58.50 Prepare letter to investor requesting to transfer units from Trust to the Trustee. Prepare declaration form.

Julia Mayne	Accountant II	Creditors	25/11/2015	0.10	\$19.50 Phone call to investor regarding documents required to transfer units from deceased estate to beneficiary
Julia Mayne	Accountant II	Creditors	25/11/2015	0.20	\$39.00 Access Finpower database to review 2 investors details and print 2 x transaction statements
Julia Mayne	Accountant II	Creditors	25/11/2015	0.30	\$58.50 Amend 4 x letters to investors regarding distributions, unit balance, value and transfer of units
Julia Mayne	Accountant II	Creditors	25/11/2015	0.10	\$19.50 Review 4 x letters approved by David Whyte. Scan, save, email and post letters to investors
Julia Mayne	Accountant II	Creditors	25/11/2015	0.40	\$78.00 Review deceased estate in Finpower to ascertain value of second and third interim distribution. Review of MYOB for same. Prepare letter to beneficiary of estate regarding distribution, current unit balance and explanation of decreasing unit balance
Julia Mayne	Accountant II	Creditors	25/11/2015	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise . Answer questions in relation to the winding up of the Fund
Julia Mayne	Accountant II	Creditors	25/11/2015	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise details for payment of third interim distribution
Julia Mayne	Accountant II	Creditors	25/11/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	25/11/2015	0.20	\$39.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	26/11/2015	0.30	\$58.50 2 x phone calls from investor regarding documents sent to transfer units from deceased estate to beneficiary. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Julia Mayne	Accountant II	Creditors	27/11/2015	0.80	\$156.00 Review and print bank statement. Reconciliation of approx 95 payments through MYOB insolvency.
Julia Mayne	Accountant II	Creditors	27/11/2015	1.10	\$214.50 Review and print bank statement. Reconciliation of payments in MYOB for period 30/09-31/10.(170 transactions).

Julia Mayne	Accountant II	Creditors	27/11/2015	0.30	\$58.50 Review bank statement and all transactions entered into MYOB for period 30/09-31/10.(170 transactions)
Julia Mayne	Accountant II	Creditors	27/11/2015	0.50	\$97.50 Review and print bank statement. Reconciliation of approx 95 payments through MYOB insolvency.
Julia Mayne	Accountant II	Creditors	27/11/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	30/11/2015	0.10	\$19.50 Phone call from accounting querying how current unit balance is derived.
Julia Mayne	Accountant II	Creditors	30/11/2015	0.30	\$58.50 Review 15 x investors with uncleared distributions cheques in MYOB. Review of correspondence sent to ascertain if investors have been contacted to update their details. Create spreadsheet of same
Julia Mayne	Accountant II	Creditors	30/11/2015	0.50	\$97.50 Review and prepare payment for 2 x supplier invoices. Prepare payment through bank account
Julia Mayne	Accountant II	Creditors	30/11/2015	0.20	\$39.00 Review 12 x investors with uncleared distributions cheques in MYOB. Review of correspondence sent to ascertain if investors have been contacted to update their details. Create spreadsheet of same
Julia Mayne	Accountant II	Creditors	30/11/2015	0.50	\$97.50 Review 34 x investors with uncleared distributions cheques in MYOB. Review of correspondence sent to ascertain if investors have been contacted to update their details. Create spreadsheet of same
Julia Mayne	Accountant II	Creditors	30/11/2015	0.20	\$39.00 Review 3 x letters approved by David Whyte. Scan, save, file, email/post letters to investor s
Julia Mayne	Accountant II	Creditors	1/12/2015	0.30	\$58.50 Amend 3 x letters to investors regarding transfer of units for deceased estate and seeking to update contact details
Julia Mayne	Accountant II	Creditors	1/12/2015	0.50	\$97.50 Prepare letter to investor regarding deceased estate transfer, unit balance, distributions paid and explanation of how to derive current unit balance. Review 6 x distribution payments and process through bank account

Julia Mayne	Accountant II	Creditors	1/12/2015	0.30	\$58.50	Review change of detail request sent from advisor. Review of investor on Finpower and documents in I Drive to ascertain if advisor is listed on Probate. Discussions with Dermot O'Brien regarding same
Julia Mayne	Accountant II	Creditors	1/12/2015	0.70	\$136.50	Prepare 3 x letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Phone call to one executor re same
Julia Mayne	Accountant II	Creditors	1/12/2015	0.20	\$39.00	Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Julia Mayne	Accountant II	Creditors	1/12/2015	0.20	\$39.00	Amend letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	1/12/2015	0.20	\$39.00	Amend letter to investor in response to their request to transfer units from a Trust to individual. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	1/12/2015	0.30	\$58.50	Review deceased estate documentation provided. Access Finpower investor management database and process investor deceased estate change of details requests as approved by David Whyte.
Julia Mayne	Accountant II	Creditors	1/12/2015	0.20	\$39.00	Access Finpower investor management database to review and print 2 x transaction statements for investors
Julia Mayne	Accountant II	Creditors	1/12/2015	0.80	\$156.00	Access Finpower investor management database to review 6 x distribution payments made to investor. Review same payments in MYOB, individually reissue each payment in MYOB and through bank account. Discussions with Sarah Cunningham regarding same
Julia Mayne	Accountant II	Creditors	1/12/2015	0.30	\$58.50	Review voided transactions in MYOB to locate details of 6 x voided cheques. Process stop cheque requests for each cheque individually through bank account
Julia Mayne	Accountant II	Creditors	2/12/2015	0.10	\$19.50	Phone call from advisor requesting information regarding the tax implications of the interim distributions

Julia Mayne	Accountant II	Creditors	3/12/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	3/12/2015	1.00	\$195.00 Review of MYOB transactions for the period 1 August - 30 November for preparation of receipts and payments account. Match details of all payments in MYOB to receipts and payments to resolve discrepancies between cash at bank figure & MYOB
Julia Mayne	Accountant II	Creditors	3/12/2015	0.80	\$156.00 Discussion with Nicola Kennedy and reviewing the MYOB cashbook to ascertain which payments relate to first, second and third interim distribution for cheques which have been reissued, prepare work papers for the completion of receipts and payments account
Julia Mayne	Accountant II	Creditors	3/12/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	3/12/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	4/12/2015	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Answer questions re the winding up of the Fund
Julia Mayne	Accountant II	Creditors	7/12/2015	0.10	\$19.50 Review 3 x letters approved by David Whyte. Scan, save, file and email letters to investors
Julia Mayne	Accountant II	Creditors	7/12/2015	0.20	\$39.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	7/12/2015	0.20	\$39.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	7/12/2015	0.20	\$39.00 Review of signatures for 1 change of details request received from investor and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review.

Julia Mayne	Accountant II	Creditors	7/12/2015	0.20	\$39.00 Review of signatures for 1 change of details request received from investor and compare to signatures held in the investor management database. Print and attach to internal control forms for David Whyte's review.
Julia Mayne	Accountant II	Creditors	7/12/2015	0.30	\$58.50 Review 5 x letters approved by David Whyte. Scan, save, file, email/post letters to investors. Print accompanying forms
Julia Mayne	Accountant II	Creditors	7/12/2015	0.50	\$97.50 Prepare and review 6 x supplier payments in MYOB. Prepare payment through bank account
Julia Mayne	Accountant II	Creditors	8/12/2015	0.30	\$58.50 Review correspondence received from investor. Review previous correspondence sent re distributions and hardship payments. Prepare letter to investor regarding third distribution payments and details of hardship payment previously paid
Julia Mayne	Accountant II	Creditors	8/12/2015	0.60	\$117.00 Review 5 x unrepresented cheques for payment of interim distribution payments to investor in MYOB and reissue each payment via EFT. Process through bank account.
Julia Mayne	Accountant II	Creditors	8/12/2015	0.20	\$39.00 Create stop cheque requests in bank account for 5 x unrepresented distribution cheques
Julia Mayne	Accountant II	Creditors	8/12/2015	0.10	\$19.50 Review letter approved by David Whyte. Scan, save, file and email letter to investor
Julia Mayne	Accountant II	Creditors	14/12/2015	0.20	\$39.00 Phone call from advisor requesting process for having distribution cheque reissued in different name. Review investor in the investor database and advise
Julia Mayne	Accountant II	Creditors	15/12/2015	0.20	\$39.00 2 x phone calls to investor regarding payment of third interim distribution
Julia Mayne	Accountant II	Creditors	16/12/2015	0.30	\$58.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.

Julia Mayne	Accountant II	Creditors	16/12/2015	0.30	\$58.50 Prepare letter to executor of estate in response to their request for a tax statement. Access Finpower database to review current investor details and advise. Review letters sent to investors on 19 June and locate/print investor letter
Julia Mayne	Accountant II	Creditors	16/12/2015	0.30	\$58.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	17/12/2015	0.20	\$39.00 Amend letter to investor regarding distributions. Phone call to investor regarding same
Julia Mayne	Accountant II	Creditors	18/12/2015	0.10	\$19.50 phone call to investor regarding payment of interim distribution
Julia Mayne	Accountant II	Creditors	21/12/2015	0.50	\$97.50 Review correspondence sent to investor on multiple occasions, review phone messages for dates of verbal correspondence from investor regarding transfer of units and prepare file note regarding same.
Julia Mayne	Accountant II	Creditors	21/12/2015	0.30	\$58.50 Review 6 x approved letters from David Whyte. Scan, save, file and email/post 6 x letters to investors
Julia Mayne	Accountant II	Creditors	22/12/2015	0.20	\$39.00 Review client listing emailed to service provider for last investor report and prepare email to external IT consultant regarding same
Julia Mayne	Accountant II	Creditors	22/12/2015	0.30	\$58.50 Discussions with Nicole Jackson regarding capacity for investor report to be mailed and email details of report to Nicole Jackson for service provider quote
Julia Mayne	Accountant II	Creditors	22/12/2015	0.40	\$78.00 Email and phone call to James Postle regarding EIF computer equipment/server to be delivered. Email to external IT consultant regarding same.
Julia Mayne	Accountant II	Creditors	22/12/2015	0.20	\$39.00 Prepare letter to investor regarding confirmation of change of details
Julia Mayne	Accountant II	Creditors	22/12/2015	0.20	\$39.00 email to external IT consultant regarding client listing for report to creditors
Julia Mayne	Accountant II	Creditors	22/12/2015	0.20	\$39.00 Review email from external it consultant regarding EIF computer equipment/server to be delivered. Email to IT regarding same

Julia Mayne	Accountant II	Creditors	22/12/2015	0.20	\$39.00 email to external IT consultant regarding client listing for report to creditors
Julia Mayne	Accountant II	Creditors	22/12/2015	0.20	\$39.00 Email to printing house regarding instructions for report to investors
Julia Mayne	Accountant II	Creditors	22/12/2015	0.20	\$39.00 Phone call from investor regarding previous request to update bank account. Review investor on fin power and advise
Julia Mayne	Accountant II	Creditors	23/12/2015	0.50	\$97.50 Meeting with IT consultant to collect and store server equipment
Julia Mayne	Accountant II	Creditors	23/12/2015	0.20	\$39.00 Prepare file note regarding phone call to investor and amend letter to same investor
Julia Mayne	Accountant II	Creditors	24/12/2015	0.20	\$39.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Julia Mayne	Accountant II	Creditors	24/12/2015	0.40	\$78.00 Access Finpower database to generate and print 4 x transaction statements for 3 x investors
Julia Mayne	Accountant II	Creditors	24/12/2015	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	4/01/2016	0.50	\$97.50 Prepare letters to 2 x investors regarding bank account details and details of distribution payments. Access Finpower to review investors and print distribution details
Julia Mayne	Accountant II	Creditors	4/01/2016	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	4/01/2016	0.30	\$58.50 Access Finpower to review 2 x investors and print statements
Julia Mayne	Accountant II	Creditors	4/01/2016	0.20	\$39.00 Review email from investor regarding postal address, review Finpower address details and phone call to investor regarding same

Julia Mayne	Accountant II	Creditors	4/01/2016	0.20	\$39.00 Phone call from investor regarding questions in relation to the winding up of the Fund and the Equititrust Premium Fund. Email details of same to John Somerville
Julia Mayne	Accountant II	Creditors	4/01/2016	0.20	\$39.00 Phone call from investor regarding questions in relation to the Equalisation Payment. Review report to investors. Email details of same to John Somerville
Julia Mayne	Accountant II	Creditors	4/01/2016	0.40	\$78.00 Review correspondence from investor regarding payment of second interim distribution. Review investor details in MYOB, letters to investors dated 19 June 2015 and ABA file to ascertain payment method and advise
Julia Mayne	Accountant II	Creditors	6/01/2016	0.10	\$19.50 Phone call from advisor requesting information to transfer units from SMSF to individual. Access Finpower to review investor and advise
Julia Mayne	Accountant II	Creditors	6/01/2016	0.20	\$39.00 Review 2 x letters approved by David Whyte. Scan, save, file and email letters to investors
Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Review correspondence from executor of estate regarding updated bank account details. Review correspondence saved to file. Access Finpower to review investor and phone call to advise
Julia Mayne	Accountant II	Creditors	7/01/2016	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Amend letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid.
Julia Mayne	Accountant II	Creditors	7/01/2016	0.40	\$78.00 Access Finpower to review 2 x investors and print 2 x transaction statements
Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Access Finpower to review investors and print 2 x transaction statements

Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	7/01/2016	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	7/01/2016	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Review files for letters sent to investors after payment of interim distributions. Locate investor's letter and print
Julia Mayne	Accountant II	Creditors	7/01/2016	0.20	\$39.00 Review email from investor regarding confirmation of update of bank account. Review investor on fin power. Phone to advise
Julia Mayne	Accountant II	Creditors	8/01/2016	0.20	\$39.00 Phone call from investor regarding details for interim distribution payments for 2 x investments. Access Finpower to review investors and advise of payment details. Review MYOB re same
Julia Mayne	Accountant II	Creditors	8/01/2016	0.40	\$78.00 Review returned cheque, review files to ascertain if correspondence has been sent to investor to update address details. Access remote desktop to review I drive regarding same. Review change of details form saved to ascertain if it has been actioned.
Julia Mayne	Accountant II	Creditors	8/01/2016	0.40	\$78.00 Review change of details form saved to investor file to ascertain if distribution payment has been reissued following bank account update. Review MYOB re same. Prepare payment for outstanding distribution in MYOB and bank account. Cancel original cheque
Julia Mayne	Accountant II	Creditors	8/01/2016	0.10	\$19.50 Review and collate 5 x letters for investors

Julia Mayne	Accountant II	Creditors	8/01/2016	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	8/01/2016	0.20	\$39.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	8/01/2016	0.20	\$39.00 Prepare letter to investor regarding reissued distribution payment
Julia Mayne	Accountant II	Creditors	8/01/2016	0.30	\$58.50 Amend 2 x letters to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	8/01/2016	0.30	\$58.50 Review returned distribution cheque. Review documents saved to files, access remote desktop to review documents in Finpower and I drive to locate contact details and update Finpower
Julia Mayne	Accountant II	Creditors	11/01/2016	0.50	\$97.50 Review 6 x letters approved by David Whyte. Scan, save, file letters. Prepare 6 x emails to investors regarding same
Julia Mayne	Accountant II	Creditors	13/01/2016	0.10	\$19.50 Phone call from advisor requesting information why unit balance reduces following payment of distribution
Julia Mayne	Accountant II	Creditors	14/01/2016	0.20	\$39.00 Prepare letter to investor regarding payment of third interim distribution
Julia Mayne	Accountant II	Creditors	14/01/2016	0.20	\$39.00 Prepare third interim distribution payment to investor. Cancel previously issued cheque.
Julia Mayne	Accountant II	Creditors	14/01/2016	0.10	\$19.50 Phone call from investor advising third distribution payment not received. Review and advise

Julia Mayne	Accountant II	Creditors	15/01/2016	0.50	\$97.50 Access Finpower database and process 1 x investor transfer of units for deceased estate request as approved by David Whyte
Julia Mayne	Accountant II	Creditors	15/01/2016	0.20	\$39.00 Amend letter to investor regarding payment of distribution
Julia Mayne	Accountant II	Creditors	18/01/2016	0.20	\$39.00 Phone call from investor regarding transfer of units for deceased estate. Email to investor regarding same
Julia Mayne	Accountant II	Creditors	18/01/2016	0.60	\$117.00 Access Finpower investor management database and process transfer of units request to 2 x beneficiaries of estate as approved by David Whyte.
Julia Mayne	Accountant II	Creditors	18/01/2016	0.50	\$97.50 Review MYOB for unrepresented payments to estate. Reissue payments to beneficiaries of estate through MYOB and Bank account. Cancel previous cheque
Julia Mayne	Accountant II	Creditors	18/01/2016	0.60	\$117.00 Prepare letters to 2 x beneficiaries of estate regarding transfer of units for deceased estate and payment of outstanding interim distribution. Access Finpower to review and print 4 x deposit ID transaction statements
Julia Mayne	Accountant II	Creditors	19/01/2016	0.10	\$19.50 Phone call from investor requesting information for transfer of units for deceased estate
Julia Mayne	Accountant II	Creditors	20/01/2016	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid
Julia Mayne	Accountant II	Creditors	20/01/2016	0.30	\$58.50 Access Finpower to review investor - generate and print 4 x transactions statements
Julia Mayne	Accountant II	Creditors	20/01/2016	0.30	\$58.50 Access bank account to cancel 6 x cheques. review each cheque in MYOB
Julia Mayne	Accountant II	Creditors	20/01/2016	0.30	\$58.50 Review and reissue 6 x cheques in MYOB to be issued to investors updated postal address
Julia Mayne	Accountant II	Creditors	20/01/2016	0.30	\$58.50 Prepare letter to investor regarding payment of first second and third interim distribution following updating of postal address. Outline details of each payment. Access fin power to review and generate 2 x transaction statements

Julia Mayne	Accountant II	Creditors	20/01/2016	0.30	\$58.50 Phone call from investor regarding payment of interim distribution. Review and amend letter to investor regarding same
Julia Mayne	Accountant II	Creditors	20/01/2016	0.20	\$39.00 Phone call from investor requesting confirmation of a change of address and requesting information regarding repayment of distribution cheques. Access Finpower to review investor and review cheques in MYOB. Advise
Julia Mayne	Accountant II	Creditors	20/01/2016	0.30	\$58.50 Phone call to investor regarding payment of interim distribution. Scan, save, file letter to investor regarding same. Prepare email to investor regarding same
Julia Mayne	Accountant II	Creditors	21/01/2016	0.60	\$117.00 Prepare 2 x letters to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	21/01/2016	0.50	\$97.50 Review, amend and reissue 6 x cheques to investor for payment of first, second and third distributions
Julia Mayne	Accountant II	Creditors	21/01/2016	0.60	\$117.00 Prepare letter to 2 x investors in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	22/01/2016	0.10	\$19.50 Phone call from investor requesting unit price for Centrelink
Julia Mayne	Accountant II	Creditors	22/01/2016	0.20	\$39.00 Review 4 x letters approved by David Whyte. Scan, save file letters. Post/email letters to investors. Print accompanying forms as required
Julia Mayne	Accountant II	Creditors	27/01/2016	0.20	\$39.00 Scan and save investor transactions statements and email to external IT company to amend distribution details in Finpower
Julia Mayne	Accountant II	Creditors	27/01/2016	0.60	\$117.00 Access Finpower to review investor change of details form and print. Access bank account and transfer money to international bank account. Prepare letter to investor regarding same
Julia Mayne	Accountant II	Creditors	29/01/2016	0.20	\$39.00 Assist Dermot O'Brien to identify transactions on bank statement for reconciliation

Julia Mayne	Accountant II	Creditors	29/01/2016	0.80	\$156.00	Review bounced trans in bank account, Review investor on Finpower to compare bank account details, compare to details on change of details form from filing. Access bank account and process payment with updated details. Print previous correspondence & MYOB re same.
Julia Mayne	Accountant II	Creditors	29/01/2016	0.20	\$39.00	Review email from investor and prepare response
Julia Mayne	Accountant II	Creditors	29/01/2016	0.20	\$39.00	Phone call from investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and prepare file note
Julia Mayne	Accountant II	Creditors	29/01/2016	0.30	\$58.50	Review 2 x returned distribution cheques. Review information in Finpower and I Drive to ascertain updated contact details for investors
Julia Mayne	Accountant II	Creditors	29/01/2016	0.20	\$39.00	Review email from advisor regarding information in relation to the winding up of the Fund and prepare response
Julia Mayne	Accountant II	Creditors	1/02/2016	0.20	\$39.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	1/02/2016	0.20	\$39.00	Access Finpower to review investor and print 2 x transaction statements
Julia Mayne	Accountant II	Creditors	1/02/2016	0.30	\$58.50	Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	2/02/2016	0.20	\$39.00	Amend letter to investor regarding reissue redistribution cheque
Julia Mayne	Accountant II	Creditors	3/02/2016	0.30	\$58.50	2 x phone calls from investor regarding bounced cheque. Review MYOB and bank account regarding same
Julia Mayne	Accountant II	Creditors	4/02/2016	0.20	\$39.00	Phone call from executor of estate requesting update regarding transfer of units Review files for correspondence sent and received. Discussions with Dermot Obrien regarding status
Julia Mayne	Accountant II	Creditors	4/02/2016	0.10	\$19.50	Phone call to advisor regarding status of request for tax statement

Julia Mayne	Accountant II	Creditors	4/02/2016	0.20	\$39.00 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Email to advisor regarding same
Julia Mayne	Accountant II	Creditors	4/02/2016	0.20	\$39.00 Review files to ascertain documents received for transfer of units and phone call to investor regarding same
Julia Mayne	Accountant II	Creditors	4/02/2016	0.20	\$39.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Julia Mayne	Accountant II	Creditors	4/02/2016	0.10	\$19.50 Review 2 x letters approved by David Whyte. Scan, save, file letters. Email/post letters to investors. Print accompanying forms
Julia Mayne	Accountant II	Creditors	4/02/2016	0.20	\$39.00 Review email from investor regarding unit price following correspondence sent. Prepare email to investor regarding same
Julia Mayne	Accountant II	Creditors	4/02/2016	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	5/02/2016	0.30	\$58.50 Review email from investor regarding potential unpaid distributions. Review MYOB and bank account for same. Prepare email response
Julia Mayne	Accountant II	Creditors	5/02/2016	0.20	\$39.00 Phone call from investor in regards to their investment held in the Fund
Julia Mayne	Accountant II	Creditors	5/02/2016	0.40	\$78.00 Phone call from investor requesting information regarding payment of interim distributions for 2 x investments with the Fund. Review MYOB, bank account and client details forms in I drive. Phone call to investor to advise.
Julia Mayne	Accountant II	Creditors	5/02/2016	0.20	\$39.00 Review email from investor regarding distribution payments and prepare response
Julia Mayne	Accountant II	Creditors	8/02/2016	0.10	\$19.50 Phone call to investor regarding distribution
Julia Mayne	Accountant II	Creditors	9/02/2016	0.20	\$39.00 Phone call to bank regarding investor distribution cheque that bounced

Julia Mayne	Accountant II	Creditors	9/02/2016	0.40	\$78.00 Prepare letter to investor regarding reissue of distribution cheques. Reissue cheques through MYOB
Julia Mayne	Accountant II	Creditors	9/02/2016	0.10	\$19.50 Phone call to investor advising cheque sent in payment of third interim distribution will be reissued
Julia Mayne	Accountant II	Creditors	9/02/2016	0.20	\$39.00 Review letter from bank advising of bounced interim distribution. Review bank account and mob to ascertain investor details and if distribution has since been repaid
Julia Mayne	Accountant II	Creditors	11/02/2016	0.10	\$19.50 Review returned mail and organise into boxes
Julia Mayne	Accountant II	Creditors	11/02/2016	0.20	\$39.00 Amend a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Julia Mayne	Accountant II	Creditors	12/02/2016	0.10	\$19.50 Phone call to investor regarding the status of a transfer request. Email to John Somerville regarding same
Julia Mayne	Accountant II	Créditors	15/02/2016	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	15/02/2016	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor
Julia Mayne	Accountant II	Creditors	15/02/2016	0.20	\$39.00 Access Finpower to review 2 x investors and print 4 x transaction statements
Julia Mayne	Accountant II	Creditors	15/02/2016	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	17/02/2016	0.20	\$39.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the Finpower database and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	18/02/2016	0.40	\$78.00 Access Finpower to review 2 x investors and generate 4 x transaction statements
Julia Mayne	Accountant II	Creditors	18/02/2016	0.50	\$97.50 Prepare letter to 2 x investors in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements

Julia Mayne	Accountant II	Creditors	18/02/2016	0.40	\$78.00 Prepare a letter to an investor in relation to a request for a unit holding balance for 4 x investments. Log onto Finpower investor management database, search for investor and print investor balance.
Julia Mayne	Accountant II	Creditors	18/02/2016	0.20	\$39.00 Prepare email to supplier regarding payment of invoice
Julia Mayne	Accountant II	Creditors	18/02/2016	0.10	\$19.50 Phone call from advisor querying why the unit balance for clients investment reduces following payment of interim distributions
Julia Mayne	Accountant II	Creditors	18/02/2016	0.20	\$39.00 Amend letter to investor regarding unit balance and value
Julia Mayne	Accountant II	Creditors	18/02/2016	0.30	\$58.50 Review 2 x letters approved by David Whyte, Scan, save file and email letters to investors
Julia Mayne	Accountant II	Creditors	18/02/2016	0.10	\$19.50 Phone call from investor requesting confirmation of update of bank account
Julia Mayne	Accountant II	Creditors	22/02/2016	0.20	\$39.00 Amend letter to investor requesting taxation statement.
Julia Mayne	Accountant II	Creditors	22/02/2016	0.30	\$58.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Review correspondence previously rcvd
Julia Mayne	Accountant II	Creditors	22/02/2016	0.20	\$39.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Review correspondence previously rcvd
Julia Mayne	Accountant II	Creditors	22/02/2016	0.30	\$58.50 Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	22/02/2016	0.30	\$58.50 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Review correspondence saved to I drive
Julia Mayne	Accountant II	Creditors	22/02/2016	0.40	\$78.00 Prepare letter to investor regarding reissued distribution cheques. Reissue payment through MYOB and bank account. Access Finpower to review investor balance and print statements

Julia Mayne	Accountant II	Creditors	22/02/2016	0.30	\$58.50 Review investor cheque returned to sender. Review I drive for correspondence received regarding same, review address in Finpower and repost.
Julia Mayne	Accountant II	Creditors	22/02/2016	0.10	\$19.50 Review and collate 5 x letters to investors
Julia Mayne	Accountant II	Creditors	22/02/2016	0.10	\$19.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	22/02/2016	0.50	\$97.50 Prepare letter to 2 x executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise. Review correspondence saved to I drive
Julia Mayne	Accountant II	Creditors	22/02/2016	0.50	\$97.50 Review cheques returned to sender and access Finpower/I drive to review any correspondence recently sent from investor and ascertain if address has been updated. Review MYOB to ascertain if cheques are outstanding. Access bank account to Cancel cheques
Julia Mayne	Accountant II	Creditors	23/02/2016	0.20	\$39.00 Prepare letter to investor in relation to confirmation of transfer of unit request. Access Finpower to review investor and print details
Julia Mayne	Accountant II	Creditors	23/02/2016	0.20	\$39.00 Review 3 x letters to investors approved by David Whyte. Scan, save, file and email letters to investors
Julia Mayne	Accountant II	Creditors	23/02/2016	0.20	\$39.00 Review change of details/transfer requests rcvd via post for 5 x investors. Review investors in fin power to ascertain if details in fin power need updating
Julia Mayne	Accountant II	Creditors	24/02/2016	0.20	\$39.00 Amend 1 x letter to investors in response to their request for confirmation of how the current unit balance is derived, distribution paid to date, value of remaining distribution to be paid & transfer of deceased estate. Access Finpower to review and print statements
Julia Mayne	Accountant II	Creditors	24/02/2016	0.10	\$19.50 Phone call from investors son requesting unit balance and value for Centrelink. Access Finpower to review balance and advise. Prepare file note
Julia Mayne	Accountant II	Creditors	24/02/2016	0.60	\$117.00 Amend 4 x letters to investors in relation to deceased estate transfers, requests for unit balance and prices and obtaining taxation statements

Julia Mayne	Accountant II	Creditors	24/02/2016	0.10	\$19.50	Review letter for investor approved by David Whyte, Scan, save, file letter. Email to investor
Julia Mayne	Accountant II	Creditors	24/02/2016	0.80	\$156.00	Prepare 2 x letters to investors in response to their request for confirmation of how the current unit balance is derived, distribution paid to date, value of remaining distribution to be paid & transfer of deceased estate. Access Finpower to review and print statements
Julia Mayne	Accountant II	Creditors	25/02/2016	0.20	\$39.00	Prepare letter to advisor in response to their request to transfer units from Company to a Trust. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	25/02/2016	0.80	\$156.00	Prepare letters to 3 x beneficiaries of estate in regards to repayment of 9 x distribution payments. Access Finpower to review 4 x investors and generate 6 x transaction statements
Julia Mayne	Accountant II	Creditors	25/02/2016	0.20	\$39.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Julia Mayne	Accountant II	Creditors	25/02/2016	0.50	\$97.50	Review 5 x letters approved by David Whyte. Scan, save, file email/post letters to investors. Print accompanying forms
Julia Mayne	Accountant II	Creditors	25/02/2016	0.30	\$58.50	Prepare letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	25/02/2016	0.30	\$58.50	Print and review 5 x letters to investors. Print investor email/file note
Julia Mayne	Accountant II	Creditors	26/02/2016	0.20	\$39.00	Follow up email to external IT consultant regarding amendments to be made to investor transaction statement
Julia Mayne	Accountant II	Creditors	29/02/2016	0.20	\$39.00	Review of correspondence from executor of estate regarding outstanding distributions and review of same in MYOB. Prepare instructions for Dermot Obrien regarding same
Julia Mayne	Accountant II	Creditors	29/02/2016	0.10	\$19.50	Review email from supplier regarding payment of invoices. Review MYOB to ascertain if paid

Julia Mayne	Accountant II	Creditors	29/02/2016	0.10	\$19.50 Amend letter to investor in response to their request for confirmation of how the current unit balance is derived, distributions paid to date, and value of remaining distributions to be paid. Access Finpower to review investor and print statements
Julia Mayne	Accountant II	Creditors	1/03/2016	0.10	\$19.50 Phone call from investor requesting bank account details for distribution paid
Julia Mayne	Accountant II	Creditors	2/03/2016	0.40	\$78.00 Review of 5 x letters approved by David Whyte. Scan, save, file and email letters to investors
Julia Mayne	Accountant II	Creditors	4/03/2016	0.20	\$39.00 Review email from advisor regarding transfer of units and prepare response
Julia Mayne	Accountant II	Creditors	7/03/2016	0.20	\$39.00 Phone call from advisor regarding transfer of units from company to individual. Review investor and advise. Prepare file note regarding same
Julia Mayne	Accountant II	Creditors	7/03/2016	0.30	\$58.50 Review cheques returned to sender. Access remote desktop to review I drive for alternative contact details. Phone call to solicitor regarding same
Julia Mayne	Accountant II	Creditors	7/03/2016	0.10	\$19.50 Phone call from executor of estate regarding transfer of units and unit balance. Access Finpower to review investor and advise
Julia Mayne	Accountant II	Creditors	9/03/2016	0.10	\$19.50 Review letter approved by David Whyte. Scan, save, file and email letter to investor
Julia Mayne	Accountant II	Creditors	9/03/2016	0.20	\$39.00 Phone call from investor seeking information in relation to the winding up of the fund. Access Finpower database to review investor and advise
Julia Mayne	Accountant II	Creditors	14/03/2016	0.20	\$39.00 Email to external IT consultant regarding changes to be made to investors Finpower account
Julia Mayne	Accountant II	Creditors	16/03/2016	0.10	\$19.50 Phone call from investor regarding status of winding up of the fund
Julia Mayne	Accountant II	Creditors	22/03/2016	0.10	\$19.50 Phone call from investor requesting information regarding the winding up of the fund
Julia Mayne	Accountant II	Creditors	23/03/2016	0.20	\$39.00 Review email from David Whyte regarding investor response and prepare email to investor
Julia Mayne	Accountant II	Creditors	31/03/2016	0.10	\$19.50 Phone call from lawyer requesting confirmation of transfer of units from estate to beneficiaries
Julia Mayne	Accountant II	Creditors	1/04/2016	0.30	\$58.50 Review email from external IT consultant regarding amendments to be made to investor account. review investor in Finpower and prepare response

Jinyang Li	Accountant II	Creditors	19/04/2016	0.40	\$62.00 Access Finpower investor management database and process investor change of Address details requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	19/04/2016	0.60	\$93.00 Access Finpower investor management database and process investor change of Address details requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	19/04/2016	0.90	\$139.50 Access Finpower investor management database and process investor change of Address details requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	19/04/2016	1.40	\$217.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Jinyang Li	Accountant II	Creditors	20/04/2016	0.70	\$108.50 Review of signatures for change of address 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.
Jinyang Li	Accountant II	Creditors	20/04/2016	0.70	\$108.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Jinyang Li	Accountant II	Creditors	20/04/2016	1.60	\$248.00 Prepare letters to investors in response to requests for investors' tax statements (6 letters)
Jinyang Li	Accountant II	Creditors	21/04/2016	0.70	\$108.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Jinyang Li	Accountant II	Creditors	21/04/2016	0.50	\$77.50 Review of signatures for change of address 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.
Jinyang Li	Accountant II	Creditors	21/04/2016	0.40	\$62.00 Access finpower investor management database and process investor change of bank account details requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	22/04/2016	0.20	\$31.00 Review of signatures for change of address requests received from investors and compare to signatures held in the Finpower investor management database. Print and attach.
Jinyang Li	Accountant II	Creditors	22/04/2016	0.20	\$31.00 Review of signatures for change of address requests received from investors and compare to signatures held in the Finpower investor management database. Print and attach.

Jinyang Li	Accountant II	Creditors	22/04/2016	0.20	\$31.00 Review of signatures for change of address requests received from investors and compare to signatures held in the Finpower investor management database. Print and attach.
Jinyang Li	Accountant II	Creditors	26/04/2016	0.30	\$46.50 Update letters to investors
Jinyang Li	Accountant II	Creditors	27/04/2016	0.40	\$62.00 Review of signatures for change of address details requests 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.
Jinyang Li	Accountant II	Creditors	28/04/2016	0.60	\$93.00 Prepare a letter to an advisor in relation to a request for a unit holding balance. Access Finpower investor management database, search for investor and generate investor unit balance report. Print and collate.
Jinyang Li	Accountant II	Creditors	9/05/2016	0.80	\$124.00 Access Finpower investor management database and process investor change of address requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	10/05/2016	0.40	\$62.00 Review of signatures for change of details 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.
Jinyang Li	Accountant II	Creditors	11/05/2016	0.30	\$46.50 Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	11/05/2016	0.30	\$46.50 Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	11/05/2016	0.30	\$46.50 Access Finpower investor management database and process investor change of details/transfer of units requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	12/05/2016	0.50	\$77.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Jinyang Li	Accountant II	Creditors	12/05/2016	0.40	\$62.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Jinyang Li	Accountant II	Creditors	12/05/2016	0.40	\$62.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.

Jinyang Li	Accountant II	Creditors	12/05/2016	0.40	\$62.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Jinyang Li	Accountant II	Creditors	12/05/2016	0.40	\$62.00 Access Finpower investor management database and process investor change of address requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	12/05/2016	0.60	\$93.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Jinyang Li	Accountant II	Creditors	12/05/2016	0.40	\$62.00 Access Finpower investor management database and process investor change of address requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	13/05/2016	0.60	\$93.00 Access Finpower investor management database and process investor change of address requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	13/05/2016	0.40	\$62.00 Access Finpower investor management database and process investor change of address requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	13/05/2016	0.60	\$93.00 Access Finpower investor management database and process investor change of address requests as approved by David Whyte.
Jinyang Li	Accountant II	Creditors	13/05/2016	0.30	\$46.50 Access Finpower investor management database and process investor change of address requests as approved by David Whyte.
Andrew Lane	Undergraduate	Creditors	14/07/2016	0.40	\$66.00 Review and amendments to investors correspondence. Supporting documents scanned in. Correspondence sent off post approval.
Andrew Lane	Undergraduate	Creditors	14/07/2016	0.80	\$132.00 Review and amendments to investor correspondence. Scanned relevant documents in with approved correspondence and sent to investors' advisors.
Andrew Lane	Undergraduate	Creditors	14/07/2016	0.20	\$33.00 Sent off approved investor correspondence.

Andrew Lane	Undergraduate	Creditors	15/07/2016	0.20	\$33.00	Phone conversation to investor regarding correspondence sent. Email investor following phone call, confirming requirements for updated request to be processed.
Andrew Lane	Undergraduate	Creditors	15/07/2016	0.50	\$82.50	Updated investor details in Finpower. Updated to reflect deceased estate and change of address. Took snippets of changes on Finpower and attached to documentation. Scanned and saved document in Equititrust database.
Andrew Lane	Undergraduate	Creditors	15/07/2016	0.20	\$33.00	Updated investor details in Finpower. Removed deceased estate from joint account. Took snippets of changes in Finpower for approval.
Andrew Lane	Undergraduate	Creditors	19/07/2016	0.10	\$16.50	Reviewed and sent approved investor correspondence regarding confirmation of account details and transfer of units
Andrew Lane	Undergraduate	Creditors	19/07/2016	0.40	\$66.00	Review of correspondence from advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Lane	Undergraduate	Creditors	20/07/2016	0.70	\$115.50	Updated investors' details on Finpower database to reflect new bank accounts and updated addresses.
Andrew Lane	Undergraduate	Creditors	20/07/2016	0.50	\$82.50	Updated Finpower database to reflect deceased estate, created file note detailing new executor. Updated Finpower database for investor's change of address and updated bank details.
Andrew Lane	Undergraduate	Creditors	21/07/2016	0.30	\$49.50	Drafted correspondence to investor regarding their request via phone call for a transaction statement for their accounts.
Andrew Lane	Undergraduate	Creditors	21/07/2016	0.10	\$16.50	Call to an advisor regarding an email sent to this office (21/07/16) enquiring about a recent transfer of her client's units. Requested clarification about the bank details registered for the investor
Andrew Lane	Undergraduate	Creditors	21/07/2016	0.20	\$33.00	Checked bank details given from an investor's advisor against what was on record for that investor in the Finpower database. Phoned back to confirm correct details

Andrew Lane	Undergraduate	Creditors	21/07/2016	0.30	\$49.50	Call to investor regarding a request for a transaction statement for their account.
Andrew Lane	Undergraduate	Creditors	22/07/2016	1.00	\$165.00	Created new client on Finpower database for Executor and trustee of a deceased estate. Trustee of deceased estate didn't include new bank account details in change of details form. Phoned Trustee about issues. Drafted letter requesting details.
Andrew Lane	Undergraduate	Creditors	22/07/2016	0.20	\$33.00	Review of correspondence from advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Lane	Undergraduate	Creditors	22/07/2016	0.30	\$49.50	Drafted investor correspondence, regarding requested transaction statement and account balances.
Andrew Lane	Undergraduate	Creditors	22/07/2016	0.20	\$33.00	Review and amendments to investor correspondence in relation to a transaction statement request. Give to John Somerville for approval.
Andrew Lane	Undergraduate	Creditors	26/07/2016	0.30	\$49.50	Review correspondence from advisor. Preparation of a transfer of units checklist.
Andrew Lane	Undergraduate	Creditors	26/07/2016	0.40	\$66.00	Review of correspondence from investors in relation to a change of details and deceased estate request. Approved internal control forms scanned in and saved to Finpower database.
Andrew Lane	Undergraduate	Creditors	26/07/2016	0.30	\$49.50	Call from an investor in relation to a transfer of units from a deceased estate to beneficiaries of the estate.
Andrew Lane	Undergraduate	Creditors	26/07/2016	0.50	\$82.50	Preparation of a letter to investor regarding request for change details and transfer of units and requirements in relation to same.
Andrew Lane	Undergraduate	Creditors	27/07/2016	0.20	\$33.00	Email to advisor regarding approved confirmation of change of details request by investor. Scanned in and saved to file and to Finpower database

Andrew Lane	Undergraduate	Creditors	27/07/2016	0.30	\$49.50 Prepare 2 letters to advisors in response to their requests for a change of details to their client's holdings Emailed investor correspondence confirming current balances of their units as approved by David Whyte. Saved to file on Finpower database.
Andrew Lane	Undergraduate	Creditors	28/07/2016	0.40	\$66.00 Access Finpower investor management database to search for documents containing investor's signature for ID verification. Unable to verify signature. Drafted correspondence requesting Photo ID and completed change of details form.
Andrew Lane	Undergraduate	Creditors	28/07/2016	0.10	\$16.50 Scanned in and emailed investor correspondence as approved by David Whyte.
Andrew Lane	Undergraduate	Creditors	29/07/2016	0.20	\$33.00 Access to Finpower database to verify signature of investor to process change of power of authority request.
Andrew Lane	Undergraduate	Creditors	29/07/2016	0.20	\$33.00 Review of correspondence from advisors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Lane	Undergraduate	Creditors	29/07/2016	0.10	\$16.50 Call to advisor regarding additional documentation to process a transfer of units for a deceased estate.
Andrew Lane	Undergraduate	Creditors	29/07/2016	0.20	\$33.00 Review of correspondence from advisors in relation to a change of authority request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Lane	Undergraduate	Creditors	2/08/2016	0.70	\$115.50 Draft letter to advisor regarding confirmation of change. Review and amendments to correspondence to advisors regarding confirmation of unit balances. Access to Finpower database to collect transaction statement showing running balance and closing balance
Andrew Lane	Undergraduate	Creditors	3/08/2016	0.10	\$16.50 Returned call to investors regarding a request for change of details. Instructed investor to send request to BDO mailing address.
Andrew Lane	Undergraduate	Creditors	3/08/2016	0.10	\$16.50 Sent approved correspondence to advisor regarding confirmation of units transfer. Accessed Finpower database and saved to file
Andrew Lane	Undergraduate	Creditors	3/08/2016	0.20	\$33.00 Review and amendments to investor correspondence regarding a change of authority. Access to Finpower database to process a change of authority request as approved by David Whyte.

Andrew Lane	Undergraduate	Creditors	3/08/2016	0.30	\$49.50 Review of correspondence from investors. Access to Finpower database to identify signature. No signature on file. Draft correspondence to investors seeking certified ID
Andrew Lane	Undergraduate	Creditors	3/08/2016	0.50	\$82.50 Access to Finpower database to process a transfer of units from two deposits of a deceased estate to one new deposit created with an existing investor as approved by David Whyte.
Andrew Lane	Undergraduate	Creditors	4/08/2016	0.30	\$49.50 Review of advisor correspondence. Access to Finpower database to retrieve statement. Drafted email with attaching statement to advisor.
Andrew Lane	Undergraduate	Creditors	9/08/2016	0.10	\$16.50 Scanned and sent letter regarding confirmation of change of authority. Saved to file and Finpower database.
Andrew Lane	Undergraduate	Creditors	9/08/2016	0.30	\$49.50 Call to Advisor regarding current unit value and request for a transaction statement for clients. Access to Finpower database to obtain transaction statement. Draft letter to advisor regarding request.
Andrew Lane	Undergraduate	Creditors	9/08/2016	0.20	\$33.00 Access to Finpower database to review investor details. Prepared internal control form for request to change details.
Andrew Lane	Undergraduate	Creditors	11/08/2016	0.10	\$16.50 Review and amendments to letter to investors regarding change of details.
Andrew Lane	Undergraduate	Creditors	11/08/2016	0.10	\$16.50 Access to Finpower to review investor's account and retrieve Investor ID. Prepare internal control documents to process change of address.
Andrew Lane	Undergraduate	Creditors	11/08/2016	0.30	\$49.50 Review of correspondence from investors regarding updating details. Access to Finpower to verify signatures on correspondence. Prepared internal control forms to process request.
Andrew Lane	Undergraduate	Creditors	12/08/2016	0.10	\$16.50 Review and amendments to letter to investor regarding a change of details.
Andrew Lane	Undergraduate	Creditors	12/08/2016	0.60	\$99.00 Preparation of receipts and payments schedule to accompany update report to investors.
Andrew Lane	Undergraduate	Creditors	12/08/2016	0.50	\$82.50 Preparation of receipts and payments schedule to accompany update report to investors.

Andrew Lane	Undergraduate	Creditors	16/08/2016	0.10	\$16.50 Access to Finpower to verify investor signature to process change of address request.
Andrew Lane	Undergraduate	Creditors	16/08/2016	0.10	\$16.50 Access to Finpower to process a change of address request. Updated details, screen printed changes for approval.
Andrew Lane	Undergraduate	Creditors	16/08/2016	0.40	\$66.00 Access to Finpower Database to process update requests from three investors to update address and contact details. Screen printed updates for approval
Andrew Lane	Undergraduate	Creditors	16/08/2016	0.60	\$99.00 Access to Finpower Database to process update request from one investors to update address and contact details. Draft letters to investors confirming update.
Andrew Lane	Undergraduate	Creditors	17/08/2016	0.50	\$82.50 Call from investor's daughter informing that her father recently passed away. Also requested a transaction statement for her fathers account. Draft letter for change of details (deceased estate).
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.20	\$33.00 Scanned in 2 approved letters to investors regarding change of details requests. Saved to file. Emailed to investors
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.50	\$82.50 Call from investor's son (executor of the estate) regarding current unit balance request for the investors holdings and transaction statement. Prepare letter to investor addressing request.
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.20	\$33.00 Call to advisor regarding request for transaction statement for investor.
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.50	\$82.50 Draft letter to advisor regarding request for current unit balance and valuation and transaction statements for tax purposes.
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.50	\$82.50 Call from advisor regarding request for current unit valuation for investor and transaction statement for tax purposes. Drafted letter to advisor addressing request.
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.10	\$16.50 Review and amendments to letter to investor regarding change of details request to change address and contact details.
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.30	\$49.50 Access to Finpower to obtain transaction statements for 5 deposits.

Andrew Lane	Undergraduate	Creditors	18/08/2016	0.20	\$33.00 Call from investor regarding the status of the winding up of the Fund.
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.30	\$49.50 Scanned in approved internal control documents for 2 investor requests to change details. Access to Finpower to save to investor files. Access to Finpower to update investor email address.
Andrew Lane	Undergraduate	Creditors	18/08/2016	0.20	\$33.00 Access Finpower to export list of I11 investors (annual distribution recipients) to assist with determining methodology for equalisation payment.
Andrew Lane	Undergraduate	Creditors	19/08/2016	0.20	\$33.00 Access to Finpower to export deposit statements for 2 investors.
Andrew Lane	Undergraduate	Creditors	19/08/2016	0.10	\$16.50 Access to Finpower to export deposit statements for investors.
Andrew Lane	Undergraduate	Creditors	19/08/2016	0.40	\$66.00 Review and amendments to 3 letters to advisors regarding current unit balance and valuation requests. Access to Finpower to export deposit statement.
Andrew Lane	Undergraduate	Creditors	19/08/2016	0.10	\$16.50 Scanned in approved internal control docs for investor request to change details. Access to Finpower to save to file.
Andrew Lane	Undergraduate	Creditors	19/08/2016	0.20	\$33.00 Review and amendments to receipts and payments schedule. Access to MYOB to check bank rec for presented and unrepresented cheques.
Andrew Lane	Undergraduate	Creditors	23/08/2016	0.30	\$49.50 Review of letters to investors. Scanned in approved correspondence. Saved to file. Emailed.
Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00 Review and amendments to letter to advisor regarding request for current unit balance and value of holdings.
Andrew Lane	Undergraduate	Creditors	23/08/2016	0.50	\$82.50 Generate WIP listing to create remuneration report for the period 1 May 2016 to 31 July 2016 in excel to accompany update report to investors.
Andrew Lane	Undergraduate	Creditors	23/08/2016	0.20	\$33.00 Call from advisor regarding current unit balance and estimated value.
Andrew Lane	Undergraduate	Creditors	24/08/2016	0.20	\$33.00 Call from investor regarding further update on the progress of the winding up and time frame for the next distribution to investors

Andrew Lane	Undergraduate	Creditors	24/08/2016	0.40	\$66.00 Review and amendments to 3 letters to advisors regarding current unit balance and valuation.
Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00 Scanned in approved letter to advisor regarding current unit balance and value. Access to Finpower to save internal docs to file.
Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00 Call from investor requesting to change address and seeking update on the status of the winding up and further distributions.
Andrew Lane	Undergraduate	Creditors	25/08/2016	0.20	\$33.00 Review of advisor's correspondence regarding request to transfer units from deceased estate. Access to Finpower to verify number of units for internal processing purposes. Prepare internal control form to process request.
Andrew Lane	Undergraduate	Creditors	25/08/2016	0.30	\$49.50 Review approved advisor request to update address and authority. Access to Finpower to update details. Scanned and saved to file approved letter regarding current unit balance and valuation estimate. Emailed letter.
Andrew Lane	Undergraduate	Creditors	26/08/2016	0.10	\$16.50 Review of approved and processed investor request. Scanned in and access to Finpower to save to file.
Andrew Lane	Undergraduate	Creditors	26/08/2016	0.20	\$33.00 Review and amendments to 2 letters to advisors regarding requests for current unit balances and estimated valuations.
Andrew Lane	Undergraduate	Creditors	26/08/2016	0.30	\$49.50 Scanned in approved letter to advisor regarding request for current unit balances and valuation. Saved to file and emailed. Access to Finpower to process change of details request. Screen printed updates for approval.
Andrew Lane	Undergraduate	Creditors	26/08/2016	0.30	\$49.50 Scanned in 2 approved letters to advisors regarding requests for current unit balance and estimated value. Saved letter to file. Emailed letters.
Andrew Lane	Undergraduate	Creditors	30/08/2016	0.20	\$33.00 Review and amendments to letter to advisor confirming complete change of details request.
Andrew Lane	Undergraduate	Creditors	30/08/2016	0.20	\$33.00 Review of correspondence from investor regarding change of bank details request. Access to Equititrust system to verify signature. Signature verified, prepare internal control docs.

Andrew Lane	Undergraduate	Creditors	30/08/2016	0.20	\$33.00 Call from investor regarding an update on the progression of the winding up
Andrew Lane	Undergraduate	Creditors	1/09/2016	0.10	\$16.50 Review of undelivered correspondence to advisor. Verified email address is correct and re sent email with correspondence.
Andrew Lane	Undergraduate	Creditors	1/09/2016	0.20	\$33.00 Call from creditor regarding the latest update to investors on the Equititrust website.
Andrew Lane	Undergraduate	Creditors	1/09/2016	2.10	\$346.50 Review of spreadsheet of investors whose distribution payments bounced back. Called 24 investor telephone numbers and made note of the outcomes to enable distribution payments to be reissued.
Andrew Lane	Undergraduate	Creditors	1/09/2016	0.20	\$33.00 Call from investor regarding issues with change of details form sent out following a change of details request.
Andrew Lane	Undergraduate	Creditors	1/09/2016	0.20	\$33.00 Review of email to advisor that has bounced back twice. Access to Finpower to identify advisor contact details. Called advisor to verify email. Correct email received. Re sent correspondence.
Andrew Lane	Undergraduate	Creditors	1/09/2016	1.90	\$313.50 Review of file note and excel spreadsheet for proposed equalisation payment. Access to Finpower to filter investors to identify all deposits with transfers.
Andrew Lane	Undergraduate	Creditors	6/09/2016	0.30	\$49.50 Review and adjustments to letter to advisor regarding a request for current unit balance and valuation. Included options for change of details and transfer.
Andrew Lane	Undergraduate	Creditors	6/09/2016	0.20	\$33.00 Review and adjustments to letter to investor regarding confirmation their change of details request has been processed.
Andrew Lane	Undergraduate	Creditors	6/09/2016	0.10	\$16.50 Review and amendments to letter to investor regarding change of details request.
Andrew Lane	Undergraduate	Creditors	7/09/2016	0.20	\$33.00 Review of approved investor request to update bank details. Access to Finpower to update details. Screen shot updates for source docs.

Andrew Lane	Undergraduate	Creditors	7/09/2016	2.20	\$363.00	Analysed equalisation payment spreadsheet. Sampling of 10 investors with issues re calculation of equalisation payment. Access to Finpower to export deposit statements. Analysed deposit statements, identified transactions not detected in spreadsheet. Provided update to John Somerville in relation to findings
Andrew Lane	Undergraduate	Creditors	7/09/2016	0.50	\$82.50	(Cont) Analysed equalisation payment spreadsheet. Sampling of 10 investors with issues re calculation of equalisation payment. Access to Finpower to export deposit statements. Analysed deposit statements, identified transactions not detected in spreadsheet. Provided update to John Somerville in relation to findings
Andrew Lane	Undergraduate	Creditors	7/09/2016	1.00	\$165.00	Drafted file note on equalisation payments with sample of 10 investors issues identified. Provided explanation for each equalisation issue.
Andrew Lane	Undergraduate	Creditors	8/09/2016	0.10	\$16.50	Scanned in processed investor request to update bank details. Access to Finpower to save to file.
Andrew Lane	Undergraduate	Creditors	9/09/2016	0.20	\$33.00	Review of approved and processed change of details request (deceased estate). Scanned docs in, access to Finpower to save docs to file.
Andrew Lane	Undergraduate	Creditors	9/09/2016	0.50	\$82.50	Review of investor correspondence regarding the latest update to investors and when the next dividend is due. Draft new template and letter for investor questions on the timing of the final distribution.
Andrew Lane	Undergraduate	Creditors	9/09/2016	0.20	\$33.00	Call from investor regarding not wanting to receive correspondence anymore & wasn't concerned about future distributions.
Andrew Lane	Undergraduate	Creditors	9/09/2016	0.20	\$33.00	Call from investor regarding the timeframe of future distributions and winding up of the fund.
Andrew Lane	Undergraduate	Creditors	9/09/2016	1.00	\$165.00	Review of 2 spreadsheet of distributions paid to investors. Identified two entries that make up the total variation. Review spreadsheet to identify unpaid distributions for an investor whose update bank a/c
Andrew Lane	Undergraduate	Creditors	13/09/2016	0.30	\$49.50	Review of advisor correspondence regarding a request for investors current unit balance and value. Access to Finpower to identify investor and export deposit statement. Draft letter re unit balance request.

Andrew Lane	Undergraduate	Creditors	13/09/2016	0.80	\$132.00 Draft email to our IT consultant regarding a review of the exceptions on the proposed equalisation payment spreadsheet.
Andrew Lane	Undergraduate	Creditors	13/09/2016	0.30	\$49.50 Scanned and saved to file 3 approved letters to investors re two change of details requests and one transfer request. Emailed letters.
Andrew Lane	Undergraduate	Creditors	13/09/2016	0.10	\$16.50 Email to John Somerville regarding summary of findings from the two outstanding distributions spreadsheets.
Andrew Lane	Undergraduate	Creditors	13/09/2016	0.30	\$49.50 Review of approved Executor request to change details (deceased Estate). Access to Finpower to process updates. Screen printed changes for source docs.
Andrew Lane	Undergraduate	Creditors	13/09/2016	0.20	\$33.00 Review of approved investor request to update address. Access to Finpower to process updates. Screen printed changes for source docs.
Andrew Lane	Undergraduate	Creditors	13/09/2016	0.20	\$33.00 Scanned in 2 processed investor requests to change details. Access to Finpower to save to system.
Andrew Lane	Undergraduate	Creditors	14/09/2016	0.20	\$33.00 Review of investor correspondence regarding deceased estate. Draft letter requesting further documentation to process request.
Andrew Lane	Undergraduate	Creditors	14/09/2016	0.40	\$66.00 Call to advisor regarding request for a transaction statement and current unit valuation for a Deceased Estate. Access to Finpower to identify estate.
Andrew Lane	Undergraduate	Creditors	14/09/2016	0.10	\$16.50 Entered the details for two phone calls from an advisor regarding change of details and transaction statement request into the Phone call register.
Andrew Lane	Undergraduate	Creditors	14/09/2016	0.50	\$82.50 Located previous letter to advisor requesting additional documentation to process a change of details (deceased estate). Emailed letter to advisor. Drafted letter for additional request for transaction statement and unit valuation.
Andrew Lane	Undergraduate	Creditors	15/09/2016	0.30	\$49.50 Call to investor regarding issues with postal address and not receiving correspondence. Access to Finpower to identify investor. Check investor files, change of details has been processed and correct address is in the system. Update call register.

Andrew Lane	Undergraduate	Creditors	15/09/2016	0.40	\$66.00 Call from investor regarding request for a deposit statement and current valuation of units. Access to Finpower to identify investor and export deposit statement. Draft letter regarding request for statement. Update call register
Andrew Lane	Undergraduate	Creditors	15/09/2016	0.30	\$49.50 Review of correspondence from advisor requesting deposit statement and current unit balance and valuation. Access Finpower to export statement. Draft letter addressing request.
Andrew Lane	Undergraduate	Creditors	15/09/2016	0.20	\$33.00 Call from investor regarding recent correspondence received. Requested an update on the winding up of the fund and approx timeframe for final distribution.
Andrew Lane	Undergraduate	Creditors	16/09/2016	0.20	\$33.00 Review of investor correspondence regarding request to update email address. Access to Finpower to update email address. Screen printed updated and saved with correspondence as source docs.
Andrew Lane	Undergraduate	Creditors	16/09/2016	0.40	\$66.00 Review of correspondence from advisor regarding request for transaction statement for investor. Access to Finpower to identify investor and export 2 transaction statements. Draft letter regarding request.
Andrew Lane	Undergraduate	Creditors	16/09/2016	0.30	\$49.50 Review of investor change of details request.
Andrew Lane	Undergraduate	Creditors	16/09/2016	1.20	\$198.00 Review of the account reconciliation report for investors with distributions that have bounced back. Access to MYOB to identify method of payment of distribution for each investor. Email 8 investors regarding returned dividend cheques with change of details form so distribution payments can be re-issued.
Andrew Lane	Undergraduate	Creditors	16/09/2016	0.30	\$49.50 Review of correspondence from Executor regarding change of details (deceased estate). Review of previous correspondence from advisor. Printed new correspondence and attached previous correspondence and prepared internal processing docs.
Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00 Review of correspondence from investors regarding change of details request. Access to Finpower to verify signatures of investors. unable to verify signature. Draft letter requesting photo ID to process request.
Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00 Review of correspondence from investors regarding additional documentation to process change of details request. Original correspondence and documentation located and attached. Prepare internal control docs to process request.

Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00 Review of correspondence from investor regarding change of details request. Access to Finpower to verify signature of investor. Signature verified, print screened and attached as source docs. Prepare internal control forms to process request.
Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00 Call from executor of estate regarding a prior issue with unsettled cheque. Access to Finpower to identify investment. Address not current anymore. Requested executor to put her request to change address in writing & email to me
Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00 Call from investor regarding next distribution and estimated timeframe. Access to Finpower to identify investor.
Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00 Review of investor correspondence regarding a change of details request for investor's husband (deceased estate). Access to Finpower to identify investors. Draft letter advising of additional documentation needed to process request.
Andrew Lane	Undergraduate	Creditors	20/09/2016	0.20	\$33.00 Review of correspondence from investors regarding change of details request. Access to Finpower to verify signatures of investors. Signatures verified, print screened and attached as source docs. Prepare internal control forms to process request.
Andrew Lane	Undergraduate	Creditors	22/09/2016	0.10	\$16.50 Review of processed investor request to update details. Scanned and saved to file. Access to Finpower to save to file.
Andrew Lane	Undergraduate	Creditors	27/09/2016	0.30	\$49.50 Review of approved investor request to change details. Access to Finpower to process request. Updated address
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.40	\$66.00 Review and amendments to 4 letters to investors regarding request for current unit balance and valuation, a transfer of units request and letter to investors with returned mail for change of details. Access to Finpower to export deposit statement
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.50	\$82.50 Review of adviser correspondence regarding a request for deposit transaction statements to complete 2016 financials. Access to Finpower to export 2 deposit statements. Draft letter addressing request.
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.10	\$16.50 Review of voicemail from investor regarding request to transfer units as joint holder has passed away. Called investor back

Andrew Lane	Undergraduate	Creditors	29/09/2016	0.10	\$16.50	Call from adviser requesting progress on request to change details and request for transaction statement. Update call register.
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.50	\$82.50	Returned call to investor requesting an estimate of final distribution. Access to Finpower to export statements. Draft letter, update call register.
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.40	\$66.00	Review of adviser request to change details (deceased estate). Access to Finpower to update details. Screen print issue and email to John Somerville.
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.10	\$16.50	Call from investor regarding request to transfer units into individual holding (deceased estate). Access to Finpower to identify investor. Update call register.
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.30	\$49.50	Review and amendments to letter to adviser regarding request for current unit balance and valuation. Searched and attached email from adviser as source doc.
Andrew Lane	Undergraduate	Creditors	29/09/2016	0.20	\$33.00	Review and amendments to letter to investor regarding change of details request. Review of letter to investor regarding transfer of units request (deceased estate). Access to Finpower to review of joint holding for the purpose of transfer procedure.
Andrew Lane	Undergraduate	Creditors	30/09/2016	0.30	\$49.50	Review and amendments to 2 letters to advisers regarding requests for current unit valuation and deposit statements.
Andrew Lane	Undergraduate	Creditors	30/09/2016	0.20	\$33.00	Review and amendments to letter to adviser regarding request for deposit statement and current unit valuation.
Andrew Lane	Undergraduate	Creditors	4/10/2016	0.80	\$132.00	Review of correspondence from 4 investors regarding change of address requests. Access to finpower to identify investors and verify signatures. Prepare internal control docs to process requests. Draft letter requesting ID to process request.
Andrew Lane	Undergraduate	Creditors	4/10/2016	0.70	\$115.50	Review and amendments to 4 letters to investors regarding requests for current unit balance and valuation.

Andrew Lane	Undergraduate	Creditors	4/10/2016	0.10	\$16.50 Scanned in approved correspondence to adviser regarding current unit valuation request. Saved to file, access to finpower to save to file. Emailed.
Andrew Lane	Undergraduate	Creditors	4/10/2016	0.30	\$49.50 Review of correspondence from executor regarding change of details request. Access to finpower to view documents saved in investor file. Will and death cert missing. Draft letter requesting additional documentation.
Andrew Lane	Undergraduate	Creditors	4/10/2016	0.20	\$33.00 Review of email from advisers regarding transfer request. Access to finpower to verify signatures. Prepare internal control forms.
Andrew Lane	Undergraduate	Creditors	4/10/2016	0.70	\$115.50 Scanned and saved to file 4 approved letters to advisers regarding a current unit valuation request and 3 transfer requests (deceased estate). Access to finpower and saved to system. Emailed letters.
Andrew Lane	Undergraduate	Creditors	5/10/2016	0.20	\$33.00 Review and amendments to letter to investors regarding returned mail and a request for address update. Access to finpower to screen print account for source docs.
Andrew Lane	Undergraduate	Creditors	5/10/2016	0.20	\$33.00 Draft letter to adviser requesting additional documentation to process SMSF transfer request.
Andrew Lane	Undergraduate	Creditors	5/10/2016	0.10	\$16.50 Review and amendments to letter to investor regarding change of details request. Print and attach correspondence form inbox as source doc.
Andrew Lane	Undergraduate	Creditors	11/10/2016	0.10	\$16.50 Review and amendments to letter to advisor regarding change of details request.
Andrew Lane	Undergraduate	Creditors	11/10/2016	0.10	\$16.50 Review of correspondence from adviser regarding confirmation of investor's details. Draft email to adviser with confirmation.
Andrew Lane	Undergraduate	Creditors	11/10/2016	0.60	\$99.00 Review of voicemail from investor regarding request to change details. Call investor regarding deceased estate. Draft letter for change of details request (deceased estate). Update call register

Andrew Lane	Undergraduate	Creditors	13/10/2016	0.30	\$49.50 Review and amendments to 5 letters to investors and advisers regarding requests for current unit balance and valuation.
Andrew Lane	Undergraduate	Creditors	13/10/2016	0.20	\$33.00 Review and amendments to 2 letters to investors regarding a transfer of units request and current unit valuation request.
Andrew Lane	Undergraduate	Creditors	13/10/2016	0.10	\$16.50 Call from investor regarding recent correspondence received from Hall Chadwick regarding a request for proof of debt claim against the responsible entity. Update call register.
Andrew Lane	Undergraduate	Creditors	14/10/2016	0.40	\$66.00 Call to investor regarding change of details request and current unit valuation requests. Draft letter RE change of details request and current unit valuation request. Update call log.
Andrew Lane	Undergraduate	Creditors	14/10/2016	0.40	\$66.00 Call from investor regarding change of details request. Draft letter RE change of details request. Update Call log.
Andrew Lane	Undergraduate	Creditors	14/10/2016	0.20	\$33.00 Review and amendments to 3 letters to advisers regarding change of details requests and further documentation required to process changes.
Andrew Lane	Undergraduate	Creditors	21/10/2016	0.10	\$16.50 Call to investor requesting confirmation of their investor ID and deposit number. Update call register.
Andrew Lane	Undergraduate	Creditors	21/10/2016	0.10	\$16.50 Returned call to investor regarding not having yet received paper work for change of details request. Confirmed letter had been sent. Update Call log.
Ryan Whyte	Undergraduate	Creditors	16/05/2016	1.00	\$160.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	27/05/2016	1.30	\$208.00 Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.

Ryan Whyte	Undergraduate	Creditors	30/05/2016	0.30	\$48.00	Review of correspondence from investors/advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	3/06/2016	2.60	\$416.00	Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	3/06/2016	0.80	\$128.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	6/06/2016	0.60	\$96.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto Finpower investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	6/06/2016	1.20	\$192.00	Review of correspondence from investors in relation to a change of details/transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	6/06/2016	1.80	\$288.00	Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	6/06/2016	1.20	\$192.00	Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	10/06/2016	0.30	\$48.00	Review of correspondence from investors 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 Funds policy.
Ryan Whyte	Undergraduate	Creditors	10/06/2016	1.30	\$208.00	Review of correspondence from investors/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 Funds policy.
Ryan Whyte	Undergraduate	Creditors	10/06/2016	0.90	\$144.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.

Ryan Whyte	Undergraduate	Creditors	20/06/2016	0.70	\$112.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	20/06/2016	0.90	\$144.00 Review of correspondence from investors/advisors in relation to transfer of units/transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	20/06/2016	1.10	\$176.00 Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	20/06/2016	0.70	\$112.00 Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	20/06/2016	0.50	\$80.00 Prepare letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access Finpower database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	20/06/2016	1.10	\$176.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	21/06/2016	1.00	\$160.00 Review of correspondence from investors/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 Funds policy.
Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.70	\$112.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.30	\$48.00 Prepared letter to investor seeking to update the details for their investment with the fund. Access fin power database to review current details and advise to process update.
Ryan Whyte	Undergraduate	Creditors	21/06/2016	0.50	\$80.00 Prepared letter to investor seeking to update the details for their investment with the fund. Access fin power database to review current details and advise to process update.

Ryan Whyte	Undergraduate	Creditors	27/06/2016	0.50	\$80.00	Searched for investors that had returned mail on white pages for their phone numbers and addresses, called investors to seek a change of details for the Finpower database.
Ryan Whyte	Undergraduate	Creditors	1/07/2016	0.30	\$49.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	1/07/2016	1.00	\$165.00	Review of correspondence from investors/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.
Ryan Whyte	Undergraduate	Creditors	1/07/2016	0.40	\$66.00	Review of correspondence from investors/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.
Ryan Whyte	Undergraduate	Creditors	1/07/2016	0.30	\$49.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	1/07/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	1/07/2016	0.80	\$132.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	1/07/2016	0.30	\$49.50	Review of correspondence from investors/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.
Ryan Whyte	Undergraduate	Creditors	4/07/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	8/07/2016	0.90	\$148.50	Review of correspondence from investors/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.

Ryan Whyte	Undergraduate	Creditors	8/07/2016	0.70	\$115.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access FinPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	8/07/2016	0.70	\$115.50	Review of correspondence from investors/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.
Ryan Whyte	Undergraduate	Creditors	8/07/2016	0.60	\$99.00	Review of correspondence from investors/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.
Ryan Whyte	Undergraduate	Creditors	8/07/2016	0.60	\$99.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	8/07/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.60	\$99.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	13/07/2016	0.70	\$115.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	15/07/2016	0.50	\$82.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update

Ryan Whyte	Undergraduate	Creditors	15/07/2016	0.70	\$115.50 Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	15/07/2016	0.70	\$115.50 Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.40	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.20	\$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.70	\$115.50 Review of correspondence from investors/advisors in relation to a change of details Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.70	\$115.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	20/07/2016	0.90	\$148.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.30	\$49.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.90	\$148.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.20	\$33.00 Returned call to an investor wanting an update on the winding up

Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.80	\$132.00	Review of correspondence from investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.70	\$115.50	Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.60	\$99.00	Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	22/07/2016	0.40	\$66.00	Recording investor details for returned mail in returned mail register document and prepare file note for each investor.
Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.80	\$132.00	Review of correspondence from investors/advisors in relation to a transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.60	\$99.00	Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	27/07/2016	0.20	\$33.00	Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	29/07/2016	0.80	\$132.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	29/07/2016	0.80	\$132.00	Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	3/08/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update

Ryan Whyte	Undergraduate	Creditors	3/08/2016	0.60	\$99.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	5/08/2016	0.80	\$132.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	5/08/2016	0.70	\$115.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	5/08/2016	0.30	\$49.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	12/08/2016	0.40	\$66.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto finPOWER investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	12/08/2016	0.80	\$132.00 Review of correspondence from investors/advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	12/08/2016	0.60	\$99.00 Review of correspondence from investors/advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	12/08/2016	0.70	\$115.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto finPOWER investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	12/08/2016	0.50	\$82.50 Review of correspondence from investors/advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	17/08/2016	0.60	\$99.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update

Ryan Whyte	Undergraduate	Creditors	17/08/2016	0.80	\$132.00	Review of correspondence from investors/advisors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	17/08/2016	0.60	\$99.00	Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	17/08/2016	0.10	\$16.50	Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	19/08/2016	0.80	\$132.00	Review of correspondence from investors/advisors in relation to a change of details/transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	19/08/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	24/08/2016	0.40	\$66.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto fin power investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	24/08/2016	0.90	\$148.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	24/08/2016	0.50	\$82.50	Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	26/08/2016	0.40	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	26/08/2016	0.60	\$99.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto fin power investor management database, search for investor and print investor balance.

Ryan Whyte	Undergraduate	Creditors	26/08/2016	0.80	\$132.00 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto fin power investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	26/08/2016	0.40	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access fin power database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	31/08/2016	0.50	\$82.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto finPOWER investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	31/08/2016	0.90	\$148.50 Review finPOWER and find contact details to advise the investors of a bounce back in the distribution payment and request for a change of details.
Ryan Whyte	Undergraduate	Creditors	31/08/2016	0.50	\$82.50 Review of correspondence from advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds Policy.
Ryan Whyte	Undergraduate	Creditors	31/08/2016	0.50	\$82.50 Review finPOWER and find contact details to advise the investors of a bounce back in the distribution payment and request for a change of details.
Ryan Whyte	Undergraduate	Creditors	31/08/2016	1.00	\$165.00 Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	31/08/2016	0.40	\$66.00 Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.90	\$148.50 Review finPOWER and find contact details to advise the investors of a bounce back in the distribution payment and request for a change of details.
Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.10	\$16.50 Print all responses from investors in relation to the 27th Report to investors to action.
Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.30	\$49.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update

Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.20	\$33.00 Review finPOWER and find contact details to advise the investors of a bounce back in the distribution payment and request for a change of details.
Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.20	\$33.00 Call from an investor seeking to update their details.
Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	2/09/2016	0.40	\$66.00 Review Mailing List created by Jack Yang and filter information to be sent off to the investors email and postal addresses. Send 27th report to email addresses and arrange with Nicole Jackson for the report to be sent to postal addresses.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.40	\$66.00 Review of correspondence from investors in relation to a change of details/transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.60	\$99.00 Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.20	\$33.00 Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.40	\$66.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.20	\$33.00	Review of correspondence from investors in relation to a transfer of unit request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.50	\$82.50	Review of correspondence from investors in relation to a change of details/transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.10	\$16.50	Call from an investor requesting tax statements and an estimate for the value of their client's units held in the fund.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.40	\$66.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access finPOWER database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	7/09/2016	0.10	\$16.50	Review of unread emails sent to my mailbox. Print email for letter response to be updated in the finPOWER database. Review and update investor correspondence register accordingly.
Ryan Whyte	Undergraduate	Creditors	9/09/2016	0.60	\$99.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	9/09/2016	0.50	\$82.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	9/09/2016	0.50	\$82.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	9/09/2016	0.30	\$49.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	9/09/2016	0.30	\$49.50	Looking through files for correspondence with an investor to response to an outstanding request.

Ryan Whyte	Undergraduate	Creditors	9/09/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	9/09/2016	0.30	\$49.50 Prepare a letter to an investor in relation to a complaint about distributions and BDO fees.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.30	\$49.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.50	\$82.50 Review finPOWER and find contact details to advise the investors of a bounce back in the distribution payment and request for a change of details.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.30	\$49.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.40	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.40	\$66.00 Review of correspondence from investors in relation to a change of details. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.60	\$99.00 Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.20	\$33.00 Phone call from investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.40	\$66.00 Reviewing returned mail and following the process to find the new investors details.

Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.10	\$16.50	Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.50	\$82.50	Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.40	\$66.00	Reviewing returned mail and following the process to find the new investors details.
Ryan Whyte	Undergraduate	Creditors	14/09/2016	0.20	\$33.00	Phone call from investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	16/09/2016	0.50	\$82.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	16/09/2016	0.70	\$115.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access finPOWER database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	16/09/2016	0.30	\$49.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	5/10/2016	0.50	\$82.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	5/10/2016	0.50	\$82.50	Review of correspondence from investors/advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	5/10/2016	0.60	\$99.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	5/10/2016	0.60	\$99.00	Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto finpower investor management database, search for investor and print investor balance.

Ryan Whyte	Undergraduate	Creditors	5/10/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update
Ryan Whyte	Undergraduate	Creditors	7/10/2016	1.20	\$198.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	7/10/2016	0.70	\$115.50 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	7/10/2016	0.90	\$148.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	7/10/2016	0.70	\$115.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto finpower investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	12/10/2016	0.60	\$99.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	12/10/2016	0.20	\$33.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access AX database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	12/10/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	12/10/2016	0.70	\$115.50 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	14/10/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/10/2016	0.10	\$16.50 Call from investor in relation to Hall Chadwick's report to creditors.

Ryan Whyte	Undergraduate	Creditors	14/10/2016	0.40	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/10/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/10/2016	0.80	\$132.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	14/10/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	19/10/2016	0.70	\$115.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	19/10/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	19/10/2016	0.60	\$99.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	19/10/2016	0.60	\$99.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Ryan Whyte	Undergraduate	Creditors	19/10/2016	0.20	\$33.00 Call from 2 investors in relation to completing the proof of debt form for the creditors meeting.
Ryan Whyte	Undergraduate	Creditors	21/10/2016	0.60	\$99.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.

Ryan Whyte	Undergraduate	Creditors	21/10/2016	0.70	\$115.50 Prepare a letter to an investor in relation to a request for a unit holding balance. Log onto finpower investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	21/10/2016	0.40	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	21/10/2016	0.30	\$49.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	21/10/2016	0.50	\$82.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	21/10/2016	0.40	\$66.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter or call investor to request new address details.
Ryan Whyte	Undergraduate	Creditors	31/10/2016	0.30	\$49.50 Prepared 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access AX database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	31/10/2016	0.40	\$66.00 Prepared 4 letters to investors seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	31/10/2016	0.70	\$115.50 Prepared 8 letters to investors seeking to update the details for their investment with the Fund. Access finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	31/10/2016	0.90	\$148.50 Review of correspondence from investors in relation to 7 change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.50	\$97.50 Prepare file note in relation to payment of third interim distribution to investor by international EFT. Access Finpower investor management database to find amount of payments for distribution for 2 deposit IDs.

Samantha Brown	Accountant I	Creditors	1/10/2015	0.30	\$58.50 Prepare two letters to investors in relation to transfer of third interim distribution via international EFT.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.30	\$58.50 Review file note for payment of third interim distribution for cheques to be re-issued. Update file note regarding payments re-issued and details of same.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.30	\$58.50 Receive assistance from Sarah Cunningham to process payment of third interim distribution to international investor via EFT.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.80	\$156.00 Confirm payment for third interim distribution successfully deposited into investor bank account. Prepare file note regarding same. Prepare letter to solicitor confirming details held with the Fund have been updated per request and distribution paid.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.30	\$58.50 Prepare letter to solicitor confirming transfer of units from deceased estate to sole survivor.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.50	\$97.50 Prepare letter to investor in relation to cheques for second and third interim distribution. Review spreadsheet with details of distribution payments to be made via cheque.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.10	\$19.50 Meeting with Julia Mayne regarding request received from investor to transfer units and request for unit holding balance following third interim distribution to investors.
Samantha Brown	Accountant I	Creditors	1/10/2015	0.40	\$78.00 Prepare letter to investor confirming details held with the Fund updated per investor's request. Confirm payment for third interim distribution successfully deposited into investor's account.
Samantha Brown	Accountant I	Creditors	2/10/2015	0.20	\$39.00 Update letter to investor in relation to payment of third interim distribution following John Somerville review.
Samantha Brown	Accountant I	Creditors	2/10/2015	0.20	\$39.00 Update letter to solicitor in relation to payment of third interim distribution to a deceased estate following John Somerville review.

Samantha Brown	Accountant I	Creditors	2/10/2015	0.30	\$58.50 Prepare letters to be sent to investors regarding payment of third interim distribution by cheque following unsuccessful payment of distribution by EFT.
Samantha Brown	Accountant I	Creditors	2/10/2015	0.30	\$58.50 Review list of 240 investors who are to receive payment of the third interim distribution by cheque following unsuccessful payment of distribution by EFT. Flag investors who do not require letters for various reasons.
Samantha Brown	Accountant I	Creditors	2/10/2015	1.00	\$195.00 Prepare letters for 60 investors in relation to payment of the third interim distribution by cheque following unsuccessful EFT - search for letter to investor amongst five documents and confirm postal address.
Samantha Brown	Accountant I	Creditors	2/10/2015	0.60	\$117.00 Prepare letters for 35 investors in relation to payment of the third interim distribution by cheque following unsuccessful EFT - search for letter to investor amongst five documents and confirm postal address.
Samantha Brown	Accountant I	Creditors	2/10/2015	0.90	\$175.50 Prepare letters for 50 investors in relation to payment of the third interim distribution by cheque following unsuccessful EFT - search for letter to investor amongst five documents and confirm postal address.
Samantha Brown	Accountant I	Creditors	2/10/2015	1.10	\$214.50 Prepare letters for 80 investors in relation to payment of the third interim distribution by cheque following unsuccessful EFT - search for letter to investor amongst five documents and confirm postal address .
Samantha Brown	Accountant I	Creditors	2/10/2015	0.20	\$39.00 Edit payment details for letters to 240 investors in relation to payment of the third interim distribution by cheque following unsuccessful payment by EFT.
Samantha Brown	Accountant I	Creditors	2/10/2015	0.30	\$58.50 Review correspondence received from investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to process investor's request per the Fund's policy.
Samantha Brown	Accountant I	Creditors	2/10/2015	0.20	\$39.00 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.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.40	\$78.00 Review correspondence received from investor in relation to request to change postal address held with the Fund. Access Finpower investor management database and confirm postal address already correct in system. Prepare letter confirming update complete.

Samantha Brown	Accountant I	Creditors	6/10/2015	1.30	\$253.50	Edit payment details on letters to 225 investors in relation to payment of the third interim distribution by cheque following unsuccessful payment by EFT. Update letters to reflect template sent to external IT for processing of payment.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.20	\$39.00	Update file note regarding third interim distribution to investors following further review of investors to be sent payment by cheque.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.40	\$78.00	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. Review of signatures for request in Finpower investor management database.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.40	\$78.00	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. Review of signatures for request in Finpower investor management database.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.10	\$19.50	Call to an investor in relation to third interim distribution to investors.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.30	\$58.50	Call to an investor in relation to payment of third interim distribution to investors. Prepare file note regarding call and letter to investor regarding value of unit holding.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.20	\$39.00	Review requests to update details held with the Fund received via email and print same requiring internal control forms to be prepared or letters sent to investors/advisors in relation to request.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.10	\$19.50	Call from an investor in relation to payment of third interim distribution by EFT.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.20	\$39.00	Meeting with Julia Mayne regarding investors requiring follow up in relation to requests for further documentation to be provided by investor before details held with the Fund can be updated and payment for third interim distribution sent.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.20	\$39.00	Call x 2 from an investor in relation to payment of third interim distribution into bank account.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.10	\$19.50	Scan letter to investor regarding solicitor's request to update details held with the fund for investor's deceased estate. Email same to solicitor.

Samantha Brown	Accountant I	Creditors	6/10/2015	0.20	\$39.00 Call from an investor in relation to payment of third interim distribution by EFT.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.40	\$78.00 Assist Julia Mayne to collate 225 cheques with 225 letters to investors regarding payment of third interim distribution by cheque. Cross-check amounts and details on cheques with letters.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.10	\$19.50 Call from an investor in relation to request to update bank details held with Fund.
Samantha Brown	Accountant I	Creditors	6/10/2015	0.10	\$19.50 Call to an investor in relation to third interim distribution to be paid by cheque
Samantha Brown	Accountant I	Creditors	6/10/2015	0.10	\$19.50 Review correspondence to investors in relation to payment of second and third interim distribution as approved by David Whyte. Scan and save to file. Send email to investor attaching same.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.10	\$19.50 Call from investor in relation to third interim distribution paid via EFT
Samantha Brown	Accountant I	Creditors	7/10/2015	0.30	\$58.50 Call from an investor in relation to request to update bank account details held with the Fund following third interim distribution to investors. Prepare correspondence to investor in relation to request. Send approved correspondence to investor via email
Samantha Brown	Accountant I	Creditors	7/10/2015	0.20	\$39.00 Review investor correspondence and MYOB to determine whether cheque for second interim distribution was presented. Prepare file note in relation to request from investor to re-issue cheque for distribution.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.10	\$19.50 Call from an investor in relation to payment of first, second and third interim distribution by EFT
Samantha Brown	Accountant I	Creditors	7/10/2015	0.10	\$19.50 Call from investor in relation to payment of third interim distribution to investors.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.30	\$58.50 Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.10	\$19.50 Call from investor in relation to payment of third interim distribution by EFT and request to update bank account details held with the Fund.

Samantha Brown	Accountant I	Creditors	7/10/2015	0.30	\$58.50 Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.20	\$39.00 Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.30	\$58.50 Review correspondence received from investors via post and email in relation requests to update details held with the Fund. Print and flag correspondence requiring internal control forms to be completed to process request or requiring a response by letter
Samantha Brown	Accountant I	Creditors	7/10/2015	0.10	\$19.50 Review email received from investor in relation to request to update details held with the Fund. Call to investor in relation to same.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.20	\$39.00 Two calls from investors in relation to third interim distribution paid via EFT and requests to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	7/10/2015	0.10	\$19.50 Call to investor in relation to request to update bank account details held with the Fund for payment of third interim distribution to investors
Samantha Brown	Accountant I	Creditors	7/10/2015	0.40	\$78.00 Review email from investor in relation to request to update bank details held with the Fund following payment of the third interim distribution. Review bank transactions and MYOB to determine if payment successful.
Samantha Brown	Accountant I	Creditors	8/10/2015	0.20	\$39.00 Review emails from investors and flag items requiring an internal control form to be prepared to verify sufficient documentation has been received to update details in accordance with the Fund's policy. Flag correspondence requiring a written reply.
Samantha Brown	Accountant I	Creditors	8/10/2015	0.20	\$39.00 Scan 3 letters to be sent to investor regarding the third interim distribution to investors as approved by David Whyte. Send same to investor by email and save to electronic file.
Samantha Brown	Accountant I	Creditors	8/10/2015	0.50	\$97.50 Review 9 emails received from investors in relation to requests to update details held with the Fund. Review email attachments. Print requests requiring internal control forms to be prepared to verify sufficient documentation received to process request

Samantha Brown	Accountant I	Creditors	8/10/2015	0.20	\$39.00	Call from an investor in relation to request to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	8/10/2015	0.10	\$19.50	Call from investor in relation to request to update bank account details held with the Fund and third interim distribution to investors.
Samantha Brown	Accountant I	Creditors	8/10/2015	0.20	\$39.00	Call from 2 investors in relation to requests regarding third interim distribution and updating bank details held with the Fund
Samantha Brown	Accountant I	Creditors	9/10/2015	0.40	\$78.00	Review of signatures for 5 change of details/transfer of units 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.40	\$78.00	Review of signatures for 4 change of details/transfer of units 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.10	\$19.50	Call from an investor in relation to payment of third interim distribution by cheque
Samantha Brown	Accountant I	Creditors	9/10/2015	0.40	\$78.00	Review correspondence received from investors in relation to 2 requests 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.40	\$78.00	Review correspondence received from investors in relation to 2 requests 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.60	\$117.00	Review correspondence received from investors in relation to 3 requests 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.30	\$58.50	Review correspondence received from investors in relation to 2 requests 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.10	\$19.50	Prepare file note in relation to investor's request to transfer units from deceased estate to beneficiary.

Samantha Brown	Accountant I	Creditors	9/10/2015	0.20	\$39.00	Review of signatures for 2 change of details/transfer of units 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.20	\$39.00	Call from investor in relation to transfer units from deceased estates to three beneficiaries and queries regarding payment for second and third interim distributions
Samantha Brown	Accountant I	Creditors	9/10/2015	0.10	\$19.50	Call from an investor in relation to request to transfer units from deceased estate.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.40	\$78.00	Review correspondence received from investors in relation to requests 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.40	\$78.00	Review correspondence received from investors in relation to requests 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.
Samantha Brown	Accountant I	Creditors	9/10/2015	0.10	\$19.50	Call from an investor in relation to third interim distribution to investors
Samantha Brown	Accountant I	Creditors	9/10/2015	0.10	\$19.50	Call from investor in relation to request to update details for deceased estate and third interim distribution to investors
Samantha Brown	Accountant I	Creditors	9/10/2015	0.10	\$19.50	Call from investor in relation to third interim distribution to investors and request to update bank account details held with the Fund
Samantha Brown	Accountant I	Creditors	9/10/2015	0.10	\$19.50	Call from an investor in relation to third interim distribution and request to update bank account details held with the Fund.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.10	\$19.50	Review correspondence to advisor in relation to request to transfer units from deceased estate to beneficiaries as approved by David Whyte. Scan and send same to advisor by email. Save to file.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.70	\$136.50	Review cheques for third interim distribution unable to be sent as 17 investors/advisors have not updated details. Attach cheques to previous correspondence from same investors/advisors to await response to request to update details.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.50	\$97.50	Review correspondence received from 2 advisors in relation to request to update details/transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation received in order to update details per the Fund's policy.

Samantha Brown	Accountant I	Creditors	12/10/2015	0.50	\$97.50 Access Finpower investor management database and update details held with the Fund as approved by David Whyte. Scan supporting documentation for same and save to file.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.30	\$58.50 Re-issue payment of third interim distribution via EFT for 5 cheques in MYOB following investor's request to update bank account details held with the Fund and print bank requisitions for same. Arrange payment of same in MYOB.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.30	\$58.50 Review correspondence received from investor in relation to request to have cheque for third interim distribution re-issued in correct name. Arrange for cheque to be cancelled and re-issue cheque in requested name in MYOB.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.30	\$58.50 Prepare letter to investor in relation to re-issuing of cheque for payment of third interim distribution.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.40	\$78.00 Re-issue payment of second and third interim distribution by cheque in MYOB and print cheque requisitions for same. Cancel original cheques sent to investor and confirm cheques not yet presented to bank.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.20	\$39.00 Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund per the Fund's policy.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.10	\$19.50 Review of signatures 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.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.10	\$19.50 Call from an investor in relation to payment of third interim distribution by cheque and EFT.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.10	\$19.50 Call from an investor in relation to request to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.40	\$78.00 Re-issue payment of second interim distribution via cheque in MYOB and print cheque requisition for same. Cancel original cheque sent to investor and confirm cheque not yet presented to bank.

Samantha Brown	Accountant I	Creditors	12/10/2015	0.30	\$58.50 Prepare letter to investor in relation to payment of second and third interim distributions.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.70	\$136.50 Access Finpower investor management database and process request to transfer units held with the Fund as approved by David Whyte. Scan supporting documentation for transfer and save to file.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.50	\$97.50 Prepare letter to investor to confirm transfer of units from deceased estate and detail unit holding balance for each deposit ID
Samantha Brown	Accountant I	Creditors	12/10/2015	0.40	\$78.00 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 update details held with the Fund.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.30	\$58.50 Review correspondence from advisor in relation to request to transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation received to transfer units per the Fund's policy.
Samantha Brown	Accountant I	Creditors	12/10/2015	0.20	\$39.00 Review of signatures for 2 change of details requests received from investors and compare to signatures held in Finpower investor management database. Print and attach to internal control forms for David Whyte review.
Samantha Brown	Accountant I	Creditors	13/10/2015	0.10	\$19.50 Call from investor in relation to request to update details held with the Fund. Prepare file note re same.
Samantha Brown	Accountant I	Creditors	13/10/2015	0.80	\$156.00 Access Finpower investor management database and process 4 investor requests to update details held with the Fund as approved by David Whyte. Scan supporting documentation for same and save to Finpower investor management database.
Samantha Brown	Accountant I	Creditors	13/10/2015	0.30	\$58.50 Access Finpower investor management database and process 2 investor requests to update details held with the Fund as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	13/10/2015	0.40	\$78.00 Access Finpower investor management database and process 2 investor requests to update details held with the Fund as approved by David Whyte. Scan supporting documentation for 3 investors requests and save same to Finpower investor management database

Samantha Brown	Accountant I	Creditors	13/10/2015	0.20	\$39.00 Call from investor in relation to request regarding value of unit holding, answer questions regarding same.
Samantha Brown	Accountant I	Creditors	13/10/2015	0.10	\$19.50 Call from investor in relation to third interim distribution to investors
Samantha Brown	Accountant I	Creditors	13/10/2015	0.40	\$78.00 Access Finpower investor management database and process request to transfer units held with the Fund as approved by David Whyte. Scan supporting documentation investor's requests and save same to Finpower investor management database
Samantha Brown	Accountant I	Creditors	13/10/2015	0.70	\$136.50 Access Finpower investor management database and process 3 investor requests to update details held with the Fund as approved by David Whyte. Scan supporting documentation for same and save to file.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.40	\$78.00 Prepare letter to investor in relation to request to transfer units held with the Fund. Detail reduction in unit balance holding for two deposit IDs. Access Finpower investor management database and print investor statements for each deposit ID.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.50	\$97.50 Letter to investor in relation to request for details of unit holding balance and breakdown of reduction in unit holding balance.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.20	\$39.00 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 update in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.10	\$19.50 Review of signature for change of details request received from investor and compare to signature held in Finpower investor management database. Print and attach to internal control form's for David Whyte's review.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.20	\$39.00 2 calls from an investor in relation to second and third interim distributions
Samantha Brown	Accountant I	Creditors	14/10/2015	0.50	\$97.50 Review investor's request to update details held with the Fund as approved by David Whyte and correspondence with investor re request to re-issue payment of third interim distribution. Cancel cheque and re-issue in MYOB. Setup payment in NAB connect.

Samantha Brown	Accountant I	Creditors	14/10/2015	0.50	\$97.50 Prepare 2 letters to investors in relation to requests to update details held with the Fund. Review previous correspondence with investor. Access Finpower investor management database and review details held with the Fund for the investor.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.50	\$97.50 Review correspondence received from 2 advisors in relation to requests to update units held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.30	\$58.50 Meeting with John Somerville regarding notice of intention to sell property received from council. Receive assistance from Murray Daniel to search for details of mortgage.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.20	\$39.00 Prepare file note in relation to investor's request for detailed breakdown of reduction in unit holding balance and previous correspondence with investor
Samantha Brown	Accountant I	Creditors	14/10/2015	0.20	\$39.00 Access Finpower investor database, review and print transaction statements for 3 deposit IDs in relation to investor's request for details of unit holding balance.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.20	\$39.00 Review correspondence from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag correspondence requiring internal control forms to be prepared to verify sufficient documentation received to process request.
Samantha Brown	Accountant I	Creditors	14/10/2015	0.40	\$78.00 Access Finpower investor database and process investor change of details request as approved by David Whyte. Scan supporting documentation and save to investor file.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 Review letters to investors/advisors regarding their requests to update details held with the Fund following John Somerville review. Meeting with Julia Mayne regarding same.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.20	\$39.00 Meeting with Julia Mayne and John Somerville regarding a transfer of units for investor. Discussions regarding correspondence to be sent to same investor outlining unit balances and distributions.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.40	\$78.00 Amend letter to investor in relation to request for estimated value of unit holding following John Somerville review. Review investor statements for 3 deposit IDs and calculate estimated value of unit holding following payment of 3 interim distributions.

Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 Review correspondence with solicitor in relation to request to update details held with the Fund for a deceased estate. Meeting with Julia Mayne regarding same. Access MYOB and review whether payment of second distribution successful.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.20	\$39.00 Call from an investor in relation to request to update details held with the Fund, third interim distribution to investors and winding up of the Fund
Samantha Brown	Accountant I	Creditors	15/10/2015	0.20	\$39.00 Call from an investor in relation to request to transfer units held with deceased estate to beneficiary. Answer questions regarding correspondence sent to investor and requirements for transfer to be processed in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.20	\$39.00 Review correspondence sent to investors/advisors requesting further documentation is provided before request to update details/transfer units held with the Fund can be processed. Review whether further documentation received from investor/advisor
Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 Amend letter to investor in relation to payment of third interim distribution by cheque following John Somerville review.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 Review letters to be prepared to investors regarding third interim distribution being re-issued following request to update details held with the Fund. Update file note with details of payments re-issued.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.20	\$39.00 Review correspondence received from investor in relation to request to transfer units held with the Fund. Prepare internal control forms to verify sufficient documents received to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 Prepare letter to investor in relation to request to update details held with the Fund. Review previous correspondence to investor to determine documents required for request to be processed.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.10	\$19.50 Review fax received from investor in relation to request to update postal address held with the Fund. Access Finpower investor management database and review investor details to confirm relevant unit holding.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 Prepare letter to investor in relation to investor's request to update details held with the Fund and payment of third interim distribution. Review previous correspondence from investor regarding request.

Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 Review amendments to be made to letter to investor regarding unit holding value as review by John Somerville. Meeting with John Somerville regarding same. Calculate unit holding value and update letter with details of same.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.20	\$39.00 Review previous correspondence from investor in relation to request to update postal address held with the Fund and investor's new request to update details held with the Fund. Discussion with Julia Mayne regarding same.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.10	\$19.50 Amend letter to investor in relation to further information required to process change of detail request
Samantha Brown	Accountant I	Creditors	15/10/2015	0.50	\$97.50 Amend 2 letters to investors in relation to their requests to update details held with the Fund and payment of the second and third interim distributions to investors.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.40	\$78.00 Review correspondence 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.
Samantha Brown	Accountant I	Creditors	15/10/2015	0.30	\$58.50 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 investor file.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.60	\$117.00 Search for details of two mortgages on Electronic Search Services. Review letters and emails received from council in relation to notice of intention to sell property. Update to John Somerville regarding same.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.10	\$19.50 Call from an investor in relation to first, second and third interim distributions to investors.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.40	\$78.00 Review correspondence from 2 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.20	\$39.00 Review file to determine if requested correspondence has been received from investor in relation to request to update details held with the Fund and re-issue payment of third interim distribution.

Samantha Brown	Accountant I	Creditors	16/10/2015	0.30	\$58.50 Prepare letter to investor in relation to request to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.30	\$58.50 Call from an investor in relation to request for unit holding value. Review file to determine whether unit holding value has been provided to investor. Discussion with Julia Mayne regarding same.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.60	\$117.00 Review correspondence received from investors/advisors in relation to request to update details held with Fund. Review file for previous documentation received from investors in relation to requests. Flag correspondence requiring internal control forms.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.50	\$97.50 Review 7 letters sent to investors/advisors re requests to update details/transfer units as approved by David Whyte. Scan and save to file. Attach to supporting docs and file to await response from investor/advisor in relation to same.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.30	\$58.50 Review 5 letters sent to investors/advisors re requests to update details/transfer units as approved by David Whyte. Scan and save to file. Attach to supporting docs and file to await response from investor/advisor in relation to same.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.10	\$19.50 Call from investor in relation to request for unit holding balance.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.40	\$78.00 Review correspondence from advisors re requests to update details held with the Fund. Review file for previous documentation received from investors/advisors in relation to requests and attach same.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.40	\$78.00 Review bank statement and MYOB to determine whether payment for first, second or third interim distribution to be re-issued for 7 investors. Update file note regarding same.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.30	\$58.50 Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	16/10/2015	0.30	\$58.50 Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund in accordance with the Fund's policy.

Samantha Brown	Accountant I	Creditors	19/10/2015	0.20	\$39.00 Review email from investor in relation to query regarding third interim distribution. Review payment made by cheque to investor for third distribution and update Julia Mayne regarding same.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.20	\$39.00 Call from investor in relation to request to update bank account details held with the Fund. Discussion with Julia Mayne re same and review file to determine whether previous written requests to update details received from investor.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.30	\$58.50 Call to investor in relation to request to update bank account details held with the Fund. Prepare file note and discussion with Julia Mayne regarding correspondence to be sent to investor.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.10	\$19.50 Review payment of third interim distribution by EFT to investor as approved by David Whyte. Update file note regarding same.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.20	\$39.00 Amend letter to investor in relation to request for details of second and third interim distributions for two investor IDs per meeting with John Somerville and Julia Mayne.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.20	\$39.00 Review investor file in Finpower following discussion with John Somerville and request to re-issue payment of third interim distribution in individual name for investment held in joint name.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.50	\$97.50 Call to investor regarding request to re-issue payment for third interim distribution in individual name for investment in joint name. Prepare file note of conversation and letter to investor regarding transfer of units from joint name to individual name.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.10	\$19.50 Scan correspondence sent to 2 investors in relation to request for unit holding balance and request to update details held with the Fund. Save same to file.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.20	\$39.00 Review correspondence from investor in relation to request to update details held with the Fund. Review investor file on Finpower investor management database to determine account signatories and required action. Update to Julia Mayne regarding same.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.30	\$58.50 Review correspondence from investors re request to update details and re-issue payment of 2nd and 3rd interim distributions to investor. Prepare internal control forms to verify sufficient documentation received to update details per Fund's policy.

Samantha Brown	Accountant I	Creditors	19/10/2015	0.20	\$39.00 Review correspondence from solicitor in relation to request to update details held with the Fund for deceased estate. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.30	\$58.50 Review correspondence from investors re request to update details and re-issue payment of 2nd and 3rd interim distributions to investor. Prepare internal control forms to verify sufficient documentation received to update details per Fund's policy.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.30	\$58.50 Amend letter to investor in relation to request re-issue payment of third interim distribution in individual name for investment held in joint name following John Somerville review.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.50	\$97.50 Prepare file note re investor's request for breakdown of payment of third interim distribution and request to transfer units. Review previous correspondence with investor and documentation provided by investor to support request.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.30	\$58.50 Access Finpower investor management database and print investor statements. Review Finpower transactions for two deposit IDs and calculate amounts paid for second and third distributions to support file note.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.50	\$97.50 Amend letter to investor regarding investor's request for breakdown of payment of third interim distribution and investor's request to transfer units following meeting with John Somerville.
Samantha Brown	Accountant I	Creditors	19/10/2015	0.50	\$97.50 Review correspondence from investors re request to update details and re-issue payment of 2nd and 3rd interim distributions to investor. Prepare internal control forms to verify sufficient documentation received to update details per Fund's policy.
Samantha Brown	Accountant I	Creditors	20/10/2015	0.60	\$117.00 Review correspondence from 3 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund for review by David Whyte.
Samantha Brown	Accountant I	Creditors	20/10/2015	0.10	\$19.50 Call from investor in relation to payment of third interim distribution
Samantha Brown	Accountant I	Creditors	20/10/2015	0.30	\$58.50 Review correspondence received from investor in relation to requests to transfer units from a deceased estate to beneficiaries. Prepare internal control to verify sufficient documentation received to update details held with the Fund.

Samantha Brown	Accountant I	Creditors	20/10/2015	0.70	\$136.50	Review correspondence from 3 investors/advisors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund for review by David Whyte.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.30	\$58.50	Review correspondence from investor in relation to request to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.10	\$19.50	Review letter to investor in relation to request regarding third interim distribution as approved by David Whyte. Scan same and file. Print and attach forms to be sent to investor in relation to request.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.20	\$39.00	Review correspondence from an investor in relation to request to update details held with the Fund. Access Finpower investor management database and review documentation previously received. Prepare internal control forms for David Whyte review.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.10	\$19.50	Call from investor in relation to request to update details held with the Fund. Update to Julia Mayne regarding same.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.20	\$39.00	Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.50	\$97.50	Review correspondence from 2 investors in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.50	\$97.50	Review correspondence from investor in relation to request to transfer units from deceased estate to beneficiary. Access Finpower and review documents already received, discussion with Julia Mayne re same. Prepare internal control forms for David Whyte's approval.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.30	\$58.50	Review correspondence from advisor 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.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.80	\$156.00	Review correspondence from 3 investors in relation to requests to update details/transfer units held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.

Samantha Brown	Accountant I	Creditors	21/10/2015	0.50	\$97.50	Review correspondence from 2 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.60	\$117.00	Review correspondence from 3 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.10	\$19.50	Meeting with John Somerville regarding letter to investor in relation to request for breakdown of units held with the Fund for two unit holdings.
Samantha Brown	Accountant I	Creditors	21/10/2015	0.90	\$175.50	Review correspondence from 3 investors in relation to requests to transfer units from deceased estates to beneficiaries. Prepare internal control forms to verify sufficient documentation received to transfer units per the Fund's policy.
Samantha Brown	Accountant I	Creditors	22/10/2015	0.30	\$58.50	Review correspondence from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag items requiring correspondence to request more documentation in order to process request in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	22/10/2015	0.60	\$117.00	Review and amend correspondence to investor in relation to request for breakdown of units held with the Fund for two unit holdings as reviewed by John Somerville. Access Finpower and calculate unit holdings and distributions for two investor IDs.
Samantha Brown	Accountant I	Creditors	22/10/2015	0.30	\$58.50	Review and amend file note relation to request for breakdown of units held with the Fund for two unit holdings as reviewed by John Somerville. Detail calculations of unit holdings and distributions for two investor IDs.
Samantha Brown	Accountant I	Creditors	22/10/2015	0.40	\$78.00	Review correspondence from investor in relation to request to transfer units from deceased estate to two beneficiaries. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	22/10/2015	0.50	\$97.50	Review correspondence from 2 investors in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	22/10/2015	0.40	\$78.00	Review correspondence from 2 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.

Samantha Brown	Accountant I	Creditors	22/10/2015	0.30	\$58.50 Access Finpower investor management database and update details held with the Fund as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	23/10/2015	0.30	\$58.50 Review correspondence from investors/advisors by post in relation to requests to update details held with the Fund. Flag items requiring a response and items requiring internal control forms to be prepared to verify sufficient information to process request
Samantha Brown	Accountant I	Creditors	23/10/2015	0.70	\$136.50 Calculate amount of unpresented cheques for payment of first, second and third interim distributions
Samantha Brown	Accountant I	Creditors	26/10/2015	0.40	\$78.00 Update letter to law firm in relation to request for more information regarding the winding up of the Fund following David Whyte review. Discussion with John Somerville regarding same.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.10	\$19.50 Scan and save letter to investor in relation to request for unit holding balance as approved by David Whyte. Email same to investor.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.30	\$58.50 Call from investor in relation to first, second and third interim distributions to investors. Review Finpower investor management database and confirm amount of each distribution. Prepare file note regarding same.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.20	\$39.00 Review physical file for documentation received from investor in relation to request to transfer units held with the Fund.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.20	\$39.00 Review list of returned payments for second and third interim distributions to investors to determine whether investor received payment for same via EFT.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.30	\$58.50 Access Finpower investor management database and process investor's request to update details held with the Fund as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.40	\$78.00 Access Finpower investor management database and process investor's request to update details held with the Fund as approved by David Whyte.

Samantha Brown	Accountant I	Creditors	26/10/2015	0.20	\$39.00 Call from investor in relation to request to transfer units from one investor to another investor. Assist investor to complete transfer of units form.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.30	\$58.50 Access Finpower investor management database and process solicitor's request to update details held with the Fund for deceased estate as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.90	\$175.50 Access Finpower investor management database and process 4 investor requests to update details held with the Fund. Review correspondence from investor to determine whether payment for second and/or third interim distributions to be re-issued to new details.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.20	\$39.00 Access Finpower investor management database and process investor's request to update postal address held with the Fund
Samantha Brown	Accountant I	Creditors	26/10/2015	0.20	\$39.00 Review correspondence received from investor in relation to request to update postal address held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	26/10/2015	0.30	\$58.50 Scan 8 processed requests, including supporting documentation, from investors/advisors to update details/transfer units held with the Fund as approved by David Whyte. Save same to investor files. Collate documents for filing.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.40	\$78.00 Access Finpower investor management database and process investor's request to transfer units held with Fund from superannuation fund to individual name as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.50	\$97.50 Prepare letter to investor in relation to payment of first, second and third interim distributions by EFT. Review Finpower investor management database to confirm amounts of 12 outstanding payments. Print investor statement detailing distributions.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.40	\$78.00 Re-issue 12 cheques in MYOB for payment of first, second and third interim distributions to investor. Print cheque requisitions for approval by David Whyte.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.50	\$97.50 Prepare file note detailing payment of first, second and third interim distributions to investor. Review returned cheques and cancel unrepresented cheques with bank.

Samantha Brown	Accountant I	Creditors	27/10/2015	0.40	\$78.00 Setup 12 EFT payments for first, second and third interim distributions in bank account. Print details of same to be approved by David Whyte. Collate all documents relating to EFT transfer for review by David Whyte.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.30	\$58.50 Review correspondence received from investors/advisors in relation to requests to update details/transfer units held with the Fund. Flag requests requiring a response and requests that can be processed
Samantha Brown	Accountant I	Creditors	27/10/2015	0.40	\$78.00 Access Finpower investor management database and process 2 requests from investors to update bank account details held with the Fund as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.30	\$58.50 Call from an investor in relation to request for unit holding balance and request to update details held with the Fund. Access Finpower regarding unit holding balance for 5 deposit IDs. Prepare file note regarding correspondence to be prepared.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.10	\$19.50 Amend letter to investor regarding payment of the first, second and third interim distributions by EFT following John Somerville review.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.60	\$117.00 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. Print investor statements for transferor and transferee
Samantha Brown	Accountant I	Creditors	27/10/2015	0.30	\$58.50 Access Finpower investor management database and process investor's request to update details held with the Fund.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.40	\$78.00 Access Finpower investor management database and process 2 requests from investors to update details held with the Fund as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.60	\$117.00 Access Finpower investor management database and process 3 investor requests to update details held with the Fund as approved by David Whyte.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.50	\$97.50 Scan 12 processed requests, including supporting documentation, from investors/advisors to update details/transfer units held with the Fund as approved by David Whyte. Save same to investor files. Collate documents for filing.

Samantha Brown	Accountant I	Creditors	27/10/2015	0.20	\$39.00	Review processed investor requests to update details held with the Fund to determine whether payment of second and/or third interim distribution is to be re-issued per new details.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.20	\$39.00	Call from an investor in relation to request to transfer units from deceased estate to beneficiary. Prepare file note regarding same.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.20	\$39.00	Prepare letter to investor in relation to request to update details held with the Fund. Access Finpower investor management database and print investor statement.
Samantha Brown	Accountant I	Creditors	27/10/2015	0.10	\$19.50	Review letter to law firm in relation to query regarding the winding up of the Fund as approved by David Whyte. Scan same and save to file. Fax same to law firm.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.10	\$19.50	Review correspondence from investors in relation to requests to update details/transfer units held with the Fund. Flag items requiring a response and requests to be processed in Finpower investor management database.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.50	\$97.50	Review correspondence from 3 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.60	\$117.00	Review correspondence from 4 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details in accordance with the Fund's policy.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50	Review MYOB and bank account to determine whether payment of second and third interim distribution to investor was successful. Discussion with Julia Mayne regarding same. Re-issue payment of second and third distribution in MYOB.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.10	\$19.50	Access Finpower investor management database and print investor transaction statement.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50	Prepare file note in relation to request to re-issue payment of the second and third interim distributions to an investor. Setup payment of second and third interim distributions to investor in bank account for approval by David Whyte.

Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Prepare letter to investor re request to re-issue payment of second and third interim distributions following completed change of details request. Collate letter with file note, cheque requisitions and correspondence from investor for David Whyte
Samantha Brown	Accountant I	Creditors	28/10/2015	0.20	\$39.00 Review requests from investors/advisors to re-issue payment of first, second and/or third interim distributions to investors following updated details held with the Fund. Flag items requiring payment to be processed by EFT.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Prepare letter to solicitor in relation to request to transfer units from deceased estate to beneficiary.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.10	\$19.50 Assist Julia Mayne with calculation of unit holding value for 5 investor IDs following investor's request for information regarding unit holding value
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Prepare letter to investor in relation to request to transfer units held with the Fund.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Prepare file note in relation to request to re-issue payment of the second and third interim distributions to an investor. Review correspondence with investor and cheques for payment of second and third distribution.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.20	\$39.00 Re-issue payment of second and third distribution in MYOB. Print cheques and cheque requisitions for same.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.40	\$78.00 Prepare letter to investor re request to re-issue payment of second and third interim distributions following completed change of details request. Collate letter with file note, cheque requisitions and correspondence from investor for David Whyte
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Prepare file note in relation to request to re-issue payment of the second and third interim distributions to a deceased estate. Review correspondence with solicitors and cheques for payment of second and third distribution.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Re-issue payment of second and third distribution in MYOB. Print cheques and cheque requisitions for same. Setup payment of distributions in bank account for David Whyte approval.

Samantha Brown	Accountant I	Creditors	28/10/2015	0.10	\$19.50 Meeting with John Somerville regarding investor's request to transfer units in the name of a deceased estate and units in the name of a company to a beneficiary deceased estate.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Prepare letter to solicitor in relation to request to re-issue payment of second and third interim distributions in the name of deceased estate.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Review correspondence sent to investors/advisors requesting further supporting documentation before request to update details/transfer units held with the Fund can be processed. File same.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Review correspondence received from solicitor in relation to request to transfer units from deceased estate to five beneficiaries equally. Prepare internal control forms to verify sufficient documentation received to process request per the Fund's policy
Samantha Brown	Accountant I	Creditors	28/10/2015	0.10	\$19.50 Amend letter to investor in relation to request to re-issue first, second and third interim distributions to investor following David Whyte review.
Samantha Brown	Accountant I	Creditors	28/10/2015	0.30	\$58.50 Review correspondence from investor in relation to request to transfer units from deceased estate to beneficiaries. Prepare internal control forms to verify sufficient documentation received to transfer units per the Fund's policy.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.20	\$39.00 Review letter to investor in relation to request to transfer units following John Somerville review. Access Finpower investor management database and print investor running unit balance statement.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.40	\$78.00 Amend 3 letters to investors in relation to requests to update details held with the Fund following John Somerville review. Access Finpower investor management database and print investor transaction statement to accompany letter.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.20	\$39.00 Prepare file note in relation to investor's request to transfer units from deceased estate to beneficiary estate and company to beneficiary estate following meeting with John Somerville regarding same.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.20	\$39.00 Prepare file note in relation to investor's request to transfer units from deceased estate to beneficiary estate and company to beneficiary estate following meeting with John Somerville regarding same.

Samantha Brown	Accountant I	Creditors	29/10/2015	0.30	\$58.50 Review MYOB and bank account to determine whether cheque for the third interim distribution to an investor was presented. Prepare file note in relation to same.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.30	\$58.50 Prepare letter to investor in relation to request to update details held with the Fund and payment of third interim distribution to investors.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.50	\$97.50 Review correspondence from investor in relation to request to transfer units held with the Fund. Review MYOB and bank account to determine whether cheque for first, second and third interim distributions have been presented. Prepare file note re same.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.40	\$78.00 Re-issue payment of first, second and third interim distributions in MYOB by EFT. Setup payment of same in bank account for David Whyte approval. Collate bank transfers with cheque requisitions. Cancel two cheques sent to investor and print report of same
Samantha Brown	Accountant I	Creditors	29/10/2015	0.40	\$78.00 Prepare letter to investor in relation to request to transfer units held with the Fund and payment of first, second and third interim distributions to investor. Access Finpower investor management database and print 2 investor statements.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.30	\$58.50 Review correspondence from investors/advisors in relation to requests to update details held with the Fund. Flag items requiring a response and items requiring internal control forms to be prepared to verify request can be processed per Fund's policy.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.10	\$19.50 Review correspondence from investors/advisors in relation to requests to update details held with the Fund. Flag items requiring a response and items requiring internal control forms to be prepared to verify request can be processed per Fund's policy.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.30	\$58.50 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 update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.30	\$58.50 Review correspondence from investor in relation to request to update details held with the Fund. Prepare internal control form to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	29/10/2015	0.40	\$78.00 Review correspondence from 2 investors in relation to requests to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details held with the Fund.

Samantha Brown	Accountant I	Creditors	29/10/2015	0.20	\$39.00 Access Finpower investor management database and compare signature held on file with signature on request. Print same and collate with internal control form for approval by David Whyte.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.10	\$19.50 Access Finpower investor management database and print investor transaction statement.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.30	\$58.50 Review correspondence from 2 investors in relation to request to update details held with the Fund. Prepare internal control forms to verify sufficient documentation received to update details per the Fund's policy.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.30	\$58.50 Review of signatures for 3 change of details/transfer of units requests received from investors and compare to signatures held in Finpower investor management database. Print and attach to internal control forms for David Whyte's review.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.20	\$39.00 Review correspondence received from investors in relation to requests to re-issue payments for first, second and third interim distributions following requests to update detail held with the Fund. Flag investors requiring payments still to be re-issued.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.20	\$39.00 Review 3 letters to investors in relation to requests to update details held with the Fund/re-issue payment of interim distribution to investor as approved by David Whyte. Scan same and save to file. Collate documents for filing. Email same to investors.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.30	\$58.50 Review 3 letters to investors in relation to requests to update details held with the Fund/re-issue payment of interim distribution to investor as approved by David Whyte. Scan same and save to file. Collate documents for filing. Email same to investors.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.10	\$19.50 Review 10 requests to update details/transfer units held with the Fund as approved by David Whyte. Flag items to be processed in Finpower investor management database.
Samantha Brown	Accountant I	Creditors	30/10/2015	0.20	\$39.00 Review correspondence from investor in relation to request to transfer units from deceased estate to beneficiary. Prepare internal control forms to verify sufficient documentation received to transfer units per the Fund's policy.
Samantha Brown	Accountant I	Creditors	14/09/2016	0.10	\$23.50 Respond to email from advisor regarding request to update investor details.
David Whyte	Partner	Trade On	6/10/2015	0.10	\$56.00 logon to internet banking/authorised payments

David Whyte	Partner	Trade On	6/10/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	6/10/2015	0.10	\$56.00 reviewed correspondence from Receiver of property/authorised payment to finalise receivership
David Whyte	Partner	Trade On	12/10/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	16/10/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	21/10/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	28/10/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	30/10/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	2/11/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	3/11/2015	0.20	\$112.00 reviewed correspondence from ASIC regarding suspension of AFSL and potential cancellation of same/reviewed our solicitors draft letter in response/confirmed instructions to send letter
David Whyte	Partner	Trade On	4/11/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	10/11/2015	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	13/11/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	13/11/2015	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	26/11/2015	0.20	\$112.00 reviewed proposal in relation to IT issues and legacy software/reviewed proposed solution and cost/reviewed letter to IT service provider providing notice of termination of services

David Whyte	Partner	Trade On	26/11/2015	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	30/11/2015	0.10	\$56.00 reviewed court documents in relation to claim against directors and EL that may affect return to the EIF from proceedings against EL and its directors
David Whyte	Partner	Trade On	1/12/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	2/12/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	2/12/2015	0.10	\$56.00 logon to internet banking/authorised payment
David Whyte	Partner	Trade On	3/12/2015	0.10	\$56.00 reviewed correspondence from our solicitors regarding outstanding invoices/reviewed invoices/forward to Julia Mayne for payment
David Whyte	Partner	Trade On	11/12/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	21/12/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	21/12/2015	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	6/01/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	6/01/2016	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	6/01/2016	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	13/01/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	2/02/2016	0.10	\$56.00 authorised payments

David Whyte	Partner	Trade On	3/02/2016	0.20	\$112.00 reviewed nine BAS
David Whyte	Partner	Trade On	8/02/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	11/02/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	15/02/2016	0.10	\$56.00 reviewed correspondence from our solicitors and liquidators solicitors regarding proposed meeting and agenda/sent response
David Whyte	Partner	Trade On	16/02/2016	0.20	\$112.00 reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding claims against the fund/agenda items for meeting/forward to John Somerville with additional issues to be considered
David Whyte	Partner	Trade On	16/02/2016	0.10	\$56.00 email our solicitors in relation to further agenda items for proposed meeting with the liquidators of Equititrust Ltd and claims against the company
David Whyte	Partner	Trade On	18/02/2016	0.10	\$56.00 reviewed correspondence from our solicitors regarding agenda items for meeting with Equititrust liquidators/draft email to solicitors
David Whyte	Partner	Trade On	18/02/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	23/02/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	25/02/2016	2.30	\$1,288.00 meeting with Hall Chadwick, their solicitors and our solicitors regarding claims against the fund and our claims against the liquidators
David Whyte	Partner	Trade On	1/03/2016	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	7/03/2016	0.10	\$56.00 authorised payments

David Whyte	Partner	Trade On	8/03/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	9/03/2016	0.10	\$56.00 reviewed draft email from our solicitors regarding response to EL liquidators solicitors in relation to progression of outstanding claims
David Whyte	Partner	Trade On	9/03/2016	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	14/03/2016	0.10	\$56.00 reviewed correspondence from Ferrier Hodgson regarding requirement for EL liquidators to account for funds realised in the administration in relation to tax refund
David Whyte	Partner	Trade On	15/03/2016	0.20	\$112.00 reviewed proposal from IT supplier/reviewed terms of agreement/signed same
David Whyte	Partner	Trade On	18/03/2016	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	23/03/2016	0.10	\$56.00 authorised payment
David Whyte	Partner	Trade On	18/04/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	20/04/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	28/04/2016	0.10	\$56.00 reviewed correspondence from our solicitors regarding claim against Equititrust Ltd/proposed correspondence to liquidators of EL
David Whyte	Partner	Trade On	4/05/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	11/05/2016	0.10	\$56.00 reviewed/signed trust account authority to transfer funds to our solicitors/reviewed invoices in relation to accounts to be paid from trust funds

David Whyte	Partner	Trade On	3/06/2016	0.60	\$336.00 reviewed receipts and payments for Equititrust Ltd's administrators and liquidators from 15 February 2012 to 19 April 2016/email our solicitors regarding same
David Whyte	Partner	Trade On	8/06/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	13/06/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	14/06/2016	0.10	\$56.00 reviewed draft correspondence to Equititrust Ltd's liquidators solicitors regarding reconciliation of receipts and payments and why Ferrier Hodgson costs not paid
David Whyte	Partner	Trade On	29/06/2016	0.10	\$56.00 authorised payments
David Whyte	Partner	Trade On	8/07/2016	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	8/07/2016	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	18/07/2016	0.10	\$58.00 authorised payment
David Whyte	Partner	Trade On	25/07/2016	0.10	\$58.00 authorised payment
David Whyte	Partner	Trade On	3/08/2016	0.10	\$58.00 authorised payment
David Whyte	Partner	Trade On	8/08/2016	0.10	\$58.00 authorised payment
David Whyte	Partner	Trade On	12/08/2016	0.10	\$58.00 reviewed three BAS's
David Whyte	Partner	Trade On	12/08/2016	1.00	\$580.00 meeting with our solicitors and John Somerville regarding court application for directions to deal with equalisation payment to investors and outstanding claims from Hall Chadwick
David Whyte	Partner	Trade On	15/08/2016	0.10	\$58.00 authorised payments

David Whyte	Partner	Trade On	16/08/2016	0.10	\$58.00 reviewed three BAS's
David Whyte	Partner	Trade On	31/08/2016	0.20	\$116.00 reviewed correspondence from our solicitors and including draft letter to Equititrust Ltd's solicitors regarding proposed court application to resolve outstanding liabilities and equalisation payment
David Whyte	Partner	Trade On	1/09/2016	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	6/09/2016	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	9/09/2016	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	4/10/2016	0.50	\$290.00 reviewed correspondence from liquidators solicitors and court application and supporting material relating to proposed settlement with third party
David Whyte	Partner	Trade On	6/10/2016	0.20	\$116.00 telecon with our solicitors regarding liquidators claim for indemnity/proposed way forward in relation to claim
David Whyte	Partner	Trade On	12/10/2016	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	12/10/2016	0.60	\$348.00 reviewed liquidators report to creditors/remuneration approval details
David Whyte	Partner	Trade On	14/10/2016	0.10	\$58.00 authorised payment+
John Somerville	Senior Manager	Trade On	1/10/2015	0.10	\$44.00 Review of payment requisitions
John Somerville	Senior Manager	Trade On	7/10/2015	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding accounts payable
John Somerville	Senior Manager	Trade On	8/10/2015	0.10	\$44.00 Review and approval of payment requisitions

John Somerville	Senior Manager	Trade On	8/10/2015	0.10	\$44.00 Review of MYOB accounts and bank reconciliation
John Somerville	Senior Manager	Trade On	19/10/2015	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	23/10/2015	0.20	\$88.00 Call to our IT consultant regarding server and other IT issues
John Somerville	Senior Manager	Trade On	26/10/2015	0.10	\$44.00 Email to our IT consultant regarding server data usage
John Somerville	Senior Manager	Trade On	26/10/2015	0.20	\$88.00 Review of server issues and email to David Whyte regarding same. Discussion with Nicola Kennedy regarding status of upgrade
John Somerville	Senior Manager	Trade On	29/10/2015	0.10	\$44.00 Review of MYOB Premier accounts and Fin management (loan management database)
John Somerville	Senior Manager	Trade On	29/10/2015	0.10	\$44.00 Review of MYOB insolvency and bank reconciliations
John Somerville	Senior Manager	Trade On	2/11/2015	0.10	\$44.00 Review and approval of payment requisition
John Somerville	Senior Manager	Trade On	9/11/2015	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	10/11/2015	0.10	\$44.00 Instructions to Julia Mayne regarding accounts payable
John Somerville	Senior Manager	Trade On	13/11/2015	0.10	\$44.00 Review and approval of payment requisitions and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Trade On	18/11/2015	0.20	\$88.00 Review of EIF server issues and instructions to Nicola Kennedy regarding same

John Somerville	Senior Manager	Trade On	19/11/2015	0.20	\$88.00 Review of requirements to transfer server hosting to BDO and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Trade On	19/11/2015	0.10	\$44.00 Review of letter to our IT server host regarding termination of agreement
John Somerville	Senior Manager	Trade On	20/11/2015	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	23/11/2015	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	26/11/2015	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	30/11/2015	0.20	\$88.00 Review of bank reconciliation and MYOB accounts and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Trade On	30/11/2015	0.20	\$88.00 Review of MYOB accounts and instructions to Julia Mayne regarding adjustments required in relation to allocation issues
John Somerville	Senior Manager	Trade On	30/11/2015	0.20	\$88.00 Review of issues in relation to migrating the server to be hosted by BDO and discussion with Nicola Kennedy regarding same
John Somerville	Senior Manager	Trade On	1/12/2015	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	1/12/2015	0.10	\$44.00 Review and approval of payment requisitions. Review of updated bank reconciliation
John Somerville	Senior Manager	Trade On	1/12/2015	0.20	\$88.00 Discussion with Nicola Kennedy regarding reconciliation of interim distributions paid to investors and amendments required to the ASIC form 524 (receipts and payments account)

John Somerville	Senior Manager	Trade On	3/12/2015	0.10	\$44.00	Review of reconciliation of the payment of the receiver's fees and disbursements and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Trade On	4/12/2015	0.30	\$132.00	Review of MYOB accounts in relation to reconciliation issues pertaining to the interim distributions to investors and discussion with Nicola Kennedy regarding same
John Somerville	Senior Manager	Trade On	4/12/2015	0.40	\$176.00	Review of MYOB accounts and instructions to Nicola Kennedy regarding adjustments required in relation to accounting for the distributions paid to investors
John Somerville	Senior Manager	Trade On	7/12/2015	0.10	\$44.00	Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	14/12/2015	0.10	\$44.00	Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	15/12/2015	0.10	\$44.00	Review of MYOB accounts and instructions to Julia Mayne regarding accounting for a refund from the former receiver of a borrower
John Somerville	Senior Manager	Trade On	17/12/2015	0.10	\$44.00	Instructions to Julia Mayne regarding accounts payable
John Somerville	Senior Manager	Trade On	18/12/2015	0.10	\$44.00	Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	4/01/2016	0.10	\$44.00	Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	6/01/2016	0.10	\$44.00	Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	6/01/2016	0.10	\$44.00	Review of status of business activity statements and email to Nicola Kennedy regarding same
John Somerville	Senior Manager	Trade On	12/01/2016	0.10	\$44.00	Instructions to Julia Mayne re accounts payable
John Somerville	Senior Manager	Trade On	13/01/2016	0.10	\$44.00	Review of payment requisitions

John Somerville	Senior Manager	Trade On	27/01/2016	0.80	\$352.00	Review of issues in relation to the recording of interim distributions to certain investors in the Finpower investor management database and consider solutions to address same. Review and amendments to draft email to our IT consultant in relation to same
John Somerville	Senior Manager	Trade On	28/01/2016	0.10	\$44.00	Instructions to Julia Mayne regarding reconciliation of the MYOB accounts on the EIF server
John Somerville	Senior Manager	Trade On	28/01/2016	0.20	\$88.00	Review of reconciliation of MYOB accounts on EIF server and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Trade On	29/01/2016	0.10	\$44.00	Review of bank reconciliations prepared by Dermot O'Brien
John Somerville	Senior Manager	Trade On	1/02/2016	0.10	\$44.00	Review of payment requisitions
John Somerville	Senior Manager	Trade On	2/02/2016	0.40	\$176.00	Review of business activity statements for the period May 2015 to January 2016 and instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Trade On	3/02/2016	0.10	\$44.00	Instructions to Julia Mayne regarding accounts payable
John Somerville	Senior Manager	Trade On	4/02/2016	0.10	\$44.00	Review of legal invoices and instructions to Julia Mayne regarding amendments required
John Somerville	Senior Manager	Trade On	4/02/2016	0.10	\$44.00	Review of email to our solicitors regarding outstanding invoices
John Somerville	Senior Manager	Trade On	4/02/2016	0.10	\$44.00	Review of payment requisitions
John Somerville	Senior Manager	Trade On	5/02/2016	0.10	\$44.00	review of emails to investors in response to queries in relation to interim distributions paid
John Somerville	Senior Manager	Trade On	5/02/2016	0.10	\$44.00	Review of legal invoices and email to our solicitors regarding same

John Somerville	Senior Manager	Trade On	11/02/2016	0.10	\$44.00 Review of payment requisitions
John Somerville	Senior Manager	Trade On	15/02/2016	0.10	\$44.00 Instructions to Julia Mayne regarding correct allocation of payments in MYOB Insolvency
John Somerville	Senior Manager	Trade On	16/02/2016	0.10	\$44.00 Instructions to Nicola Kennedy regarding accounts payable
John Somerville	Senior Manager	Trade On	16/02/2016	0.80	\$352.00 Review of email from our solicitors regarding claims between the EIF and Equititrust Ltd. Review of potential claims the EIF has against Equititrust Ltd and email to David Whyte regarding same
John Somerville	Senior Manager	Trade On	17/02/2016	0.10	\$44.00 Review and approval of payment requisition
John Somerville	Senior Manager	Trade On	17/02/2016	0.10	\$44.00 Instructions to Julia Mayne regarding accounts payable
John Somerville	Senior Manager	Trade On	22/02/2016	0.20	\$88.00 Review of email from our consultant regarding caveat over a borrowers property. Email to consultant regarding same
John Somerville	Senior Manager	Trade On	22/02/2016	0.10	\$44.00 Review of payment requisitions
John Somerville	Senior Manager	Trade On	24/02/2016	0.20	\$88.00 Review and amendments to letter to the Mackay Regional Council regarding outstanding performance bonds
John Somerville	Senior Manager	Trade On	25/02/2016	2.30	\$1,012.00 meeting with Hall Chadwick, their solicitors and our solicitors regarding claims against the fund and our claims against the liquidators
John Somerville	Senior Manager	Trade On	25/02/2016	0.10	\$44.00 Discussion with Julia Mayne regarding reconciling IBS and Fin management databases
John Somerville	Senior Manager	Trade On	26/02/2016	0.10	\$44.00 Review of MYOB insolvency and bank reconciliations

John Somerville	Senior Manager	Trade On	29/02/2016	0.10	\$44.00 Review of payment requisition
John Somerville	Senior Manager	Trade On	4/03/2016	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	4/03/2016	0.10	\$44.00 Review of payment requisitions
John Somerville	Senior Manager	Trade On	9/03/2016	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	14/03/2016	0.40	\$176.00 Review of Finpower investor database issues and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Trade On	15/03/2016	0.10	\$44.00 Email to our IT consultant regarding domain name registration and hosting renewal
John Somerville	Senior Manager	Trade On	17/03/2016	0.10	\$44.00 Instructions to Julia Mayne regarding accounts payable
John Somerville	Senior Manager	Trade On	17/03/2016	0.10	\$44.00 Review of MYOB accounts and instructions to Julia Mayne regarding account allocation issues
John Somerville	Senior Manager	Trade On	17/03/2016	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	21/03/2016	0.10	\$44.00 Review of payment requisition
John Somerville	Senior Manager	Trade On	4/04/2016	0.10	\$44.00 Review of accounts payable
John Somerville	Senior Manager	Trade On	5/04/2016	0.10	\$44.00 Review and approval of payment requisitions

John Somerville	Senior Manager	Trade On	7/04/2016	0.10	\$44.00 Review of email to our IT consultant regarding account issues
John Somerville	Senior Manager	Trade On	11/04/2016	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	11/04/2016	0.10	\$44.00 Review of payment requisitions and instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Trade On	13/04/2016	0.10	\$44.00 Review of email from IT consultant regarding domain hosting issues
John Somerville	Senior Manager	Trade On	14/04/2016	0.10	\$44.00 Review of payment requisitions
John Somerville	Senior Manager	Trade On	14/04/2016	0.10	\$44.00 Review of email to our IT consultant regarding domain name hosting and registration issues
John Somerville	Senior Manager	Trade On	18/04/2016	0.10	\$44.00 Review and approval of payment requisitions
John Somerville	Senior Manager	Trade On	18/04/2016	0.10	\$44.00 Instructions to Aubrey Meek regarding amendments required to payment requisitions
John Somerville	Senior Manager	Trade On	18/04/2016	0.10	\$44.00 Review of tax invoices and email to our solicitors in relation to issues with same
John Somerville	Senior Manager	Trade On	19/04/2016	0.40	\$176.00 Review and amendments to receipts and payments account to accompany update report to investors and discussion with Nicola Kennedy regarding same
John Somerville	Senior Manager	Trade On	19/04/2016	0.10	\$44.00 Email to our solicitors regarding outstanding accounts
John Somerville	Senior Manager	Trade On	21/04/2016	0.10	\$44.00 Review of MYOB accounts and payment requisitions
John Somerville	Senior Manager	Trade On	28/04/2016	0.10	\$44.00 Review of MYOB accounts and bank reconciliation

John Somerville	Senior Manager	Trade On	29/04/2016	0.10	\$44.00 Instructions to Nicola Kennedy regarding accountants payable
John Somerville	Senior Manager	Trade On	3/05/2016	0.10	\$44.00 review of payment requisitions
John Somerville	Senior Manager	Trade On	3/05/2016	0.10	\$44.00 Review of accounts payable and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Trade On	11/05/2016	0.10	\$44.00 Email to our IT service provider regarding domain names
John Somerville	Senior Manager	Trade On	12/05/2016	0.10	\$44.00 Review of MYOB accounts and instructions to Nicola Kennedy
John Somerville	Senior Manager	Trade On	13/06/2016	0.10	\$44.00 Instructions to Aubrey Meek regarding accounts payable
John Somerville	Senior Manager	Trade On	17/06/2016	0.10	\$44.00 Review of payment requisitions
John Somerville	Senior Manager	Trade On	24/06/2016	0.10	\$44.00 Review of draft email to the solicitors for the liquidators of Equitrust Ltd regarding further information to assess outstanding claims. Email to our solicitors regarding same
John Somerville	Senior Manager	Trade On	4/07/2016	0.10	\$45.50 Review of payment requisitions
John Somerville	Senior Manager	Trade On	4/07/2016	0.10	\$45.50 Email to our IT consultant regarding server access issues
John Somerville	Senior Manager	Trade On	5/07/2016	0.10	\$45.50 Review of payment requisitions
John Somerville	Senior Manager	Trade On	6/07/2016	0.10	\$45.50 Email to our IT consultant regarding server connection issues
John Somerville	Senior Manager	Trade On	7/07/2016	0.10	\$45.50 Review of payment requisitions
John Somerville	Senior Manager	Trade On	11/07/2016	0.10	\$45.50 Review of payment requisitions and accounts payable
John Somerville	Senior Manager	Trade On	15/07/2016	0.10	\$45.50 Review of payment requisition

John Somerville	Senior Manager	Trade On	21/07/2016	0.10	\$45.50 Review of accounts payable and payment requisition
John Somerville	Senior Manager	Trade On	29/07/2016	0.10	\$45.50 Review of payment requisitions
John Somerville	Senior Manager	Trade On	4/08/2016	0.10	\$45.50 Review of accounts payable and payment requisitions
John Somerville	Senior Manager	Trade On	5/08/2016	0.10	\$45.50 Review of payment requisitions
John Somerville	Senior Manager	Trade On	5/08/2016	0.30	\$136.50 Review of business activity statements for the months of February to July 2016 and instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Trade On	8/08/2016	0.10	\$45.50 Email to IT consultant regarding Finpower licence renewal
John Somerville	Senior Manager	Trade On	11/08/2016	0.10	\$45.50 Review of payment requisitions
John Somerville	Senior Manager	Trade On	12/08/2016	1.00	\$455.00 meeting with our solicitors and David Whyte regarding court application for directions to deal with equalisation payment to investors and outstanding claims from Hall Chadwick
John Somerville	Senior Manager	Trade On	12/08/2016	0.30	\$136.50 Preparation for meeting with our solicitors regarding court application for directions to deal with equalisation payment to investors and outstanding claims from Hall Chadwick
John Somerville	Senior Manager	Trade On	12/08/2016	0.20	\$91.00 Review of updated receipts and payment and instructions to Andrew Lane regarding same
John Somerville	Senior Manager	Trade On	16/08/2016	0.20	\$91.00 Review of business activity statements and instructions to Dermot O'Brien regarding same
John Somerville	Senior Manager	Trade On	23/08/2016	0.20	\$91.00 Review of MYOB accounts

John Somerville	Senior Manager	Trade On	23/08/2016	0.30	\$136.50	Review of receipts and payments accounts and instructions to Andrew Lane regarding same
John Somerville	Senior Manager	Trade On	1/09/2016	0.10	\$45.50	Review of payment requisitions
John Somerville	Senior Manager	Trade On	6/09/2016	0.10	\$45.50	Review of payment requisitions
John Somerville	Senior Manager	Trade On	8/09/2016	0.10	\$45.50	Review of payment requisitions
John Somerville	Senior Manager	Trade On	16/09/2016	0.10	\$45.50	Email to our solicitors regarding extension sought by Liquidators of Equititrust Ltd to respond to requests for further information to substantiate claim against the Fund
John Somerville	Senior Manager	Trade On	23/09/2016	0.10	\$45.50	Review of payments requisitions and accounts payable
John Somerville	Senior Manager	Trade On	29/09/2016	0.10	\$45.50	Email to our IT consultant regarding Finpower database access issues
John Somerville	Senior Manager	Trade On	5/10/2016	0.10	\$45.50	Review of payment requisitions
John Somerville	Senior Manager	Trade On	7/10/2016	0.10	\$45.50	Review of payment requisitions
John Somerville	Senior Manager	Trade On	10/10/2016	0.10	\$45.50	Instructions to Dermot O'Brien regarding accounting for proceeds from the distribution paid by the liquidator of a guarantor
John Somerville	Senior Manager	Trade On	14/10/2016	0.10	\$45.50	Review of payment requisitions
Nicola Kennedy	Senior Accountant II	Trade On	6/10/2015	0.10	\$28.00	emails with IT in relation to hosting the database of investors in the BDO cloud
Nicola Kennedy	Senior Accountant II	Trade On	7/10/2015	0.10	\$28.00	discussion with internal IT in relation to the server to host the investor database

Nicola Kennedy	Senior Accountant II	Trade On	7/10/2015	0.10	\$28.00 assist Julia Mayne with query regarding reconciliation in MYOB
Nicola Kennedy	Senior Accountant II	Trade On	19/10/2015	0.20	\$56.00 review query regarding bank account balance from Samantha Brown and respond to same, log into bank account and confirm balance of account
Nicola Kennedy	Senior Accountant II	Trade On	21/10/2015	0.40	\$112.00 assist Jack Yang with copying investor database to BDO cloud
Nicola Kennedy	Senior Accountant II	Trade On	21/10/2015	0.10	\$28.00 assist Jack Yang with copying investor database to BDO cloud
Nicola Kennedy	Senior Accountant II	Trade On	22/10/2015	0.50	\$140.00 liaise with IT consultant in relation to files to be copied to server, discuss with Julia Mayne and Samantha Brown and prepare email for same, discuss with John Somerville
Nicola Kennedy	Senior Accountant II	Trade On	23/10/2015	0.10	\$28.00 review email from IT consultant, Jack Yang, in relation to hosting the server and files on the BDO network
Nicola Kennedy	Senior Accountant II	Trade On	23/10/2015	0.30	\$84.00 assist IT consultant and Julia Mayne in remote desktops, advise of relevant files and file locations required to be copied to BDO server
Nicola Kennedy	Senior Accountant II	Trade On	27/10/2015	0.30	\$84.00 review email update from IT consultant Jack Yang in relation to copying the FinPower database to BDO's network, discuss storage of server with John Somerville and respond to email for same
Nicola Kennedy	Senior Accountant II	Trade On	28/10/2015	0.10	\$28.00 review correspondence between internal and external IT consultants in relation to copying the investor database to BDO network
Nicola Kennedy	Senior Accountant II	Trade On	29/10/2015	0.10	\$28.00 review emails from external IT consultant in relation to hardware to be stored, email John Somerville for same

Nicola Kennedy	Senior Accountant II	Trade On	2/11/2015	0.20	\$56.00 review payment and emails in relation to payment to ATO, instruct Julia Mayne re cash book entry
Nicola Kennedy	Senior Accountant II	Trade On	3/11/2015	0.50	\$140.00 phone call and meeting with Jack Yang in relation to copying database, discuss legacy applications
Nicola Kennedy	Senior Accountant II	Trade On	4/11/2015	0.10	\$28.00 respond to queries from Jack Yang in relation to copying IBS Finance to BDO network
Nicola Kennedy	Senior Accountant II	Trade On	4/11/2015	0.10	\$28.00 review email update from Jack Yang in relation to progress for copying database to BDO network
Nicola Kennedy	Senior Accountant II	Trade On	5/11/2015	0.10	\$28.00 review and forward payments to Julia Mayne to be processed
Nicola Kennedy	Senior Accountant II	Trade On	5/11/2015	0.10	\$28.00 review emails in relation to mail out for notice to investors, assist Julia Mayne with queries
Nicola Kennedy	Senior Accountant II	Trade On	6/11/2015	0.40	\$112.00 review emails from external IT Consultant and Jack Yang in relation to IBS Finance program, liaise with Jack Yang for same and email copy of handover detailing processes for IBS Finance
Nicola Kennedy	Senior Accountant II	Trade On	9/11/2015	0.10	\$28.00 liaise with Jack Yang in relation to testing of server
Nicola Kennedy	Senior Accountant II	Trade On	11/11/2015	0.10	\$28.00 review, consider and forward payment to Julia Mayne and Ashley Richardson to process
Nicola Kennedy	Senior Accountant II	Trade On	11/11/2015	0.70	\$196.00 meeting with Jack Yang in relation to remote desktop hosting by BDO, log into system, perform functions on server, discuss access and users for system

Nicola Kennedy	Senior Accountant II	Trade On	11/11/2015	0.40	\$112.00 liaise with Jack Yang in relation to access to investor database on remote desktop hosted by BDO, search investor in system and confirm system working
Nicola Kennedy	Senior Accountant II	Trade On	16/11/2015	0.20	\$56.00 review and consider email from Jack Yang in relation to options for backing up server to be hosted by BDO, prepare response and email John Somerville to confirm timeframes for backups
Nicola Kennedy	Senior Accountant II	Trade On	17/11/2015	0.30	\$84.00 liaise with Jack Yang in relation to usage of database and back up frequency required, review differences between options, consider same and recommend proceeding with weekly full back up and daily incremental
Nicola Kennedy	Senior Accountant II	Trade On	17/11/2015	0.20	\$56.00 review email in relation to expiry of hardware warranty for database, email Jack Yang for same
Nicola Kennedy	Senior Accountant II	Trade On	17/11/2015	0.10	\$28.00 email to Jack Yang in relation to back up and maintenance options for hosting server
Nicola Kennedy	Senior Accountant II	Trade On	17/11/2015	0.20	\$56.00 2 x emails with John Somerville in relation to steps to complete setup of BDO hosting investor database, discuss correspondence, cut off date and liaising with Jack Yang for same
Nicola Kennedy	Senior Accountant II	Trade On	18/11/2015	0.30	\$84.00 phone call to database host to ascertain cancellation policy for services, email John Somerville in relation to same, review cancellation clause on website
Nicola Kennedy	Senior Accountant II	Trade On	18/11/2015	0.60	\$168.00 review email from John Somerville in relation to cancellation of services with IT service company, prepare correspondence for same, obtain relevant attachments from file, print and collate
Nicola Kennedy	Senior Accountant II	Trade On	18/11/2015	0.40	\$112.00 prepare file note with background in relation to steps take for Fund's legacy software to avoid incurring high cost to upgrade the systems
Nicola Kennedy	Senior Accountant II	Trade On	18/11/2015	0.90	\$252.00 prepare file note with background in relation to steps to take for Fund's legacy software to avoid incurring high cost to upgrade the systems, summarise alternative options and actions to date, review relevant documents

Nicola Kennedy	Senior Accountant II	Trade On	18/11/2015	0.50	\$140.00 liaise with Jack Yang re cut-off date for updating database in server, liaise with John Somerville for same, update file note
Nicola Kennedy	Senior Accountant II	Trade On	18/11/2015	0.30	\$84.00 log into server hosted by BDO to confirm the relevant drives are accessible for users, liaise with Jack Yang for location of same
Nicola Kennedy	Senior Accountant II	Trade On	19/11/2015	0.10	\$28.00 email Jack Yang and Shaun Nell in relation to costs of hosting on BDO network
Nicola Kennedy	Senior Accountant II	Trade On	19/11/2015	0.10	\$28.00 discussion with John Somerville in relation to file note regarding copying of server programs to BDO network, discuss actions for transition
Nicola Kennedy	Senior Accountant II	Trade On	23/11/2015	0.20	\$56.00 prepare MYOB journal for transfer from high interest account, print same, log into bank account and re-print cheque requisition
Nicola Kennedy	Senior Accountant II	Trade On	23/11/2015	0.10	\$28.00 email to Shaun Nell in relation to migration of server and expected costs
Nicola Kennedy	Senior Accountant II	Trade On	23/11/2015	0.30	\$84.00 review email from Shaun Nell in relation to estimated costs for hosting of server, update file note for same and letter to external host re termination of service
Nicola Kennedy	Senior Accountant II	Trade On	24/11/2015	0.50	\$140.00 review email from Sarah Cunningham regarding 524 lodgements, review due dates in spread sheet, email Julia Mayne regarding reconciliation of accounts, respond to email from Sarah Cunningham
Nicola Kennedy	Senior Accountant II	Trade On	24/11/2015	0.40	\$112.00 update correspondence to terminate server services with company, discuss file note with John Somerville and update same
Nicola Kennedy	Senior Accountant II	Trade On	24/11/2015	0.10	\$28.00 update correspondence to terminate server services with company, collate for review

Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.20	\$56.00 scan, save and email correspondence in relation to finalisation of account with IT support/maintenance, respond to email from John Somerville regarding discussion with internal IT team to enable consultant to use remote desktop
Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.20	\$56.00 prepare document summarising steps to access server on BDO network, email same to John Somerville
Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.20	\$56.00 discussion with John Somerville in relation to accessing database hosted by BDO, prepare email to Jack Yang in relation to migration and setting up user access for Dermot O'Brien, John Somerville and external consultant
Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.10	\$28.00 review and consider email from external IT support in relation to website domains and assistance going forward
Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.30	\$84.00 review invoice and confirm not paid, prepare payment for same in MYOB and bank account, print and collate
Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.30	\$84.00 emails with Jack Yang in relation to external consultant requiring access to the server as well as whether John Somerville and Dermot O'Brien require access to two servers
Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.20	\$56.00 discussion with John Somerville in relation to files for which we can access from new server, email Jack Yang to request access to all files on old server
Nicola Kennedy	Senior Accountant II	Trade On	26/11/2015	0.50	\$140.00 phone call with external IT consultant in relation to migration of database, review file note and discuss with John Somerville, liaise with Jack Yang in relation to same, discuss cut off date for updating server
Nicola Kennedy	Senior Accountant II	Trade On	27/11/2015	0.40	\$112.00 email John Somerville in relation to Jack Yang generating a mail list for investor correspondence, prepare email to Jack Yang detailing the use of the investor database and request assistance in generating mail list for investors
Nicola Kennedy	Senior Accountant II	Trade On	27/11/2015	0.40	\$112.00 liaise with Jack Yang and Nicole Jackson via email and phone in relation to generating mail listing for investors from database, discuss queries in relation to same with Jack Yang

Nicola Kennedy	Senior Accountant II	Trade On	27/11/2015	0.10	\$28.00 email to external IT support company to confirm domain hosting is to be retained as part of services provided
Nicola Kennedy	Senior Accountant II	Trade On	27/11/2015	0.20	\$56.00 email to Julia Mayne and Dermot O'Brien regarding cut-off date to update investor database, review email from external IT consultant, respond to same and advise of cut-off date
Nicola Kennedy	Senior Accountant II	Trade On	30/11/2015	0.30	\$84.00 emails with Jack Yang in relation to copying the drives from the old server, discuss increase in cost due to number of drives, summarise in email to John Somerville
Nicola Kennedy	Senior Accountant II	Trade On	30/11/2015	0.40	\$112.00 review email from John Somerville in relation to size of drives on old server, log into server and confirm same, review storage space on network drive, email John Somerville and advise external hard drive may be required
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.30	\$84.00 liaise with Jack Yang in relation to storing drives from old server on new server. confirm location ok after consideration of same, update file note regarding location of drives
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.60	\$168.00 reconcile bank account for high interest and prepare ASIC form 524 for period up to 21 November 2015, email John Somerville regarding disclosure requirements
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.10	\$28.00 liaise with Jack Yang via email regarding test of MYOB in new server, email Julia Mayne in relation to same
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.30	\$84.00 perform test on MYOB in new server with Julia Mayne and Jack Yang, discuss access limitations and update file note for details regarding accessing the file
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.40	\$112.00 review email from John Somerville in relation to ASIC form 524 (receipts and payments account), discuss details to include in section 3 and update same, print and collate for review
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.30	\$84.00 review remuneration amount disclosed in ASIC form 524 (receipts and payments account), review previous 524 lodged, update 524 and print and collate for review

Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.20	\$56.00 review emails between external and internal IT support regarding the migration of the server and user access, liaise with Jack Yang for same via email
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.50	\$140.00 prepare ASIC form 524 (receipts and payments account) for period up to 21 November 2015
Nicola Kennedy	Senior Accountant II	Trade On	1/12/2015	0.50	\$140.00 prepare ASIC form 524 (receipts and payments account) for period up to 21 November 2015
Nicola Kennedy	Senior Accountant II	Trade On	2/12/2015	0.50	\$140.00 review amendments to be made to ASIC form 524 (receipts and payments account), consider same, update ASIC form 524, request Julia Mayne to reconcile bank account up until 20 November 2015 being period end.
Nicola Kennedy	Senior Accountant II	Trade On	2/12/2015	0.20	\$56.00 final amendments to ASIC form 524 (receipts and payments account), collate for review after printing same
Nicola Kennedy	Senior Accountant II	Trade On	2/12/2015	0.10	\$28.00 review and consider invoice, forward to Julia Mayne for payment
Nicola Kennedy	Senior Accountant II	Trade On	3/12/2015	0.70	\$196.00 prepare ASIC amendment form and amend 524 for previous period up to May 2015 in respect of reissued interim distribution cheques, print and collate same for review, search online for document lodgement number
Nicola Kennedy	Senior Accountant II	Trade On	3/12/2015	0.40	\$112.00 amend 524 for current period up to November 2015 in respect of reissued interim distribution cheques, print and collate same for review
Nicola Kennedy	Senior Accountant II	Trade On	4/12/2015	0.40	\$112.00 amend narrations in annexure of ASIC form 524 (receipts and payments account) for reissued cheques to investors/returned EFT payments to accurately reflect the nature of receipts and payments
Nicola Kennedy	Senior Accountant II	Trade On	4/12/2015	0.10	\$28.00 emails with John Somerville regarding copying of existing server to BDO network, confirm status for same

Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.10	\$28.00 review email from Jack Yang in relation to external consultant accessing new server, email John Somerville for same
Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.30	\$84.00 emails with John Somerville and Jack Yang in relation to data usage on old server, discuss tasks remaining to finalise copying of server to BDO network
Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.10	\$28.00 liaise with Jack Yang in relation to additional files to copy from existing server to new server
Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.20	\$56.00 review email from external IT support in relation to domain hosting and prepare response to same, confirm services to continue
Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.30	\$84.00 liaise with John Somerville and Jack Yang in relation to finalisation of copying files from existing server and obtaining hardware from external premises
Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.10	\$28.00 email Julia Mayne re payment of outstanding invoices
Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.20	\$56.00 update email to external IT support to confirm when possible to collect hardware, emails with John Somerville in relation to same
Nicola Kennedy	Senior Accountant II	Trade On	7/12/2015	0.20	\$56.00 liaise with Jack Yang in relation to generating an investor mailing list, email Julia Mayne in relation to queries for same
Nicola Kennedy	Senior Accountant II	Trade On	9/12/2015	0.20	\$56.00 prepare email to external consultant regarding steps to access new server
Nicola Kennedy	Senior Accountant II	Trade On	9/12/2015	0.20	\$56.00 liaise with external consultant re new server and email Julia Mayne regarding mail listing generated from application on new server

Nicola Kennedy	Senior Accountant II	Trade On	16/12/2015	0.10	\$28.00 liaise with Julia Mayne and John Somerville in relation to status of investor mail out spread sheet for reports to investors
Nicola Kennedy	Senior Accountant II	Trade On	18/12/2015	0.20	\$56.00 email Sarah Cunningham and Julia Mayne in relation to controls for MYOB with reissuing cheques to investors, discuss same with Julia Mayne
Nicola Kennedy	Senior Accountant II	Trade On	18/12/2015	0.50	\$140.00 review email from Julia Mayne with details of discrepancies for investor mail list, discuss with John Somerville and email Jack Yang in relation to same
Nicola Kennedy	Senior Accountant II	Trade On	18/12/2015	0.10	\$28.00 prepare and send email to IT support regarding collection of hardware at data centre
Nicola Kennedy	Senior Accountant II	Trade On	21/12/2015	0.20	\$56.00 prepare email to consultant with instructions to access new servers, provide log in details and information to confirm what is located on each server
Nicola Kennedy	Senior Accountant II	Trade On	22/12/2015	0.30	\$84.00 review various emails with external IT and Julia Mayne in relation to equipment to be collected from site for old server, discuss same with Julia Mayne
Nicola Kennedy	Senior Accountant II	Trade On	23/12/2015	0.60	\$168.00 meet with Julia Mayne and external IT consultant to obtain and secure server, computer, laptop, keyboards etc previously held on the Gold Coast, arrange labels for same
Nicola Kennedy	Senior Accountant II	Trade On	23/12/2015	0.20	\$56.00 phone call to IT support to confirm status of old server, liaise with Jack Yang in relation to same
Nicola Kennedy	Senior Accountant II	Trade On	23/12/2015	0.20	\$56.00 label server equipment for archives
Nicola Kennedy	Senior Accountant II	Trade On	23/12/2015	0.20	\$56.00 review email from consultant regarding access to emails, liaise with Jack Yang for same to arrange files to be copied to new server

Nicola Kennedy	Senior Accountant II	Trade On	4/01/2016	0.10	\$28.00 discussion with John Somerville regarding collection of IT equipment
Nicola Kennedy	Senior Accountant II	Trade On	5/01/2016	0.20	\$56.00 email to Jack Yang in relation to outlook files for external IT consultant, discuss same with John Somerville
Nicola Kennedy	Senior Accountant II	Trade On	6/01/2016	0.30	\$84.00 liaise with Jack Yang in relation to outlook files for external IT consultant, discuss hard drives in storage
Nicola Kennedy	Senior Accountant II	Trade On	6/01/2016	0.20	\$56.00 review email from John Somerville in relation to BAS lodgements and review file for same, send email response confirming last BAS lodged
Nicola Kennedy	Senior Accountant II	Trade On	6/01/2016	0.10	\$28.00 review email from Jack Yang in relation to progress with outlook files
Nicola Kennedy	Senior Accountant II	Trade On	8/01/2016	0.10	\$28.00 email Jack Yang in relation to progress with copying outlook files for external consultant
Nicola Kennedy	Senior Accountant II	Trade On	11/01/2016	0.20	\$56.00 liaise with Jack Yang and John Somerville in relation to obtaining emails for external IT consultant
Nicola Kennedy	Senior Accountant II	Trade On	12/01/2016	0.10	\$28.00 review and forward payment to Julia Mayne to process and advise of services terminated with supplier
Nicola Kennedy	Senior Accountant II	Trade On	20/01/2016	0.10	\$28.00 liaise with Jack Yang via email in relation to emails copied to server for external consultant
Nicola Kennedy	Senior Accountant II	Trade On	27/01/2016	0.10	\$28.00 email Jack Yang regarding email access for external consultant

Nicola Kennedy	Senior Accountant II	Trade On	4/02/2016	0.10	\$28.00 review and forward invoice for payment, review email from Jack Yang re access to emails in server
Nicola Kennedy	Senior Accountant II	Trade On	5/02/2016	0.10	\$28.00 review email from Jack Yang and forward to Dermot O'Brien and Julia Mayne with instructions for server
Nicola Kennedy	Senior Accountant II	Trade On	5/02/2016	0.10	\$28.00 prepare email to external IT consultant re access to emails
Nicola Kennedy	Senior Accountant II	Trade On	23/02/2016	0.10	\$28.00 liaise with Jack Yang in relation to obtaining emails from server
Nicola Kennedy	Senior Accountant II	Trade On	21/03/2016	0.50	\$140.00 generate MYOB receipts and payments, review and highlight settlement proceeds for all assets
Nicola Kennedy	Senior Accountant II	Trade On	24/03/2016	0.10	\$28.00 assist Julia Mayne with reconciliation of accounts
Nicola Kennedy	Senior Accountant II	Trade On	24/03/2016	0.20	\$56.00 with Julia Mayne reviewing reconciliation of accounts, discuss preparing excel document before entering loan movements in IBS finance database on the EIF server
Nicola Kennedy	Senior Accountant II	Trade On	6/04/2016	0.10	\$28.00 review and forward invoice to Dermot O'Brien to prepare payment
Nicola Kennedy	Senior Accountant II	Trade On	7/04/2016	0.30	\$84.00 review emails between John Somerville and website service provider, compare invoice with quoted costs, email John Somerville and prepare email to accounts to adjust invoice to reflect quote
Nicola Kennedy	Senior Accountant II	Trade On	11/04/2016	0.10	\$28.00 review 2 x invoices and forward to Dermot O'Brien for payment
Nicola Kennedy	Senior Accountant II	Trade On	11/04/2016	0.10	\$28.00 email Ashley Richardson re archived boxes

Nicola Kennedy	Senior Accountant II	Trade On	12/04/2016	0.50	\$140.00 prepare receipts and payments, generate reports from MYOB for update to investors (26th)
Nicola Kennedy	Senior Accountant II	Trade On	12/04/2016	1.10	\$308.00 reconcile bank account up to 31 March 2015 x 2 for receipts and payments in update to investors (26th)
Nicola Kennedy	Senior Accountant II	Trade On	13/04/2016	0.20	\$56.00 emails with John Somerville and domain service provider re agreed costs for two years
Nicola Kennedy	Senior Accountant II	Trade On	13/04/2016	1.10	\$308.00 review reports generated from MYOB and account reconciliations, add payments reissued to receipts and payments for 26th update to investors, format same in update
Nicola Kennedy	Senior Accountant II	Trade On	13/04/2016	0.10	\$28.00 review email from IT consultant and respond to same, email John Somerville for same
Nicola Kennedy	Senior Accountant II	Trade On	13/04/2016	0.20	\$56.00 prepare email to John Somerville regarding IT costs, screen shot invoiced amounts and charged
Nicola Kennedy	Senior Accountant II	Trade On	13/04/2016	0.20	\$56.00 review email and attached agreement from website domain host, consider charges, review emails
Nicola Kennedy	Senior Accountant II	Trade On	14/04/2016	0.10	\$28.00 email to website domain host in relation to agreed costs
Nicola Kennedy	Senior Accountant II	Trade On	15/04/2016	0.50	\$140.00 review and consider files for archiving and boxing same
Nicola Kennedy	Senior Accountant II	Trade On	18/04/2016	0.20	\$56.00 reconcile bank account and email Dermot O'Brien re process for reissuing returned interim distribution cheques

Nicola Kennedy	Senior Accountant II	Trade On	18/04/2016	0.40	\$112.00 review emails from John Somerville, prepare payment for 2 x payments in MYOB, prepare 2 x payments from bank account
Nicola Kennedy	Senior Accountant II	Trade On	18/04/2016	0.10	\$28.00 review email from website domain host, forward to John Somerville
Nicola Kennedy	Senior Accountant II	Trade On	19/04/2016	0.20	\$56.00 review receipts and payment summary with John Somerville for report to investors, discuss reissued cheques, discuss payments to external IT support and review of fees
Nicola Kennedy	Senior Accountant II	Trade On	19/04/2016	0.70	\$196.00 review receipts and payments for 26th update to investors, amend same for John Somerville and email same, review nature of 3 x payments and confirm with John Somerville
Nicola Kennedy	Senior Accountant II	Trade On	20/04/2016	0.10	\$28.00 review email from John Somerville, print and attach amended invoice for payment
Nicola Kennedy	Senior Accountant II	Trade On	20/04/2016	0.20	\$56.00 phone call with council in relation to bank guarantee release, review documentation for same
Nicola Kennedy	Senior Accountant II	Trade On	21/04/2016	0.40	\$112.00 discussion with John Somerville in relation to accessing MYOB to confirm date of loan, review same in server, email John Somerville for estimated timeframe
Nicola Kennedy	Senior Accountant II	Trade On	22/04/2016	0.80	\$224.00 log into database and review various MYOB files from 2005 to present, generate reports, screen shot same, email John Somerville findings in relation to date funds were advanced to EIF
Nicola Kennedy	Senior Accountant II	Trade On	22/04/2016	0.60	\$168.00 review files in EIF database for facility agreement with CBA, save documents, email to John Somerville
Nicola Kennedy	Senior Accountant II	Trade On	3/05/2016	0.20	\$56.00 review emails in relation to mail out for report to investors, review 2 x emails from John Somerville and forward emails to Dermot O'Brien to action

Nicola Kennedy	Senior Accountant II	Trade On	3/05/2016	0.30	\$84.00 review email from John Somerville and solicitors in relation to trust account authority, review MYOB and mail to confirm not paid, email John Somerville for same
Nicola Kennedy	Senior Accountant II	Trade On	3/05/2016	0.20	\$56.00 emails with John Somerville regarding 2 x invoices to be paid and statement, review emails to obtain invoice
Nicola Kennedy	Senior Accountant II	Trade On	3/05/2016	0.10	\$28.00 email external IT for copy of invoice
Nicola Kennedy	Senior Accountant II	Trade On	4/05/2016	0.10	\$28.00 review email and forward Dermot O'Brien payment to be processed
Nicola Kennedy	Senior Accountant II	Trade On	6/05/2016	0.10	\$28.00 review trust account authority and invoice required, email solicitors for copy of invoice
Nicola Kennedy	Senior Accountant II	Trade On	6/05/2016	0.10	\$28.00 review invoices received in post and email solicitors for same re payment
Nicola Kennedy	Senior Accountant II	Trade On	9/05/2016	0.20	\$56.00 review emails re payment of invoices from funds held in trust, collate documentation for David Whyte to authorise authority instructions
Nicola Kennedy	Senior Accountant II	Trade On	11/05/2016	0.20	\$56.00 scan and email trust account authority to solicitors for invoice, note additional invoice not yet received in post
Nicola Kennedy	Senior Accountant II	Trade On	12/05/2016	0.20	\$56.00 review email from John Somerville in relation to invoice, review payments in MYOB, email supplier to confirm details of balance outstanding
Nicola Kennedy	Senior Accountant II	Trade On	18/05/2016	0.10	\$28.00 email 3 x invoices to Dermot O'Brien to action and balance of account for top up of funds

Nicola Kennedy	Senior Accountant II	Trade On	19/05/2016	0.10	\$28.00 review email from Sarah Cunningham regarding ASIC form 524 and email Dermot O'Brien in relation to reconciling account
Nicola Kennedy	Senior Accountant II	Trade On	19/05/2016	0.10	\$28.00 review and respond to Sarah Cunningham's email re ASIC form 524 (receipts and payments account)
Nicola Kennedy	Senior Accountant II	Trade On	25/05/2016	0.20	\$56.00 liaise with Sarah Cunningham in relation to ASIC form 524 (receipts and payments account), review same
Nicola Kennedy	Senior Accountant II	Trade On	27/05/2016	0.80	\$224.00 review email from David Whyte and search for ASIC document numbers x 10, log into search database and obtain documents, save to file and email to David Whyte, review correspondence from solicitors
Aubrey Meek	Senior Accountant II	Trade On	6/04/2016	0.70	\$133.00 Process payments of supplier invoices in MYOB
Aubrey Meek	Senior Accountant II	Trade On	19/04/2016	0.30	\$57.00 Load payment in MYOB Insolvency and NAB for invoice received from lawyers for legal fees. Print out forms for authorisation and send to receiver.
Aubrey Meek	Senior Accountant II	Trade On	7/06/2016	0.50	\$95.00 Prepare payment of legal invoice in MYOB and load payment on bank website.
Aubrey Meek	Senior Accountant II	Trade On	13/06/2016	0.20	\$45.00 Process payment of supplier invoices in MYOB
Aubrey Meek	Senior Accountant II	Trade On	16/06/2016	0.50	\$112.50 Process payment in MYOB of supplier invoices and load payment in NAB. Forward to David Whyte for approval and payment
Dermot O'Brien	Accountant I	Trade On	4/11/2015	0.50	\$97.50 Reconciling bank account from 10/08/2015 to 31/10/2015
Dermot O'Brien	Accountant I	Trade On	4/11/2015	1.50	\$292.50 Reconciling bank account from 10/08/2015 to 31/10/2015

Dermot O'Brien	Accountant I	Trade On	5/11/2015	0.30	\$58.50 Prepare payments to suppliers in MYOB
Dermot O'Brien	Accountant I	Trade On	1/12/2015	1.60	\$312.00 Prepare bank reconciliation for period October 2015 to December 2015. Update in MYOB insolvency and external database
Dermot O'Brien	Accountant I	Trade On	29/01/2016	1.60	\$312.00 Prepare BAS statements for period 1 May 2015 - December 2015 and reconcile bank accounts
Dermot O'Brien	Accountant I	Trade On	2/02/2016	0.50	\$97.50 Reconcile bank accounts and prepare BAS for December 2015 and January 2016. print and collate
Dermot O'Brien	Accountant I	Trade On	8/02/2016	0.30	\$58.50 Scan in BAS statements for June 2015 to January 2016, save to file
Dermot O'Brien	Accountant I	Trade On	4/04/2016	1.70	\$331.50 update MYOB accounts database on Equititrust server and prepare reconciliation with MYOB insolvency and receivers bank account up to 30/11/2015.
Dermot O'Brien	Accountant I	Trade On	4/04/2016	0.40	\$78.00 update MYOB accounts on Equititrust server and prepare reconciliation with MYOB insolvency and receivers bank account up to 14/01/2015.
Dermot O'Brien	Accountant I	Trade On	6/04/2016	1.20	\$234.00 Prepare bank reconciliation in MYOB insolvency and Finmanagement and MYOB premier. Review NAB bank accounts.
Dermot O'Brien	Accountant I	Trade On	7/04/2016	0.40	\$78.00 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016
Dermot O'Brien	Accountant I	Trade On	7/04/2016	0.50	\$97.50 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016
Dermot O'Brien	Accountant I	Trade On	7/04/2016	1.50	\$292.50 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016

Dermot O'Brien	Accountant I	Trade On	7/04/2016	1.30	\$253.50 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016
Dermot O'Brien	Accountant I	Trade On	8/04/2016	0.60	\$117.00 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016
Dermot O'Brien	Accountant I	Trade On	8/04/2016	1.40	\$273.00 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016
Dermot O'Brien	Accountant I	Trade On	8/04/2016	1.40	\$273.00 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016
Dermot O'Brien	Accountant I	Trade On	8/04/2016	1.30	\$253.50 Prepare reconciliation of bank accounts in MYOB insolvency, Finmanagement and MYOB premier. Review NAB bank accounts for the period 1/11/2015 to 30/3/2016
Dermot O'Brien	Accountant I	Trade On	3/05/2016	0.20	\$39.00 Prepare payment requisitions in MYOB
Dermot O'Brien	Accountant I	Trade On	3/05/2016	0.20	\$39.00 Prepare payment requisitions in MYOB
Dermot O'Brien	Accountant I	Trade On	20/05/2016	0.40	\$78.00 Reconcile bank accounts for the period 1 April to 19 May 2016
Dermot O'Brien	Accountant I	Trade On	1/07/2016	0.60	\$141.00 Prepare reconciliation on MYOB for period May 2016 to June 2016
Dermot O'Brien	Accountant I	Trade On	13/07/2016	0.30	\$70.50 Prepare reconciliation of bank account for period March to July 2016
Dermot O'Brien	Accountant I	Trade On	13/07/2016	1.10	\$258.50 Prepare reconciliation of bank account for period March to July 2016
Dermot O'Brien	Accountant I	Trade On	13/07/2016	0.90	\$211.50 Prepare reconciliation of bank account for period March to July 2016
Dermot O'Brien	Accountant I	Trade On	13/07/2016	1.10	\$258.50 Prepare reconciliation of bank account for period March to July 2016

Dermot O'Brien	Accountant I	Trade On	4/08/2016	1.30	\$305.50 Prepare BAS statements for the period February to July 2016
Dermot O'Brien	Accountant I	Trade On	4/08/2016	0.70	\$164.50 Prepare BAS statements for the period February to July 2016
Dermot O'Brien	Accountant I	Trade On	4/08/2016	0.70	\$164.50 Prepare BAS statements for the period February to July 2016
Dermot O'Brien	Accountant I	Trade On	12/08/2016	1.00	\$235.00 Update BAS statements for the April - July 2016
Julia Mayne	Accountant II	Trade On	12/10/2015	0.60	\$117.00 Review of FinManagement regarding Loan Assets information to establish whether loan had been fully settled.
Julia Mayne	Accountant II	Trade On	14/10/2015	0.20	\$39.00 Phone call from investor regarding distribution payment. Access Finpower to review investor and advise
Julia Mayne	Accountant II	Trade On	14/10/2015	0.20	\$39.00 Phone call to investor regarding returned distribution cheque. Advise process for updating address
Julia Mayne	Accountant II	Trade On	30/10/2015	0.20	\$39.00 Prepare and review payment for supplier invoice.
Julia Mayne	Accountant II	Trade On	12/11/2015	0.50	\$97.50 Prepare and review 5 x payments to suppliers
Julia Mayne	Accountant II	Trade On	12/11/2015	0.20	\$39.00 Assist Dermot O'Brien to identify 5 x unknown transactions on bank statement for bank account reconciliation
Julia Mayne	Accountant II	Trade On	18/11/2015	0.20	\$39.00 Prepare and review payment for supplier invoice
Julia Mayne	Accountant II	Trade On	18/11/2015	0.20	\$39.00 Prepare and review payment for supplier invoice

Julia Mayne	Accountant II	Trade On	19/11/2015	0.20	\$39.00 Review and prepare payment for supplier invoice
Julia Mayne	Accountant II	Trade On	30/11/2015	0.50	\$97.50 Review bank account and prepare reconciliation of account from 31 October - 29 November in MYOB
Julia Mayne	Accountant II	Trade On	30/11/2015	0.30	\$58.50 Review uncleared cheques and prepare schedule of investor distributions to prepare correspondence advising of outstanding distributions
Julia Mayne	Accountant II	Trade On	2/12/2015	0.30	\$58.50 Prepare email to investor in response to their request for details of 6 x interim distributions paid. Review files to locate 6 x letters sent to investors regarding same
Julia Mayne	Accountant II	Trade On	2/12/2015	0.20	\$39.00 Phone call from investor seeking to update postal address with the Fund, Review investor on the Finpower database and advise. Review distribution amounts and advise
Julia Mayne	Accountant II	Trade On	2/12/2015	0.50	\$97.50 Reconciliation of MYOB insolvency account. Review bank statement, payments in MYOB and previous reconciliation to ascertain reason for unbalanced account.
Julia Mayne	Accountant II	Trade On	2/12/2015	0.50	\$97.50 Review and print bank statement and prepare reconciliation of MYOB insolvency account for 524. Review previous reconciliation to ascertain reason for unbalanced account
Julia Mayne	Accountant II	Trade On	3/12/2015	0.20	\$39.00 Review bank statement and reconciliation of high interest bank account
Julia Mayne	Accountant II	Trade On	3/12/2015	0.40	\$78.00 Review bank statement and reconciliation of bank account
Julia Mayne	Accountant II	Trade On	3/12/2015	1.00	\$195.00 reconciliation of bank account, review issues with reissue of cheque, review of previous 524 (receipts and payments account), discussions with Sarah Cunningham and Nicola Kennedy regarding same
Julia Mayne	Accountant II	Trade On	4/12/2015	0.20	\$39.00 Prepare and review supplier payment. Prepare payment through MYOB and bank account

Julia Mayne	Accountant II	Trade On	4/12/2015	0.30	\$58.50 Review and amend formulas in remuneration summary for period 1 August - 30 November 2015. Prepare summary of disbursements
Julia Mayne	Accountant II	Trade On	4/12/2015	0.20	\$39.00 Review 2 x payments from supplier. Review MYOB to ascertain amount and date of payment
Julia Mayne	Accountant II	Trade On	14/12/2015	0.40	\$78.00 Prepare and review payment for 3 x supplier invoices
Julia Mayne	Accountant II	Trade On	17/12/2015	0.40	\$78.00 Prepare 2 x payments for supplier invoices. prepare payment through bank account
Julia Mayne	Accountant II	Trade On	18/12/2015	0.40	\$78.00 Review mailing list provided by Jack Yang to ensure there are no discrepancies with previous mailing list
Julia Mayne	Accountant II	Trade On	18/12/2015	0.60	\$117.00 Review of mailing list provided by BDO IT, previous mailing list and mailing list sent to service provider to ensure data is consistent across each list and email details of same to John Somerville and Nicola Kennedy
Julia Mayne	Accountant II	Trade On	22/12/2015	0.40	\$78.00 Enter details of all receipts for the period Aug - Sep into MYOB Premier. Apply against loan accounts/ allocate to account in MYOB Premier. Review each payment in MYOB insolvency to ascertain loan account
Julia Mayne	Accountant II	Trade On	22/12/2015	1.10	\$214.50 Enter details of all payments for the period Aug - Sep into MYOB Premier. Apply against loan accounts/ allocate to account in MYOB Premier. Review each payment in MYOB insolvency to ascertain loan account
Julia Mayne	Accountant II	Trade On	22/12/2015	0.40	\$78.00 Enter details of all payments for the period Aug - Sep into MYOB Premier. Apply against loan accounts/ allocate to account in MYOB Premier. Review each payment in MYOB insolvency to ascertain loan account
Julia Mayne	Accountant II	Trade On	22/12/2015	0.50	\$97.50 Review of notes regarding reconciliation of accounts on the EIF server in relation to MYOB Premier, Finmanagement and IBS.

Julia Mayne	Accountant II	Trade On	23/12/2015	1.00	\$195.00	Discrepancy in MYOB premier reconciliation. Review details of all payments for the period Aug - Sep into MYOB Premier. Apply against loan accounts/ allocate to account in MYOB Premier. Review each payment in MYOB insolvency to ascertain loan account
Julia Mayne	Accountant II	Trade On	23/12/2015	1.00	\$195.00	Review transactions in MYOB Premier for period Aug-Sep. 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 to ascertain reason for discrepancy in balance
Julia Mayne	Accountant II	Trade On	4/01/2016	0.20	\$39.00	Review and prepare payment for supplier invoice in MYOB and bank account
Julia Mayne	Accountant II	Trade On	5/01/2016	0.20	\$39.00	Prepare and review payment for supplier invoice through MYOB and bank account
Julia Mayne	Accountant II	Trade On	13/01/2016	0.40	\$78.00	Prepare and review payment for 4 x invoices. Prepare payment through bank account
Julia Mayne	Accountant II	Trade On	14/01/2016	0.20	\$39.00	Phone call to supplier regarding outstanding invoice
Julia Mayne	Accountant II	Trade On	28/01/2016	0.50	\$97.50	Review of notes regarding reconciliation of accounts on the EIF server in relation to MYOB Premier, Finmanagement and IBS.
Julia Mayne	Accountant II	Trade On	28/01/2016	0.80	\$156.00	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 for August - Sep
Julia Mayne	Accountant II	Trade On	28/01/2016	0.80	\$156.00	Reconciliation of receipts and payments in MYOB. Review all transactions for the period 11 May - 23 August 2015 and compare to bank statement and MYOB insolvency to ascertain reason for discrepancy in reconciliation. (including interim distribution payments)
Julia Mayne	Accountant II	Trade On	28/01/2016	1.10	\$214.50	Review of payments entered into MYOB premier against loan accounts. Generate reports regarding same. Data entry and reconciliation of same in IBS finance

Julia Mayne	Accountant II	Trade On	28/01/2016	1.00	\$195.00 Error in IBS software after entry of Receipts and payments. Re enter data and reconciliation of same in IBS finance for August - September 15
Julia Mayne	Accountant II	Trade On	1/02/2016	0.40	\$78.00 Review and prepare payment for 2 x supplier invoices. Prepare payment though bank account
Julia Mayne	Accountant II	Trade On	3/02/2016	0.40	\$78.00 Prepare and review payment for 2 x supplier invoices
Julia Mayne	Accountant II	Trade On	4/02/2016	0.20	\$39.00 Prepare and review payment for supplier invoice.
Julia Mayne	Accountant II	Trade On	4/02/2016	0.10	\$19.50 Email to supplier regarding queries relating to charges on the invoice
Julia Mayne	Accountant II	Trade On	9/02/2016	0.20	\$39.00 Prepare and review payment for supplier invoice
Julia Mayne	Accountant II	Trade On	11/02/2016	0.10	\$19.50 Prepare and review payment for supplier invoice
Julia Mayne	Accountant II	Trade On	17/02/2016	0.20	\$39.00 Review email from supplier regarding payment of outstanding invoice and prepare response
Julia Mayne	Accountant II	Trade On	22/02/2016	0.40	\$78.00 Prepare and review payment for 2 x supplier invoices
Julia Mayne	Accountant II	Trade On	23/02/2016	0.60	\$117.00 Review emails from John Somerville and Mackay Council in regards to performance bonds. Review correspondence from Lawyers regarding same. Prepare letter to council regarding same
Julia Mayne	Accountant II	Trade On	24/02/2016	0.30	\$58.50 Access IBS finance to review payments previously entered in relation to 21 Sep reconciliation
Julia Mayne	Accountant II	Trade On	24/02/2016	0.30	\$58.50 Review notes provided by Daniel Tipman to generate loan control balance report in FinMgmt. Compare figures to General Ledger Closing balance to ascertain difference reconciliation figures

Julia Mayne	Accountant II	Trade On	24/02/2016	0.40	\$78.00 Review and calculate total amounts of transactions entered into MYOB relating to loan account. Compare figure to the difference between the General Ledger closing balance and IBS Loan Control Balance
Julia Mayne	Accountant II	Trade On	24/02/2016	0.30	\$58.50 Review email from Jack Yang regarding mapping of drives on remote server and complete steps required to map drives
Julia Mayne	Accountant II	Trade On	24/02/2016	0.40	\$78.00 Review instructions provided by Daniel Tipman to generate loan transaction ledger for all payments entered through IBS finance
Julia Mayne	Accountant II	Trade On	24/02/2016	0.10	\$19.50 Review and print letter to council regarding bonds
Julia Mayne	Accountant II	Trade On	26/02/2016	0.40	\$78.00 Access remote desktop and review payments entered into IBS Finance. Run scripts through EQUIDATA to update FinMgmt loan database. Generate EIF balance reports through FinMgmt and reconcile against General Ledger balance
Julia Mayne	Accountant II	Trade On	26/02/2016	0.60	\$117.00 Reconciliation of bank account for month of Feb. Process of transfer of money from high interest account to normal account. Process same in MYOB
Julia Mayne	Accountant II	Trade On	26/02/2016	0.40	\$78.00 Access FinMgmt on remote desktop to generate transaction listing and identify payments which have been entered twice through IBS finance
Julia Mayne	Accountant II	Trade On	26/02/2016	0.30	\$58.50 Access FinMgmt to record loan numbers for transactions which have been entered twice through IBS finance
Julia Mayne	Accountant II	Trade On	26/02/2016	0.40	\$78.00 Access IBS Finance through remote desktop and input details of 12 x double counted payments as receipts to resolve error of unbalanced reconciliation
Julia Mayne	Accountant II	Trade On	29/02/2016	0.20	\$39.00 Prepare payment of supplier invoice
Julia Mayne	Accountant II	Trade On	3/03/2016	0.20	\$39.00 Prepare payment for supplier invoice

Julia Mayne	Accountant II	Trade On	7/03/2016	0.20	\$39.00 Review email from council regarding bank guarantees and draft response
Julia Mayne	Accountant II	Trade On	7/03/2016	0.20	\$39.00 Prepare payment for supplier invoice
Julia Mayne	Accountant II	Trade On	7/03/2016	0.10	\$19.50 Phone call to supplier requesting information in relation to unpaid invoice
Julia Mayne	Accountant II	Trade On	8/03/2016	0.20	\$39.00 Prepare payment for supplier invoice
Julia Mayne	Accountant II	Trade On	17/03/2016	0.20	\$39.00 Prepare payment for supplier invoice
Julia Mayne	Accountant II	Trade On	17/03/2016	0.20	\$39.00 Prepare payment for supplier invoice
Julia Mayne	Accountant II	Trade On	21/03/2016	0.10	\$19.50 amend supplier payment
Julia Mayne	Accountant II	Trade On	23/03/2016	0.10	\$19.50 Amend accounts payable entries
Julia Mayne	Accountant II	Trade On	24/03/2016	0.50	\$97.50 Access fin management and MYOB to print previous transactions reports and compare to current transaction report to ensure payments don't overlap .
Julia Mayne	Accountant II	Trade On	24/03/2016	0.70	\$136.50 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
Julia Mayne	Accountant II	Trade On	24/03/2016	0.90	\$175.50 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
Julia Mayne	Accountant II	Trade On	24/03/2016	0.20	\$39.00 Access Finmanagement to print transaction report.
Julia Mayne	Accountant II	Trade On	24/03/2016	0.20	\$39.00 Discussions with Nicola Kennedy regarding payments to be entered into IBS to balance EIF reconciliation

Julia Mayne	Accountant II	Trade On	24/03/2016	1.10	\$214.50 Review each transaction on transaction report. Cross check all receipts and payments entered and compare to MYOB report and bank account. To ascertain which transactions have been entered twice.
Julia Mayne	Accountant II	Trade On	30/03/2016	2.00	\$390.00 Access bank account to review bank statements and complete data entry of EIF MYOB for period up to 30 Sep 15 in the remote desktop server.
Julia Mayne	Accountant II	Trade On	30/03/2016	0.50	\$97.50 Generate general ledger reports and review of transactions in previous reconciliations to ascertain account numbers to allocate specific expense to
Julia Mayne	Accountant II	Trade On	31/03/2016	0.10	\$19.50 Email to supplier regarding invoice
Andrew Lane	Undergraduate	Trade On	6/07/2016	0.10	\$16.50 Created payment requisitions in MYOB for supplier invoices
Andrew Lane	Undergraduate	Trade On	6/07/2016	0.10	\$16.50 Processed payments in MYOB
Andrew Lane	Undergraduate	Trade On	7/07/2016	0.10	\$16.50 Attached tax invoices to accounts payable requisitions and reviewed, gave to Dermot O'Brien for approval.
Andrew Lane	Undergraduate	Trade On	21/07/2016	0.50	\$82.50 Processed new accounts payable. Add new supplier in MYOB. Made Payment to supplier in MYOB. Created new payment request on NAB connect for approval.
Andrew Lane	Undergraduate	Trade On	27/07/2016	0.30	\$49.50 Call to the ATO regarding Outstanding BAS statements.
Andrew Lane	Undergraduate	Trade On	29/07/2016	0.20	\$33.00 Created accounts payable requisition for supplier invoice. Created payment on NABconnect for approval.
Andrew Lane	Undergraduate	Trade On	4/08/2016	0.50	\$82.50 Prepare BAS statements for Feb, Mar, Apr, May, Jun, Jul

Andrew Lane	Undergraduate	Trade On	5/08/2016	0.20	\$33.00 Access to MYOB to create accounts payable requisition. Submitted transaction to NABconnect for approval.
Andrew Lane	Undergraduate	Trade On	5/08/2016	0.20	\$33.00 Created new payable for a supplier invoice in MYOB. Submitted transaction to NAB for approval.
Andrew Lane	Undergraduate	Trade On	9/08/2016	0.10	\$16.50 Access to NAB connect to amend transaction with correct invoice number
Andrew Lane	Undergraduate	Trade On	12/08/2016	0.10	\$16.50 Call to our solicitors requesting further information to support invoices payable
Andrew Lane	Undergraduate	Trade On	12/08/2016	0.10	\$16.50 Review of correspondence from our solicitors regarding further information to support outstanding invoices. Printed and saved to file.
Andrew Lane	Undergraduate	Trade On	19/08/2016	0.30	\$49.50 Review and amendments of BAS. Scanned and saved to file. Given to Ash Richardson to action.
Andrew Lane	Undergraduate	Trade On	23/08/2016	0.40	\$66.00 Access to MYOB to obtain reconciliation of accounts for receipts and payments schedule. Access to NAB to print statements for both accounts.
Andrew Lane	Undergraduate	Trade On	23/08/2016	0.40	\$66.00 Access to MYOB to export bank reconciliation for account. Review and amendments to receipts and payments schedule.
Andrew Lane	Undergraduate	Trade On	31/08/2016	0.20	\$33.00 Access to MYOB to process payment of invoice. Created new accounts payable. Made supplier payment. Saved invoice to file and imported to MYOB as documentation. Access to NAB connect to draft payment.
Andrew Lane	Undergraduate	Trade On	6/09/2016	0.20	\$33.00 Access to MYOB to create payable for a suppliers invoice. Processed payment in MYOB. Access to Nab to draft payment.
Andrew Lane	Undergraduate	Trade On	6/09/2016	0.20	\$33.00 Access to MYOB to create payable for a suppliers invoice. Processed payment in MYOB. Access to Nab to draft payment.

Andrew Lane	Undergraduate	Trade On	6/09/2016	0.10	\$16.50 Draft email to our solicitors requesting invoice for disbursement costs
Andrew Lane	Undergraduate	Trade On	6/09/2016	0.20	\$33.00 Call to our solicitors to request invoice for disbursements
Andrew Lane	Undergraduate	Trade On	7/09/2016	0.30	\$49.50 Access to MYOB to create payment requisition for supplier invoices. Processed payment in MYOB. Access to Nab to draft payment.
Andrew Lane	Undergraduate	Trade On	7/09/2016	0.10	\$16.50 Review of correspondence from our solicitors in response to our request for a copy of disbursement invoices. Printed Disbursement invoices. Attached to payment requisitions.
Andrew Lane	Undergraduate	Trade On	8/09/2016	0.20	\$33.00 Access to MYOB to adjust accounts payable requisition for service provider invoices
Andrew Lane	Undergraduate	Trade On	30/09/2016	0.20	\$33.00 Review of supplier invoice. Access MYOB to process payment requisition. Access to NAB connect to draft payment
Ryan Whyte	Undergraduate	Trade On	16/05/2016	0.70	\$112.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access Finpower database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Trade On	4/07/2016	0.50	\$82.50 process payments in MYOB for supplier invoices
Ryan Whyte	Undergraduate	Trade On	4/07/2016	0.50	\$82.50 process payments in MYOB for supplier invoices
David Whyte	Partner	Administration	13/10/2015	0.10	\$56.00 reviewed correspondence from our solicitors regarding court application for remuneration approval/further information required to progress same

David Whyte	Partner	Administration	21/10/2015	1.10	\$616.00 reviewed draft affidavit in relation to court application for remuneration approval
David Whyte	Partner	Administration	21/10/2015	0.60	\$336.00 continue review of annexures to affidavit in support of court application for remuneration approval to 30 September 2015/write-off timesheet entries as required
David Whyte	Partner	Administration	21/10/2015	1.30	\$728.00 commenced review of annexures to affidavit in support of court application for remuneration approval to 30 September 2015/write-off timesheet entries as required
David Whyte	Partner	Administration	22/10/2015	3.90	\$2,184.00 continued review of annexures to affidavit in support of court application for remuneration approval to 30 September 2015/write-off timesheet entries as required
David Whyte	Partner	Administration	22/10/2015	0.70	\$392.00 continued review of annexures to affidavit in support of court application for remuneration approval to 30 September 2015/write-off timesheet entries as required
David Whyte	Partner	Administration	23/10/2015	0.30	\$168.00 reviewed updated draft affidavit in relation to court application for remuneration approval/finalised same/discussed with John Somerville
David Whyte	Partner	Administration	2/11/2015	0.40	\$224.00 meeting with our solicitors to swear affidavit in support of court application for remuneration approval
David Whyte	Partner	Administration	2/11/2015	0.90	\$504.00 meeting with our solicitors regarding review and finalisation of affidavit in support of court application for remuneration approval
David Whyte	Partner	Administration	4/11/2015	0.10	\$56.00 reviewed correspondence from our solicitors regarding court application for remuneration approval/steps to be taken prior to the hearing including notice to members and uploading documents to website
David Whyte	Partner	Administration	4/11/2015	0.10	\$56.00 reviewed notice to members regarding court application for remuneration approval, availability of supporting documentation on websites and hearing date of application

David Whyte	Partner	Administration	23/11/2015	0.10	\$56.00 reviewed correspondence from our solicitors and ASIC regarding extension of AFSL
David Whyte	Partner	Administration	4/12/2015	0.10	\$56.00 reviewed ASIC form 524 (receipts and payments)
David Whyte	Partner	Administration	14/06/2016	0.10	\$56.00 reviewed ASIC form 524 - receipts and payments
John Somerville	Senior Manager	Administration	6/10/2015	0.10	\$44.00 Call to our solicitors regarding the affidavit to support the application to court for approval of the receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	6/10/2015	0.90	\$396.00 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
John Somerville	Senior Manager	Administration	6/10/2015	0.10	\$44.00 Discussion with Nicola Kennedy regarding server security issues
John Somerville	Senior Manager	Administration	14/10/2015	0.30	\$132.00 Review and of internal control forms and supporting documentation to update the Finpower investor management database for change of detail and transfer of unit requests from investors and executors of deceased estates
John Somerville	Senior Manager	Administration	15/10/2015	0.90	\$396.00 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
John Somerville	Senior Manager	Administration	16/10/2015	0.90	\$396.00 Review and amendments to the affidavit of David Whyte to support the application to Court for approval of remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	16/10/2015	0.80	\$352.00 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

John Somerville	Senior Manager	Administration	19/10/2015	0.70	\$308.00	Review and amendments to the affidavit of David Whyte to support the sixth application to Court for remuneration approval for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	19/10/2015	0.10	\$44.00	Review of enquiry from a council regarding a property which the EIF previously held a first mortgage over. Instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	20/10/2015	0.20	\$88.00	Letter to solicitors acting for parties who have lodged a claim against Equititrust Ltd as responsible entity for the EIF
John Somerville	Senior Manager	Administration	21/10/2015	0.70	\$308.00	Review and amendments to the affidavit of David Whyte to support the application to Court for remuneration approval for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	21/10/2015	0.60	\$264.00	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
John Somerville	Senior Manager	Administration	22/10/2015	0.10	\$44.00	Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	23/10/2015	0.20	\$88.00	Email to our solicitors in relation to the receiver's application to court for remuneration approval for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	23/10/2015	0.40	\$176.00	Review and amendments to affidavit of David Whyte to support the application for remuneration approval for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	23/10/2015	0.60	\$264.00	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
John Somerville	Senior Manager	Administration	23/10/2015	0.60	\$264.00	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

John Somerville	Senior Manager	Administration	23/10/2015	0.10	\$44.00	Instructions to Julia Mayne regarding preparing and collating of annexures to David Whyte's affidavit to support the application for remuneration approval remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	23/10/2015	0.10	\$44.00	Review of objection to costs assessment filed by the liquidators of Equititrust Ltd in relation to the proof of debt proceedings
John Somerville	Senior Manager	Administration	26/10/2015	0.40	\$176.00	Discussion with Julia Mayne regarding receipts and payments account and other annexures to accompany the application to Court for approval of the receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	26/10/2015	0.20	\$88.00	Instructions to Julia Mayne regarding finalising receipts and payments account to accompany the application to Court for approval of the receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	26/10/2015	0.40	\$176.00	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
John Somerville	Senior Manager	Administration	26/10/2015	0.30	\$132.00	Review of receipts and payments account
John Somerville	Senior Manager	Administration	26/10/2015	0.60	\$264.00	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
John Somerville	Senior Manager	Administration	26/10/2015	0.70	\$308.00	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
John Somerville	Senior Manager	Administration	26/10/2015	0.60	\$264.00	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
John Somerville	Senior Manager	Administration	27/10/2015	0.40	\$176.00	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

John Somerville	Senior Manager	Administration	27/10/2015	0.20	\$88.00 Instructions to Julia Mayne regarding amendments required to the annexures to support the application to court for approval of the receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	27/10/2015	0.10	\$44.00 Email to our solicitors regarding annexures to the affidavit to support the application to Court for remuneration approval for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	30/10/2015	0.10	\$44.00 Review of issues with hosting server on BDO network and email to our IT consultant regarding same
John Somerville	Senior Manager	Administration	2/11/2015	0.10	\$44.00 Call from our solicitors regarding amendments required to annexures to support the application to Court for approval of the receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	2/11/2015	0.10	\$44.00 Email to our solicitors regarding amendments to annexures to support the application to Court for approval of the Receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	2/11/2015	0.40	\$176.00 Review and comments on amended affidavit of David Whyte to support the application to Court for approval of the Receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	3/11/2015	0.10	\$44.00 Review of status of upgrade of server to be hosted by BDO
John Somerville	Senior Manager	Administration	4/11/2015	0.40	\$176.00 Review of email from our solicitors regarding service requirements in relation to the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015. Instructions to Julia Mayne and Nicola Kennedy regarding same
John Somerville	Senior Manager	Administration	4/11/2015	0.10	\$44.00 Review of notice to investors regarding receiver's application to Court for remuneration approval. Instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	4/11/2015	0.20	\$88.00 Email to our IT consultant regarding update the EIF website with respect to the application and affidavit material relating to the receiver's application to Court for remuneration approval

John Somerville	Senior Manager	Administration	5/11/2015	0.10	\$44.00 Instructions to Julia Mayne regarding notice to investors in relation to the receiver's application to court for remuneration approval
John Somerville	Senior Manager	Administration	5/11/2015	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	6/11/2015	0.10	\$44.00 Review of incoming mail and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Administration	6/11/2015	0.10	\$44.00 Instructions to Nicole Jackson regarding notice to investors in relation to the receiver's application to Court for remuneration approval
John Somerville	Senior Manager	Administration	9/11/2015	0.10	\$44.00 Discussion with Nicola Kennedy regarding service affidavit in relation to the application to Court for approval of the receivers remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	9/11/2015	0.10	\$44.00 Review of email to our solicitors regarding service of the application and affidavit material in relation to the receiver's application to court for remuneration approval
John Somerville	Senior Manager	Administration	11/11/2015	0.10	\$44.00 Call from the receivers and managers of Equititrust Ltd regarding proposed retirement as receivers and managers
John Somerville	Senior Manager	Administration	12/11/2015	0.10	\$44.00 Review of affidavit in relation to service on investors of the application for approval of the receiver's remuneration for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	12/11/2015	0.20	\$88.00 Review of service affidavit and other material in preparation for the hearing of the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015 and email to David Whyte regarding same
John Somerville	Senior Manager	Administration	12/11/2015	0.10	\$44.00 Email to our solicitors regarding documents required in preparation for the hearing of the receiver's application to Court for remuneration approval

John Somerville	Senior Manager	Administration	13/11/2015	0.10	\$44.00 Review of email from our solicitors regarding costs assessment in relation to costs order against the liquidators of Equititrust Ltd
John Somerville	Senior Manager	Administration	17/11/2015	0.20	\$88.00 Review of issues to transfer hosting of the server to BDO and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Administration	17/11/2015	0.10	\$44.00 Discussion with Julia Mayne regarding correspondence received in response to the receiver's application to Court for remuneration approval and email to David Whyte regarding same
John Somerville	Senior Manager	Administration	19/11/2015	0.30	\$132.00 Review of material in preparation for the hearing of the application for approval of the receiver's remuneration for the period 1 February to 30 September 2015 and email to our solicitors regarding same
John Somerville	Senior Manager	Administration	20/11/2015	0.10	\$44.00 Swearing of affidavit in relation to the hearing of the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	20/11/2015	0.10	\$44.00 Call to our solicitors in relation to the hearing of the receiver's application to Court for remuneration approval for the period 1 February to 30 September 2015
John Somerville	Senior Manager	Administration	23/11/2015	0.20	\$88.00 Review of reconciliation of remuneration approved by the Court and discussion with Nicola Kennedy regarding same
John Somerville	Senior Manager	Administration	24/11/2015	0.10	\$44.00 Instructions to our IT consultant regarding updating the investor website
John Somerville	Senior Manager	Administration	24/11/2015	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	26/11/2015	0.30	\$132.00 Review of issues in relation to hosting of the EIF server by BDO, the network drives to be copied across and instructions to Nicola Kennedy regarding same

John Somerville	Senior Manager	Administration	26/11/2015	0.10	\$44.00 Review of email to our IT consultant regarding transfer files and applications from the EIF server to the BDO server
John Somerville	Senior Manager	Administration	27/11/2015	0.20	\$88.00 Review and consider server change over issues and email to Nicola Kennedy regarding same
John Somerville	Senior Manager	Administration	1/12/2015	0.40	\$176.00 Review and amendments to the ASIC form 524 (receipts and payments accounts) and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Administration	1/12/2015	0.30	\$132.00 Review and amendments to ASIC form 524 (receipts and payments account) and discussion with Nicola Kennedy regarding same
John Somerville	Senior Manager	Administration	1/12/2015	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	3/12/2015	0.10	\$44.00 Review of correspondence from the solicitors acting for the liquidators of Equititrust Ltd in relation to a claim against the directors
John Somerville	Senior Manager	Administration	4/12/2015	0.20	\$88.00 Review of ASIC form 524 (receipts and payments account)
John Somerville	Senior Manager	Administration	4/12/2015	0.30	\$132.00 Review of ASIC form 524 (receipts and payments accounts) and discussion with Nicola Kennedy regarding adjustments required
John Somerville	Senior Manager	Administration	7/12/2015	0.10	\$44.00 Review of issues with transfer server over to be hosted by BDO and email to David Whyte regarding same
John Somerville	Senior Manager	Administration	7/12/2015	0.10	\$44.00 Review of traffic usage in relation to server and email to David Whyte regarding same

John Somerville	Senior Manager	Administration	7/12/2015	0.10	\$44.00 Instructions to Nicola Kennedy regarding transfer server to a BDO hosted server
John Somerville	Senior Manager	Administration	7/12/2015	0.10	\$44.00 Instructions to Nicola Kennedy regarding transfer server to a BDO hosted server
John Somerville	Senior Manager	Administration	7/12/2015	0.10	\$44.00 Instructions to Nicola Kennedy regarding collection of the EIF hardware from a datacentre where the server was hosted
John Somerville	Senior Manager	Administration	9/12/2015	0.10	\$44.00 Review and amendments to our consultant regarding access to the BDO hosted server
John Somerville	Senior Manager	Administration	16/12/2015	0.20	\$88.00 Discussion with Nicola Kennedy regarding hosting of new server and issues in relation to generating investor mailing list from Finpower investor management database
John Somerville	Senior Manager	Administration	17/12/2015	0.10	\$44.00 Review of email from our solicitors in relation to draft correspondence to the proposed costs assessors to undertaken an assessment of costs in the proof of debt proceedings
John Somerville	Senior Manager	Administration	4/01/2016	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	13/01/2016	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	28/01/2016	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	1/02/2016	0.10	\$44.00 Reviewing of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	5/02/2016	0.10	\$44.00 Review of incoming mail and instructions to Julia Mayne regarding same
John Somerville	Senior Manager	Administration	12/02/2016	0.10	\$44.00 Email to our solicitors regarding brief to expert lender in the Cape Gloucester valuer proceedings

John Somerville	Senior Manager	Administration	29/02/2016	0.30	\$132.00 Review and amendments to letters to investors regarding payment of unclaimed distributions to beneficiaries of deceased estates
John Somerville	Senior Manager	Administration	4/03/2016	0.10	\$44.00 Email to our IT service provider regarding renewal of the domain name
John Somerville	Senior Manager	Administration	11/03/2016	0.10	\$44.00 Email to our IT consultant regarding domain name registration
John Somerville	Senior Manager	Administration	14/03/2016	0.10	\$44.00 Call to our IT service provider regarding domain name renewals
John Somerville	Senior Manager	Administration	14/03/2016	0.10	\$44.00 Email to our IT consultant regarding domain name renewal
John Somerville	Senior Manager	Administration	14/03/2016	0.20	\$88.00 Review of proposal from our IT consultant in relation to a domain name renewal. Email to our IT consultant regarding same
John Somerville	Senior Manager	Administration	15/03/2016	0.10	\$44.00 Email to our IT consultant regarding website issues
John Somerville	Senior Manager	Administration	12/05/2016	0.10	\$44.00 Instructions to Nicola Kennedy regarding incoming mail
John Somerville	Senior Manager	Administration	17/05/2016	0.10	\$44.00 Email to our IT consultant regarding Equititrust domain names
John Somerville	Senior Manager	Administration	13/06/2016	0.20	\$88.00 Review of ASIC form 524 (receipts and payments account)
John Somerville	Senior Manager	Administration	23/06/2016	0.10	\$44.00 Review of updates to the Finpower investor management database
John Somerville	Senior Manager	Administration	5/08/2016	0.10	\$45.50 Email to IT consultant regarding Finpower licence
John Somerville	Senior Manager	Administration	15/08/2016	0.10	\$45.50 Call from our consultant regarding access to server to generate loan statements
John Somerville	Senior Manager	Administration	23/08/2016	0.20	\$91.00 Review of remuneration report to accompany update report to investors and instructions to Andrew Lane regarding same
John Somerville	Senior Manager	Administration	31/08/2016	0.10	\$45.50 Review of draft email to the solicitors for the liquidators of Equititrust Ltd regarding proposed way forward to settle outstanding claims

John Somerville	Senior Manager	Administration	31/08/2016	0.10	\$45.50 Email to our IT consultant regarding website update
John Somerville	Senior Manager	Administration	30/09/2016	0.10	\$45.50 Email to our IT consultant regarding website update
John Somerville	Senior Manager	Administration	10/10/2016	0.60	\$273.00 Review of material to support the receiver's next application to Court for remuneration approval for the period 1 October 2015 to 31 October 2016 and email to our solicitors regarding same
John Somerville	Senior Manager	Administration	13/10/2016	0.80	\$364.00 Prepare and review annexures to support the application to Court for approval of the receiver's remuneration for the period 1 October 2015 to 31 October 2016
John Somerville	Senior Manager	Administration	19/10/2016	0.50	\$227.50 Prepare, collate and review annexures of the affidavit to support the receiver's application to court for remuneration approval for the period 1 October 2015 to 31 October 2016
John Somerville	Senior Manager	Administration	26/10/2016	0.80	\$364.00 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 October 2015 to 31 October 2016
John Somerville	Senior Manager	Administration	26/10/2016	0.60	\$273.00 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 October 2015 to 31 October 2016
John Somerville	Senior Manager	Administration	28/10/2016	1.10	\$500.50 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 October 2015 to 31 October 2016
John Somerville	Senior Manager	Administration	28/10/2016	0.70	\$318.50 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 October 2015 to 31 October 2016
Murray Daniel	Supervisor	Administration	20/11/2015	0.50	\$180.00 Review books and records and prepare listing of contents of each box for 6 archive boxes
Nicola Kennedy	Senior Accountant II	Administration	8/10/2015	0.40	\$112.00 liaise with IT in relation to database being hosted on BDO via telephone. Enable shared desktop to facilitate same

Nicola Kennedy	Senior Accountant II	Administration	20/10/2015	0.20	\$56.00 assist IT support in the set up of BDO to host the investor database, respond to emails in relation to same
Nicola Kennedy	Senior Accountant II	Administration	20/10/2015	0.10	\$28.00 email to internal IT support for update in relation to hosting the investor database on the BDO network
Nicola Kennedy	Senior Accountant II	Administration	20/10/2015	0.80	\$224.00 with IT support assisting in the set up of BDO to host the investor database, provide log in details
Nicola Kennedy	Senior Accountant II	Administration	26/10/2015	0.80	\$224.00 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
Nicola Kennedy	Senior Accountant II	Administration	26/10/2015	0.70	\$196.00 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
Nicola Kennedy	Senior Accountant II	Administration	26/10/2015	0.30	\$84.00 review email from David Whyte and John Somerville in relation to IT email with data usage increased, email IT consultant in relation to contacting the external IT support for legacy issues with copying database
Nicola Kennedy	Senior Accountant II	Administration	26/10/2015	0.10	\$28.00 liaise with IT consultant Jack Yang in relation to external IT consultant to assist with copying the server, answer queries
Nicola Kennedy	Senior Accountant II	Administration	27/10/2015	0.30	\$84.00 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
Nicola Kennedy	Senior Accountant II	Administration	4/11/2015	0.20	\$56.00 review email from John Somerville in relation to remuneration application tasks to be completed, discuss with Julia Mayne and amend email to solicitors with update details regarding advertisements to be placed in newspapers
Nicola Kennedy	Senior Accountant II	Administration	6/11/2015	0.10	\$28.00 email to obtain copies of advertisements placed in 3 x newspapers for remuneration application
Nicola Kennedy	Senior Accountant II	Administration	6/11/2015	0.50	\$140.00 collate attachments for affidavit material to send to lawyers in respect of investor mailout for remuneration application for the period 1 Feb to 30 Sept 2015, amend email to lawyers for current dates regarding mailout process

Nicola Kennedy	Senior Accountant II	Administration	9/11/2015	0.10	\$28.00 email our solicitors re affidavit material for remuneration application hearing on 20 November 2015
Nicola Kennedy	Senior Accountant II	Administration	9/11/2015	0.50	\$140.00 emails with Nicole Jackson in relation to lodgements receipt from post office, update email to lawyers in relation to affidavit, attach relevant documents, ensure dates are correct and email to John Somerville
Nicola Kennedy	Senior Accountant II	Administration	12/11/2015	0.30	\$84.00 review affidavit for remuneration application prepared by solicitors, confirm details for advertising and dates for same, email John Somerville for same
Nicola Kennedy	Senior Accountant II	Administration	3/12/2015	0.80	\$224.00 update ASIC form 524 (receipts and payments account) for current period, review receipts and payments totals for current and previous 524, reconcile with previous 524 for cash at bank balance
Nicola Kennedy	Senior Accountant II	Administration	3/12/2015	1.00	\$280.00 review current 524 (receipts and payments account) annexure, discuss queries with Sarah Cunningham re reconciliation, review cheques reissued to investors in respect of first distribution
Nicola Kennedy	Senior Accountant II	Administration	3/12/2015	0.70	\$196.00 Assisting Julia Mayne reconciling the MYOB cashbook to ascertain which payments relate to first, second and third interim distribution due to cheques which have been reissued for returned payments, prepare work papers for the completion of receipts and payments
Nicola Kennedy	Senior Accountant II	Administration	3/12/2015	1.00	\$280.00 reconciling bank account, review issue with cheque reissued to investor in relation to returned distribution payments, discuss with Julia Mayne and Sarah Cunningham, review cheques to confirm whether paid
Nicola Kennedy	Senior Accountant II	Administration	4/12/2015	1.10	\$308.00 conduct reconciliation of MYOB cashbook for period August to November 2015, review reissued cheques to investors. Review difference in closing balance as at July 2015 and opening balance, prepare receipts and payments for investor update (25th)
Nicola Kennedy	Senior Accountant II	Administration	4/12/2015	0.90	\$252.00 conduct reconciliation of MYOB cashbook for period August to November 2015, review reissued cheques to investors. Review difference in closing balance as at July 2015 and opening balance, prepare receipts and payments for investor update (25th)
Nicola Kennedy	Senior Accountant II	Administration	4/12/2015	0.70	\$196.00 prepare receipts and payments for investor update (25th), review MYOB accounts re trade creditors and interim distributions, segregate same for receipts and payments, perform calculations to reconcile

Nicola Kennedy	Senior Accountant II	Administration	4/12/2015	0.20	\$56.00 review ASIC form 524s (receipts and payments accounts) and discuss amendments with John Somerville
Nicola Kennedy	Senior Accountant II	Administration	15/04/2016	1.10	\$308.00 prepare box listings for 8 x boxes and arrange to be archived
Nicola Kennedy	Senior Accountant II	Administration	15/04/2016	0.10	\$28.00 discussion with Sarah Cunningham in relation to reissued cheques recorded in MYOB
Nicola Kennedy	Senior Accountant II	Administration	15/04/2016	0.80	\$224.00 prepare box listings for 6 x boxes and arrange to be archived
Nicola Kennedy	Senior Accountant II	Administration	31/05/2016	1.10	\$308.00 review 524 prepared by Sarah Cunningham up to 20 May 2016, generate receipts and payments report to reconcile same due to cheques reissued, note payments to be added back as reported in previous 524 period
Nicola Kennedy	Senior Accountant II	Administration	3/06/2016	0.10	\$28.00 email Sarah Cunningham re ASIC form 524 (receipts and payments account)
Nicola Kennedy	Senior Accountant II	Administration	8/06/2016	0.30	\$84.00 with Sarah Cunningham reviewing receipts and payments of ASIC form 524 (receipts and payments account)
Nicola Kennedy	Senior Accountant II	Administration	9/06/2016	0.30	\$84.00 updated details in ASIC form 524 for Sarah Cunningham, advise via email of process to ensure reconciliation correct for next ASIC form 524
Dermot O'Brien	Accountant I	Administration	20/10/2015	0.10	\$18.50 Review email received from investor and draft response
Dermot O'Brien	Accountant I	Administration	21/10/2015	1.40	\$259.00 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
Dermot O'Brien	Accountant I	Administration	23/10/2015	2.80	\$518.00 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
Dermot O'Brien	Accountant I	Administration	16/12/2015	0.40	\$78.00 Assistance from IT to resolve issues with access to FINPower database

Dermot O'Brien	Accountant I	Administration	1/02/2016	1.00	\$195.00 Review Issues surrounding access to the Finpower database, assistance required from internal IT, required remote desktop to resolve issues. Enter licence id and try and resolve issues. Prepare additional email to Finpower
Dermot O'Brien	Accountant I	Administration	1/02/2016	0.50	\$97.50 Prepare email to Finpower IT technicians to resolve issues around licensing
Dermot O'Brien	Accountant I	Administration	1/04/2016	0.30	\$58.50 Review correspondence in relation to a performance bond held over a property security which has been realised. Prepare response
Dermot O'Brien	Accountant I	Administration	6/04/2016	1.20	\$234.00 prepare box listing of books and records of the fund and prepare for archiving
Dermot O'Brien	Accountant I	Administration	28/04/2016	1.30	\$253.50 prepare box listing of books and records of the fund and prepare for archiving
Dermot O'Brien	Accountant I	Administration	10/10/2016	0.80	\$188.00 Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 October 2015 to 31 October 2016
Dermot O'Brien	Accountant I	Administration	10/10/2016	0.30	\$70.50 Prepare annexures for the affidavit to support Davids Whyte application for remuneration approval for the period 1 October 2015 to 31 October 2016
Julia Mayne	Accountant II	Administration	8/10/2015	0.50	\$97.50 Prepare and review 6 x payments for suppliers
Julia Mayne	Accountant II	Administration	13/10/2015	0.20	\$39.00 Review September Invoice and WIP dissection and ensure all September narrations are included for remuneration application
Julia Mayne	Accountant II	Administration	19/10/2015	0.20	\$39.00 Phone call from investor regarding payment of outstanding interim distributions from fathers estate. Discuss with Samantha Brown and advise
Julia Mayne	Accountant II	Administration	19/10/2015	0.40	\$78.00 Phone call from investor advising error with cheque for payment of third interim distribution. Review investor name in Finpower, review MYOB and prepare file note. Review investor file in Finpower for previous correspondence regarding transfer of units

Julia Mayne	Accountant II	Administration	19/10/2015	0.90	\$175.50 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
Julia Mayne	Accountant II	Administration	19/10/2015	0.20	\$39.00 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
Julia Mayne	Accountant II	Administration	19/10/2015	0.20	\$39.00 Prepare letter to investor seeking to update postal address. Review signatures in Finpower
Julia Mayne	Accountant II	Administration	19/10/2015	0.20	\$39.00 Prepare letter to investor regarding deceased estate transfer. Review investors file in fin power to ascertain documents already on file
Julia Mayne	Accountant II	Administration	19/10/2015	0.30	\$58.50 Prepare letter to investor regarding deceased estate transfer. Review investors file in fin power to ascertain documents already on file. Review method of payment for third distribution payment and advise
Julia Mayne	Accountant II	Administration	19/10/2015	0.20	\$39.00 Prepare letter to investor payment of third interim distribution
Julia Mayne	Accountant II	Administration	21/10/2015	0.20	\$39.00 Review files for 2 x outstanding invoices
Julia Mayne	Accountant II	Administration	21/10/2015	0.20	\$39.00 Phone call to investor requesting to update bank account details. Review correspondence sent to them previously and advise
Julia Mayne	Accountant II	Administration	21/10/2015	0.40	\$78.00 Phone call to supplier regarding 2 x invoices. Review MYOB, bank account and files to locate invoices and ascertain if invoices are outstanding
Julia Mayne	Accountant II	Administration	21/10/2015	0.20	\$39.00 Prepare letter to investor seeking to update bank account details. Review signatories on file and advise

Julia Mayne	Accountant II	Administration	21/10/2015	0.20	\$39.00 Review fax rcvd regarding returned mail. Review previous update of postal address information sent to investor and prepare follow up letter
Julia Mayne	Accountant II	Administration	21/10/2015	0.60	\$117.00 Phone call from investor re error in cheque. Review MYOB, cancel and reissue cheque, amend and print correspondence to investors dated 18 September, access bank account to cancel cheque, prepare letter to investor regarding same
Julia Mayne	Accountant II	Administration	22/10/2015	0.20	\$39.00 Provide information to BDO IT regarding accessing the remote desktop and programs required for investor correspondence and reconciliation of accounts.
Julia Mayne	Accountant II	Administration	22/10/2015	1.00	\$195.00 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
Julia Mayne	Accountant II	Administration	22/10/2015	1.00	\$195.00 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
Julia Mayne	Accountant II	Administration	22/10/2015	0.90	\$175.50 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
Julia Mayne	Accountant II	Administration	23/10/2015	0.80	\$156.00 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
Julia Mayne	Accountant II	Administration	23/10/2015	0.90	\$175.50 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
Julia Mayne	Accountant II	Administration	23/10/2015	0.80	\$156.00 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
Julia Mayne	Accountant II	Administration	23/10/2015	1.10	\$214.50 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

Julia Mayne	Accountant II	Administration	26/10/2015	0.80	\$156.00	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
Julia Mayne	Accountant II	Administration	26/10/2015	0.80	\$156.00	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
Julia Mayne	Accountant II	Administration	26/10/2015	1.10	\$214.50	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
Julia Mayne	Accountant II	Administration	26/10/2015	1.10	\$214.50	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
Julia Mayne	Accountant II	Administration	26/10/2015	1.10	\$214.50	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
Julia Mayne	Accountant II	Administration	26/10/2015	0.60	\$117.00	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
Julia Mayne	Accountant II	Administration	26/10/2015	0.80	\$156.00	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
Julia Mayne	Accountant II	Administration	26/10/2015	1.20	\$234.00	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
Julia Mayne	Accountant II	Administration	27/10/2015	0.50	\$97.50	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
Julia Mayne	Accountant II	Administration	27/10/2015	0.90	\$175.50	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

Julia Mayne	Accountant II	Administration	27/10/2015	0.60	\$117.00 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
Julia Mayne	Accountant II	Administration	10/11/2015	0.20	\$39.00 Assist IT with setup and testing for remote desktop
Julia Mayne	Accountant II	Administration	18/11/2015	0.20	\$39.00 Review 5 x letters approved by David Whyte. Scan, save, email/post letters to investors
Julia Mayne	Accountant II	Administration	18/11/2015	0.20	\$39.00 Phone call from investor seeking to update the details for their investment with the Fund. Access database to review current details and advise process to update. Prepare file note
Julia Mayne	Accountant II	Administration	18/11/2015	0.10	\$19.50 Phone call to lawyer to request invoice to be reissued
Julia Mayne	Accountant II	Administration	1/12/2015	0.20	\$39.00 Assisting Jack Yang with setting up and testing of the new server
Julia Mayne	Accountant II	Administration	1/12/2015	0.20	\$39.00 Assisting Jack Yang with setting up and testing of the new server
Julia Mayne	Accountant II	Administration	3/12/2015	0.50	\$97.50 Prepare and amend Remuneration Summary for 1 August - 30 November 2015. Review and amend milestones for Nicola Kennedy, Julia Mayne, Dermot O'Brien and Samantha Brown
Julia Mayne	Accountant II	Administration	3/12/2015	0.30	\$58.50 Prepare remuneration summary for the period 1 August - 30 November 2015. Amend charge out rates for Dermot Obrien following secondment from Audit
Julia Mayne	Accountant II	Administration	4/12/2015	0.20	\$39.00 Review of signatures for 1x change of details request received from investor and compare to signature held in the investor management database. Print and attach to internal control forms for David Whyte's review.
Julia Mayne	Accountant II	Administration	4/12/2015	0.50	\$97.50 Review of 12 x investors transaction statements in Finpower to ascertain amounts of second and third interim distributions amounts - to be included in the Receipts and Payments

Julia Mayne	Accountant II	Administration	7/12/2015	0.50	\$97.50 Assisting Jack Yang with testing of the new server. Resolving issues with program defaulting to demo licence, and adding in 2 x missing tabs (deposits and info tabs) to fin power
Julia Mayne	Accountant II	Administration	9/12/2015	0.20	\$39.00 Phone call from Mackay council regarding bank guarantee
Julia Mayne	Accountant II	Administration	15/12/2015	0.30	\$58.50 Review email from IT consultant regarding generating report for mailing list. Review report sent and match information to investors in server
Julia Mayne	Accountant II	Administration	16/12/2015	0.20	\$39.00 Phone call from council regarding bank guarantees. Email to John Somerville regarding same
Julia Mayne	Accountant II	Administration	12/01/2016	0.30	\$58.50 Review 4 x invoices in scanned mail folder. Email John Somerville regarding payment of 1 x invoice
Julia Mayne	Accountant II	Administration	13/01/2016	0.20	\$39.00 Phone call to ATO regarding outstanding BAS
Julia Mayne	Accountant II	Administration	14/01/2016	0.30	\$58.50 Discussions with Sarah Cunningham regarding reissue of distribution payments in MYOB and impact on 524 (receipts and payments account). Emails to Sarah Cunningham regarding same
Julia Mayne	Accountant II	Administration	14/01/2016	0.20	\$39.00 Discussions with Sarah Cunningham regarding reissue of distribution payments in MYOB and impact on 524 (receipts and payments account)
Julia Mayne	Accountant II	Administration	3/02/2016	0.40	\$78.00 Review of instructions provided by Daniel Tipman and Finmanagement to locate borrower file
Julia Mayne	Accountant II	Administration	5/02/2016	0.30	\$58.50 Discussions with Jack Yang regarding mapping of drives to resolve error with logging into remote desktop

Julia Mayne	Accountant II	Administration	5/02/2016	0.20	\$39.00 Discussions with Jack Yang regarding mapping of drives to resolve error with logging into remote desktop
Julia Mayne	Accountant II	Administration	5/02/2016	0.30	\$58.50 Access Fin Management on remote desktop to generate loan statement and email to John Somerville
Julia Mayne	Accountant II	Administration	23/03/2016	0.10	\$19.50 Email to external IT consultant regarding update to system
Sarah Cunningham	Team Assistant	Administration	25/05/2016	1.10	\$214.50 Drafting ASIC form 524 (receipts and payments account). Review receipts and payments and confirm carry forward balances are correct, review prior ASIC form 524 and manually amending dividends reissued.
Sarah Cunningham	Team Assistant	Administration	25/05/2016	1.80	\$351.00 Drafting ASIC form 524 (receipts and payments account). Review receipts and payments and confirm carry forward balances are correct, discussion with Nicola Kennedy in relation to amendment of prior ASIC form 524 and manually amending dividends reissued.
Sarah Cunningham	Team Assistant	Administration	8/06/2016	1.70	\$331.50 Review of MYOB reconciliations and cheques reissued to confirm receipts and payments for ASIC form 524 period 21 November 2015 to 20 May 2016.
Sarah Cunningham	Team Assistant	Administration	8/06/2016	0.50	\$97.50 Reviewing form 524 (receipts and payments account). Issues balancing. Reviewing RP for current period to ensure correct. Reviewing against previous period.
Sarah Cunningham	Team Assistant	Administration	9/06/2016	0.70	\$136.50 Review of MYOB reconciliations and cheques reissued with Nicola Kennedy to confirm receipts and payments for ASIC form 524 for the period 21 November 2015 to 20 May 2016. Undo reconciliations and reallocate unrepresented cheques to correct period.
Sarah Cunningham	Team Assistant	Administration	9/06/2016	0.30	\$58.50 Finalising form 524 (receipts and payments accounts)
Sarah Cunningham	Team Assistant	Administration	10/06/2016	0.30	\$58.50 Amending form 524 (receipts and payments accounts) for the period 21 May 2015 to 20 Nov 2015. Producing ASIC form 492

Andrew Lane	Undergraduate	Administration	12/08/2016	0.40	\$66.00 Preparation of Remuneration summary for the period 01/12/15 to 31/07/2016 to accompany update report to investors
Andrew Lane	Undergraduate	Administration	17/08/2016	0.20	\$33.00 Review and amendments to receipts and payments summary for the period 1/12/15 to 31/07/16
Andrew Lane	Undergraduate	Administration	4/10/2016	0.20	\$33.00 Review of investor correspondence regarding change of address request. Access to finpower to identify investor and verify signature. Prepare internal control docs to process request.
Andrew Lane	Undergraduate	Administration	5/10/2016	0.40	\$66.00 Review of statement from equititrust for September. Overdue balance from previous invoice. Access to MYOB to re process payment of invoice to account for outstanding amount left from previous invoice. Access to NAB connect to amend payment.
Andrew Lane	Undergraduate	Administration	6/10/2016	0.20	\$33.00 Review of Gadens invoice 339931. Access to MYOB to process payment. Saved invoice to file and attached to MYOB payment. Access to NAB connect to prepare payment.
Andrew Lane	Undergraduate	Administration	7/10/2016	0.10	\$16.50 Access to Nab connect to verify bank balance for prepared payment of gadens invoice.
Andrew Lane	Undergraduate	Administration	14/10/2016	0.10	\$16.50 Review of approved payment to solictiors. Scanned in and saved to file. Hard copy filed.
Andrew Lane	Undergraduate	Administration	14/10/2016	0.10	\$16.50 Review of two processed payment requisitions. Scanned in and saved to file.
Andrew Lane	Undergraduate	Administration	14/10/2016	0.30	\$49.50 Review of Gadens invoice 339930. Access to MYOB to create account payable. Print payment requisition. Access to NAB to draft payment.
Ryan Whyte	Undergraduate	Administration	5/10/2016	0.20	\$33.00 Review of unread emails sent to the my mailbox. Print email for letter response to be updated in the finpower database. Review and update investor correspondence register accordingly.

Ryan Whyte	Undergraduate	Administration	5/10/2016	0.20	\$33.00 Call from investor requesting to update email address.
Ryan Whyte	Undergraduate	Administration	19/10/2016	0.30	\$49.50 prepare letter and hand deliver documents to solictiors.
Ryan Whyte	Undergraduate	Administration	31/10/2016	0.70	\$115.50 Scanned 9 documents and saved to files and database, sent off documents to required investor via email or post.
Nicole Jackson	Team Assistant	Administration	22/12/2015	0.60	\$93.00 Checking and sorting EIF Client Listing in preparation for circular to investors
Nicole Jackson	Team Assistant	Administration	27/04/2016	0.20	\$31.00 Sorting and amending database in preparation for circular to investors
Moira Hattingh	Team Assistant	Administration	22/10/2015	1.50	\$120.00 Filing
Moira Hattingh	Team Assistant	Administration	23/10/2015	0.70	\$56.00 Filing
Moira Hattingh	Team Assistant	Administration	4/11/2015	0.10	\$8.00 Filing
Moira Hattingh	Team Assistant	Administration	11/11/2015	0.20	\$16.00 Filing
Moira Hattingh	Team Assistant	Administration	24/11/2015	0.10	\$8.00 Filing
Moira Hattingh	Team Assistant	Administration	3/12/2015	1.20	\$96.00 Filing
Moira Hattingh	Team Assistant	Administration	8/12/2015	1.60	\$128.00 Filing
Moira Hattingh	Team Assistant	Administration	8/12/2015	0.50	\$40.00 Filing
Moira Hattingh	Team Assistant	Administration	18/12/2015	0.30	\$24.00 Filing

Moira Hattingh	Team Assistant	Administration	22/12/2015	0.10	\$8.00 Filing
Moira Hattingh	Team Assistant	Administration	22/12/2015	0.10	\$8.00 Filing
Moira Hattingh	Team Assistant	Administration	15/01/2016	0.20	\$16.00 Filing
Moira Hattingh	Team Assistant	Administration	29/01/2016	0.20	\$16.00 Filing
Moira Hattingh	Team Assistant	Administration	4/02/2016	1.80	\$144.00 Filing
Moira Hattingh	Team Assistant	Administration	8/03/2016	0.20	\$16.00 Filing
Moira Hattingh	Team Assistant	Administration	23/03/2016	0.20	\$16.00 Filing
Moira Hattingh	Team Assistant	Administration	13/04/2016	1.60	\$128.00 Filing
Moira Hattingh	Team Assistant	Administration	13/04/2016	1.70	\$136.00 Filing
Moira Hattingh	Team Assistant	Administration	14/04/2016	1.30	\$104.00 Filing
Moira Hattingh	Team Assistant	Administration	20/04/2016	0.80	\$64.00 Filing
Moira Hattingh	Team Assistant	Administration	27/04/2016	0.30	\$24.00 Filing
Moira Hattingh	Team Assistant	Administration	6/05/2016	0.70	\$56.00 Filing
Moira Hattingh	Team Assistant	Administration	19/05/2016	0.20	\$16.00 Filing
Moira Hattingh	Team Assistant	Administration	26/05/2016	0.10	\$8.00 Filing
Moira Hattingh	Team Assistant	Administration	27/05/2016	0.30	\$24.00 Filing
Moira Hattingh	Team Assistant	Administration	3/06/2016	0.30	\$24.00 Filing
Moira Hattingh	Team Assistant	Administration	9/06/2016	0.20	\$16.00 Filing

Moira Hattingh	Team Assistant	Administration	15/06/2016	0.60	\$48.00 Filing
Moira Hattingh	Team Assistant	Administration	16/06/2016	0.30	\$24.00 Filing
Moira Hattingh	Team Assistant	Administration	21/06/2016	0.30	\$24.00 Filing
Moira Hattingh	Team Assistant	Administration	24/06/2016	0.20	\$16.00 Filing
Moira Hattingh	Team Assistant	Administration	1/07/2016	0.10	\$8.50 Filing
Moira Hattingh	Team Assistant	Administration	8/07/2016	0.30	\$25.50 Filing
Moira Hattingh	Team Assistant	Administration	20/07/2016	0.10	\$8.50 Filing
Moira Hattingh	Team Assistant	Administration	29/07/2016	0.30	\$25.50 Filing
Moira Hattingh	Team Assistant	Administration	26/08/2016	3.10	\$263.50 Filing
Moira Hattingh	Team Assistant	Administration	8/09/2016	0.30	\$25.50 Filing
Moira Hattingh	Team Assistant	Administration	13/09/2016	0.10	\$8.50 Filing
Moira Hattingh	Team Assistant	Administration	15/09/2016	0.10	\$8.50 Filing
Moira Hattingh	Team Assistant	Administration	27/09/2016	0.10	\$8.50 Filing
Moira Hattingh	Team Assistant	Administration	11/10/2016	0.20	\$17.00 Filing
Moira Hattingh	Team Assistant	Administration	25/10/2016	0.10	\$8.50 Filing
Moira Hattingh	Team Assistant	Administration	28/10/2016	0.80	\$68.00 Filing
Samantha Brown	Accountant I	Administration	19/10/2015	0.30	\$58.50 Review invoice received from supplier. Prepare payment of invoice in MYOB. Setup payment of same in NAB Connect. Update to Nicola Kennedy regarding same.

Samantha Brown	Accountant I	Administration	27/10/2015	0.20	\$39.00	Review MYOB to assist Julia Mayne prepare receipts and payments accounts for ASIC
David Whyte	Partner	Investigation	30/06/2016	0.20	\$112.00	reviewed Equititrust Ltd's receipts and payments in relation to litigation funding and fees paid to date/use of ATO refund monies
David Whyte	Partner	Investigation	2/08/2016	1.20	\$696.00	reviewed documentation relating to potential directors breach of duties
David Whyte	Partner	Investigation	7/10/2016	2.80	\$1,624.00	reviewed documentation relating to claim against third parties/transcript from public examination of directors and others
David Whyte	Partner	Investigation	10/10/2016	2.40	\$1,392.00	reviewed transcripts of public examination in relation to claims against directors and auditors
David Whyte	Partner	Investigation	10/10/2016	2.80	\$1,624.00	reviewed transcripts of public examination in relation to claims against directors and auditors
David Whyte	Partner	Investigation	11/10/2016	4.00	\$2,320.00	reviewed transcripts of public examination in relation to claims against directors and auditors
David Whyte	Partner	Investigation	11/10/2016	2.80	\$1,624.00	reviewed transcripts of public examination in relation to claims against directors and auditors
David Whyte	Partner	Investigation	12/10/2016	3.50	\$2,030.00	reviewed transcripts of public examination in relation to claims against directors and auditors
John Somerville	Senior Manager	Investigation	15/10/2015	0.20	\$88.00	Call to our IT consultant regarding a request from the solicitors for the liquidators of Equititrust Limited in relation to creating a server environment to interrogate a forensic image to support a claim against certain parties

John Somerville	Senior Manager	Investigation	15/10/2015	0.20	\$88.00 Review and consider request from solicitors for the liquidators of Equititrust Limited in relation to creating a server environment to interrogate a forensic image to support a claim against certain parties
John Somerville	Senior Manager	Investigation	15/10/2015	0.10	\$44.00 Draft email to the solicitors for the liquidators of Equititrust Limited in relation to creating a server environment to interrogate a forensic image to support a claim against certain parties
John Somerville	Senior Manager	Investigation	19/10/2015	0.10	\$44.00 Email to the solicitors acting for the liquidators of Equititrust Ltd in relation server records required to pursue a claim against certain parties
John Somerville	Senior Manager	Investigation	20/10/2015	0.20	\$88.00 Call from the solicitors for the liquidators of Equititrust Ltd regarding further information required for claim against certain parties
John Somerville	Senior Manager	Investigation	20/10/2015	0.10	\$44.00 Call from the solicitors acting for the liquidators of Equititrust Ltd in relation to access to books and records to pursue a claim against certain parties
John Somerville	Senior Manager	Investigation	20/10/2015	0.20	\$88.00 Call from our IT consultant regarding request from the solicitors acting for the liquidators of Equititrust Ltd in relation to information required to pursue claims against certain parties. Email to our IT consultant regarding same
John Somerville	Senior Manager	Investigation	28/10/2015	0.30	\$132.00 Call from our consultant regarding further work requested by the solicitors acting for the liquidators of Equititrust Ltd to pursue claims against certain parties
John Somerville	Senior Manager	Investigation	28/10/2015	0.10	\$44.00 Call from the solicitors acting for the liquidators of Equititrust Ltd in relation to further information required to pursue a claim against certain parties
John Somerville	Senior Manager	Investigation	28/10/2015	0.40	\$176.00 Review of issues in relation to the proposed amended pleadings in the proceedings being run by the liquidators of Equititrust Ltd and discussion with David Whyte regarding same
John Somerville	Senior Manager	Investigation	30/10/2015	0.40	\$176.00 Review of matters to be addressed in terms of progressing claim against certain parties and implications on the claim that the liquidators of Equititrust Ltd is prosecuting

John Somerville	Senior Manager	Investigation	2/11/2015	0.40	\$176.00	Review and consider funding agreement and amended statement of claim in relation to the proceedings filed by the liquidators of Equititrust Ltd against certain parties and the impact on the claim filed by the EIF
John Somerville	Senior Manager	Investigation	4/11/2015	0.70	\$308.00	Review of funding agreement and further amended statement of claim filed by the liquidators of Equititrust Limited against the director and other officers and consider issues in terms of protecting the position of the EIF investors
John Somerville	Senior Manager	Investigation	4/11/2015	0.60	\$264.00	Continue review of funding agreement and further amended statement of claim filed by the liquidators of Equititrust Limited against the director and other officers and consider issues in terms of protecting the position of the EIF investors
John Somerville	Senior Manager	Investigation	4/11/2015	0.30	\$132.00	Review of orders in the proceedings filed by the liquidators of Equititrust Ltd against the auditors and certain parties to consider impact on EIF investors
John Somerville	Senior Manager	Investigation	4/11/2015	0.30	\$132.00	Call to our consultant regarding claim against certain parties and further investigations required in relation to same
John Somerville	Senior Manager	Investigation	4/11/2015	0.20	\$88.00	Discussion with David Whyte regarding proceedings filed by the liquidators of Equititrust Ltd against certain parties
John Somerville	Senior Manager	Investigation	8/12/2015	0.40	\$176.00	Review of status of liquidators claim against the auditors and certain directors. Review of correspondence from the solicitors for the liquidators in relation to the proceedings. Review of the Federal Court website to consider orders handed down in the proceedings
John Somerville	Senior Manager	Investigation	10/12/2015	0.10	\$44.00	Review of email from our solicitors in relation to claims against certain directors of the responsible entity of the fund
John Somerville	Senior Manager	Investigation	8/03/2016	0.20	\$88.00	Review and consider email from the solicitors acting for the liquidators of Equititrust Ltd in relation to the claim against the auditors of the fund and further information required to assist with quantifying claim
John Somerville	Senior Manager	Investigation	9/03/2016	0.10	\$44.00	Email to the solicitors for the liquidators in relation to information required to quantify claim against the auditors of the Fund

John Somerville	Senior Manager	Investigation	9/03/2016	0.10	\$44.00	Draft email to the solicitors for the liquidators of Equititrust Limited in response to a request for information to quantify claim against auditors of the Fund
John Somerville	Senior Manager	Investigation	21/03/2016	0.50	\$220.00	Review of information requested by the solicitors for the liquidators of Equititrust Ltd to quantify claim against auditors. Review of file for information required and instructions to Nicola Kennedy regarding same
John Somerville	Senior Manager	Investigation	5/04/2016	0.60	\$264.00	Investigations into treatment and methodology for the equalisation payment to investors that received distributions annually up to the date of the receiver's appointment and were left at a disadvantage as compared to investors that received distributions mon
John Somerville	Senior Manager	Investigation	5/04/2016	0.80	\$352.00	Continue investigations into treatment and methodology for the equalisation payment to investors that received distributions annually up to the date of the receiver's appointment and were left at a disadvantage as compared to investors that received distributions
John Somerville	Senior Manager	Investigation	7/04/2016	0.10	\$44.00	Review of information request by solicitors for the liquidators of Equititrust Ltd to quantify claim against auditor
John Somerville	Senior Manager	Investigation	7/04/2016	0.30	\$132.00	Call to solicitors for the liquidators of Equititrust Ltd in relation to information requested to quantify claim against auditor
John Somerville	Senior Manager	Investigation	14/04/2016	0.20	\$88.00	Call from Equititrust Ltd solicitors regarding quantifying the claim against the auditors
John Somerville	Senior Manager	Investigation	21/04/2016	0.60	\$264.00	Review of files on server to ascertain date of CBA loan advance to the fund and subsequent loans advanced to borrowers to quantifying the loss suffered by the Fund to assist with the claim against the auditors
John Somerville	Senior Manager	Investigation	21/04/2016	0.50	\$220.00	Review of files on server to ascertain date of CBA loan advance to the fund and subsequent loans advanced to borrowers to quantifying the loss suffered by the Fund to assist with the claim against the auditors
John Somerville	Senior Manager	Investigation	26/04/2016	0.20	\$88.00	Call to the solicitors acting for the liquidators in relation to the claim against the auditors. Discuss assistance required from us to quantify the claim against the auditors

John Somerville	Senior Manager	Investigation	18/05/2016	1.10	\$484.00	Commence reviewing draft further amended statement of claim in relation to the claim against the auditors
John Somerville	Senior Manager	Investigation	18/05/2016	0.30	\$132.00	Meeting with David Whyte to discuss claim against auditors and assistance requested by the solicitors acting for Equititrust Ltd to quantify the claim
John Somerville	Senior Manager	Investigation	20/05/2016	1.70	\$748.00	Continue review of claim and statement of claim against directors and auditors and consider particulars to quantify loss as requested by the solicitors of Equititrust Ltd
John Somerville	Senior Manager	Investigation	20/05/2016	0.60	\$264.00	Consider causation of loss in relation to the claim against the auditors and books and records required to quantify loss. Discussion with Eric Leeuwendal regarding same
John Somerville	Senior Manager	Investigation	20/05/2016	1.10	\$484.00	Teleconference with solicitors for the liquidators of Equititrust Ltd in relation to quantifying the claim against the directors/officers and auditors of the Fund
John Somerville	Senior Manager	Investigation	20/05/2016	0.50	\$220.00	Review of claim and statement of claim against directors and auditors and consider particulars to quantify loss
John Somerville	Senior Manager	Investigation	24/05/2016	0.80	\$352.00	Further review of claim against the former auditors. Check of amounts claimed against source documents in the books and records
John Somerville	Senior Manager	Investigation	25/05/2016	0.70	\$308.00	Call to the solicitors for Equititrust Ltd in relation to assistance required quantifying the claim against the auditors and directors and officers
John Somerville	Senior Manager	Investigation	1/06/2016	0.90	\$396.00	Review of paragraphs 201D and 201H to verify accuracy of amounts contained in the statement of claim against the former auditors as requested by the solicitors for Equititrust Ltd. Review of books and records of the Fund to verify amounts
John Somerville	Senior Manager	Investigation	1/06/2016	0.80	\$352.00	Review of paragraphs 201D and 201H to verify accuracy of amounts contained in the statement of claim against the former auditors as requested by the solicitors for Equititrust Ltd. Review of books and records of the Fund to verify amounts

John Somerville	Senior Manager	Investigation	2/06/2016	1.40	\$616.00	Review of paragraphs 201D and 201H to verify accuracy of amounts contained in the statement of claim against the former auditors as requested by the solicitors for Equititrust Ltd. Review of books and records of the Fund to verify amounts
John Somerville	Senior Manager	Investigation	13/06/2016	1.20	\$528.00	Review of amount of loss and damage sustained by the EIF as disclosed in the claim against the auditors and directors and officers. Consider further loss and damage sustained. Review of books and records of Fund in respect to same.
John Somerville	Senior Manager	Investigation	13/06/2016	0.40	\$176.00	Draft email to the solicitors for the liquidators of Equititrust Ltd in relation to scope of works to review loss and damage sustained by the EIF and forming part of the claim against the former auditors and directors and officers
John Somerville	Senior Manager	Investigation	23/06/2016	0.20	\$88.00	Call from solicitors for the liquidators of Equititrust Ltd in relation to assistance required in quantifying the loss claim against the former auditors of the Fund
John Somerville	Senior Manager	Investigation	4/08/2016	0.20	\$91.00	Call from the solicitors for the liquidators of Equititrust Ltd regarding further information required to finalise amended statement of claim against the auditors
John Somerville	Senior Manager	Investigation	11/08/2016	0.20	\$91.00	Review and consider email from the solicitors of the liquidators of Equititrust Ltd in relation to further information required to support claim against auditors. Review of Fin management database for information requested
John Somerville	Senior Manager	Investigation	15/08/2016	0.20	\$91.00	Call to a consultant regarding loan statements to be generated from the system to lodge a proof of debt in the liquidation of a guarantor and to assist solicitors for the liquidators of Equititrust Ltd finalise amended statement of claim against auditors
John Somerville	Senior Manager	Investigation	15/08/2016	0.20	\$91.00	Arrange for consultant to access server to generate loan statements as requested by solicitors for the liquidators of Equititrust Ltd to support claim against auditors. Discussion with consultant regarding same
John Somerville	Senior Manager	Investigation	16/08/2016	0.20	\$91.00	Call from our consultant regarding loan statements requested by solicitors for the liquidators of Equititrust Ltd to finalise further amended statement of claim
John Somerville	Senior Manager	Investigation	17/08/2016	0.20	\$91.00	Review of loan statements provided by consultant and as requested by the solicitors for the liquidators of Equititrust Ltd to support claim against auditors. Email to consultant regarding same

John Somerville	Senior Manager	Investigation	18/08/2016	0.50	\$227.50	Review of loan statements and further documentation requested by the solicitors for the Liquidators of Equititrust Ltd to pursue claim against auditors. Email to the solicitors for the liquidators of Equititrust Ltd regarding same
John Somerville	Senior Manager	Investigation	19/08/2016	0.10	\$45.50	Email to solicitors for the liquidator in relation to further information requested to support claim against the auditors
John Somerville	Senior Manager	Investigation	6/09/2016	0.50	\$227.50	Review of draft affidavit in relation to renewal of claim against directors and officers. Review of tasks undertaken to progress claim and email to David Whyte regarding same
John Somerville	Senior Manager	Investigation	6/09/2016	0.10	\$45.50	Email to our solicitors regarding renewal of claim against directors and officers
John Somerville	Senior Manager	Investigation	15/09/2016	0.10	\$45.50	Review of confidentiality undertaking in relation to a deed of settlement with a director
John Somerville	Senior Manager	Investigation	15/09/2016	0.40	\$182.00	Call from the solicitors of Equititrust Ltd in relation to deed of settlement with a director and consent sought in relation to same
John Somerville	Senior Manager	Investigation	15/09/2016	0.10	\$45.50	Call from the solicitors of Equititrust Ltd in relation to deed of settlement with a director and consent sought in relation to same
John Somerville	Senior Manager	Investigation	25/10/2016	0.30	\$136.50	Call from consultant regarding assistance requested from the solicitors of Equititrust Ltd in relation to the claim against the former auditors
John Somerville	Senior Manager	Investigation	28/10/2016	0.20	\$91.00	Call from the solicitors for the liquidators of Equititrust Ltd in relation to access to the loan management database to assist with the claim against the former auditors
Nicola Kennedy	Senior Accountant II	Investigation	30/03/2016	0.40	\$112.00	review various MYOB reports and export to excel for schedule of asset realisations to assist the solicitors for the liquidators of Equititrust Ltd to quantify the loss in relation to the claim against the former auditors

