

SUPREME COURT OF QUEENSLAND

REGISTRY: BRISBANE
NUMBER: BS 10478 OF 2011

IN THE MATTER OF EQUITITRUST LIMITED ACN 061 383 944

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

AND

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

**CERTIFICATE OF EXHIBIT
INDEX TO EXHIBITS**

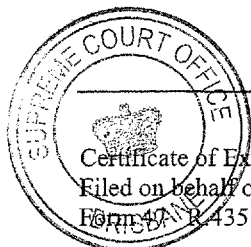
VOLUME 2 OF 2

Exhibits "DW-7" to "DW-14" to the affidavit of **DAVID WHYTE** sworn at Brisbane on this 29th day of November 2018.

Exhibit	Description	Page No.
DW-7	Schedule of work performed by David Whyte, and his staff, during the period 1 November 2017 to 31 October 2018	166 –308
DW-8	Hourly charge out rates for BDO Business Restructuring Pty Ltd for the 2017/18 financial year and the 2018/19 financial year	309 –310
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DW-12	Letter sent by my solicitors to the liquidators' solicitors dated 31 August 2016	371–372
DW-13	Letter received from the solicitors for the liquidators dated 23 September 2016 (excluding the spreadsheets)	373–385
DW-14	Copy of receipts and payments schedule for the period from 21 November 2011 to 31 October 2018	386–387

Deponent

Solicitor **Craig Russell Melrose**
Solicitor



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REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2017 to 31 October 2018
Equititrust Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Task Area									
			hrs	\$	Assets		Creditors		Trade On		Investigations		Administration	
					hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	595	15.4	9,163.00	0.3	178.50	9.9	5,890.50	5.2	3,094.00				
David Whyte	Partner	580	57.2	33,176.00	19.5	11,310.00	20.8	12,064.00	6.6	3,828.00	1.4	812.00	8.9	5,162.00
Charles Haines	Associate Director	510	0.1	51.00			0.1	51.00						
Charles Haines	Senior Manager	470	12.6	5,922.00	3.4	1,598.00	6.9	3,243.00			0.2	94.00	2.1	987.00
Jayden Coulston	Manager	445	69.1	30,749.50	1.3	578.50	52.4	23,318.00			6.3	2,803.50	9.1	4,049.50
Jayden Coulston	Manager	430	186.7	80,281.00	3.0	1,290.00	105.1	45,193.00			28.6	12,298.00	50.0	21,500.00
Ainsley Watt	Senior Accountant I	350	5.3	1,855.00			4.8	1,680.00					0.5	175.00
Megan Dopking	Senior Accountant II	320	0.3	96.00									0.3	96.00
Megan Dopking	Senior Accountant II	310	1.8	558.00			1.8	558.00						
Antoinette Fielding	Accountant II	220	47.9	10,538.00	4.3	946.00	38.5	8,470.00			1.7	374.00	3.4	748.00
George Lethbridge	Accountant II	220	18.1	3,982.00			17.7	3,894.00					0.4	88.00
Eloise Carroll	Accountant II	220	17.1	3,762.00			14.3	3,146.00	0.2	44.00			2.6	572.00
Sarah Cunningham	Financial Assistant	220	0.1	22.00									0.1	22.00
Antoinette Fielding	Accountant II	215	45.4	9,761.00	4.8	1,032.00	36.5	7,847.50	0.3	64.50			3.8	817.00
Andrew Whittaker	Accountant II	215	41.5	8,922.50			41.3	8,879.50					0.2	43.00
Sarah Cunningham	Financial Assistant	215	0.6	129.00									0.6	129.00
Ryan Whyte	Undergraduate	180	28.9	5,202.00			27.8	5,004.00					1.1	198.00
Antoinette Fielding	Undergraduate	175	37.1	6,492.50	0.1	17.50	28.6	5,005.00	0.7	122.50	0.6	105.00	7.1	1,242.50
George Lethbridge	Undergraduate	175	62.2	10,885.00	1.0	175.00	57.7	10,097.50			0.4	70.00	3.1	542.50
Ryan Whyte	Undergraduate	175	132.2	23,135.00	0.4	70.00	113.2	19,810.00			0.3	52.50	18.3	3,202.50
Moira Hattingh	Administration Assistant	100	8.6	860.00									8.6	860.00
Moira Hattingh	Administration Assistant	95	16.2	1,539.00									16.2	1,539.00
TOTALS			804.4	247,081.50	38.1	17,195.50	577.4	164,151.00	13.0	7,153.00	39.5	16,609.00	136.4	41,973.00
			GST	24,708.15										
			TOTAL INC GST	271,789.65										
AVERAGE HOURLY RATE			307		491		284		550		420		308	

"DN-71"

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 November 2017 to 31 October 2018

Equititrust Income Fund (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Postage	8,014.21
Search Fee	648.81
Taxi fares	6.30
TOTAL	8,669.32
GST	866.93
TOTAL INC GST	9,536.25

Name	Position	Milestone	WIP Date	Hours	Value	Narration
Charles Haines	Associate Director	Assets	8/11/2017	0.10	\$47.00	Review and approve email to solicitors regarding court application
Charles Haines	Associate Director	Assets	8/11/2017	0.10	\$47.00	Review correspondence to solicitors claiming proceeds of sale under Agent for the Mortgagee contract of sale
Charles Haines	Associate Director	Assets	9/11/2017	0.10	\$47.00	Review and authorise payment to Finpower regarding Equalisation payment. Compare invoice to initial quote for scope of works
Charles Haines	Associate Director	Assets	15/11/2017	0.10	\$47.00	Review 2 emails from solicitors in relation to progress of information request and effect on mediation date
David Whyte	Partner	Assets	15/11/2017	0.10	\$58.00	reviewed correspondence from Receivers of mortgaged property regarding requested security release/email to Charles Haines regarding same
David Whyte	Partner	Assets	16/11/2017	1.40	\$812.00	reviewed correspondence from employee of borrower regarding unpaid entitlements and asserting a potential claim against the fund/reviewed sale documentation and correspondence from former Receiver and Manager/reviewed draft letter/discussed JC
David Whyte	Partner	Assets	16/11/2017	0.30	\$174.00	reviewed correspondence from our solicitors and defendant's solicitors regarding proposed forensic examination of valuation documents/requirement to resolve before mediation/reviewed mediation agreement
Jayden Coulston	Manager	Assets	16/11/2017	0.60	\$258.00	Phone call and draft email to Korda Mentha regarding second ranking interest in properties under contract and request for information. Review file for background information in relation to debtor.
Jayden Coulston	Manager	Assets	17/11/2017	0.50	\$215.00	Phone call to former Equititrust employee regarding borrower/file information for release of security request. Conduct further searches on system to locate file and identify borrower.
Jayden Coulston	Manager	Assets	20/11/2017	0.20	\$86.00	Review email and documentation from Receivers of property to assist with identifying whether EIF has an interest in the property.
Jayden Coulston	Manager	Assets	20/11/2017	0.60	\$258.00	Phone call and email to former employee regarding potential interest in property being sold by receivers and managers and release of same. Liaise with former employee to identify borrower and provide opinion on release of security.
Jayden Coulston	Manager	Assets	21/11/2017	0.10	\$43.00	Email to former employee regarding potential interest in property being sold by receivers and managers and release of same.
Charles Haines	Associate Director	Assets	27/11/2017	0.40	\$188.00	Review Equititrust Equalisation work paper for application to court
David Whyte	Partner	Assets	27/11/2017	0.10	\$58.00	reviewed correspondence from our solicitors and defendants solicitors regarding proposed forensic analysis of valuer's electronic files/reviewed response setting out requirements

David Whyte	Partner	Assets	27/11/2017	0.30	\$174.00 reviewed correspondence from our solicitors regarding potential claim against the fund/telecon with former Receiver and Manager of borrower regarding claim/forward correspondence to former Receiver and Manager
David Whyte	Partner	Assets	27/11/2017	0.10	\$58.00 reviewed correspondence from our solicitors and defendants solicitors regarding provision of USB containing electronic copy of valuation and potential change to date of mediation
Jayden Coulston	Manager	Assets	28/11/2017	0.10	\$43.00 Phone call to solicitors acting on behalf of the liquidators of EL requesting an update in relation to proceedings.
Antoinette Fielding	Graduate Accountant	Assets	29/11/2017	0.10	\$17.50 Reviewing Term Deposit correspondence from the Bank. Forwarding relevant documentation to Charles Haines and Jayden Coulston
Charles Haines	Associate Director	Assets	29/11/2017	0.20	\$94.00 Review workings for application to court and email regarding rollover of term deposit
David Whyte	Partner	Assets	30/11/2017	0.40	\$232.00 meeting with our solicitors regarding mediation due to be held on 7 December in relation to proceedings against a valuer/rescheduling of same/report received from IT expert relating to valuation file
David Whyte	Partner	Assets	4/12/2017	0.10	\$58.00 reviewed correspondence from our solicitors regarding postponement of mediation and potential revised dates/sent response
Charles Haines	Associate Director	Assets	7/12/2017	0.10	\$47.00 Review update from solicitors regarding mediation
David Whyte	Partner	Assets	7/12/2017	0.10	\$58.00 reviewed correspondence from our solicitors regarding mediation of proceedings against a valuer/new mediation date and proposed court order amending timetable
Charles Haines	Associate Director	Assets	13/12/2017	0.10	\$47.00 Review and approve legal invoice
Charles Haines	Associate Director	Assets	13/12/2017	0.10	\$47.00 Review update regarding change in equalisation process and court material
Charles Haines	Associate Director	Assets	8/01/2018	0.10	\$47.00 Review updates from solicitors regarding valuers claim
Charles Haines	Associate Director	Assets	8/01/2018	0.20	\$94.00 Review updates from solicitors regarding Hall Chadwick correspondence and proposed response
David Whyte	Partner	Assets	8/01/2018	0.20	\$116.00 reviewed correspondence from our solicitors and EL's liquidators solicitors regarding requested undertaking relating to proceeds of litigation/provided instructions to our solicitors in respect of same
Charles Haines	Associate Director	Assets	16/01/2018	0.10	\$47.00 Review term deposit status liaise with staff regarding updated rates for reinvestment

Charles Haines	Associate Director	Assets	16/01/2018	0.20	\$94.00 Review correspondence and response to Trustees of borrower, with consideration to terms of settlement Deed including Confidentiality terms, amend response with consideration to Deed Terms
Charles Haines	Associate Director	Assets	16/01/2018	0.20	\$94.00 Review email from lawyers re timing update in relation to liquidators claim and update in respect of application for equalisation payment
Charles Haines	Associate Director	Assets	18/01/2018	0.10	\$47.00 Review Court orders in relation Directors claims matter
David Whyte	Partner	Assets	18/01/2018	0.10	\$58.00 reviewed correspondence from our solicitors and court order relating to lodgement of further amended statement of claim in respect of proceedings against the auditors
George Lethbridge	Graduate Accountant	Assets	18/01/2018	0.50	\$87.50 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 investor management database to review current investor details and advise.
David Whyte	Partner	Assets	23/01/2018	0.20	\$116.00 reviewed correspondence from trustee of bankrupt guarantor's estate/reviewed correspondence from our solicitors and draft letter in response
Charles Haines	Associate Director	Assets	24/01/2018	0.30	\$141.00 Continue to review judgement (45 pages) in relation to claim against auditors and consider facts in relation to update in respect of unit holder update scheduled for February
Charles Haines	Associate Director	Assets	24/01/2018	0.40	\$188.00 Review judgement (45 pages) in relation to claim against auditors and consider facts in relation to update in respect of unit holder update scheduled for February
David Whyte	Partner	Assets	25/01/2018	1.40	\$812.00 reviewed judgement and court order in relation to proceedings against the directors of Equititrust Ltd and auditors of the fund regarding amendments to pleading
David Whyte	Partner	Assets	30/01/2018	1.90	\$1,102.00 reviewed court application and supporting affidavit (403 pages) in relation to employee claim in respect of Windsor Turf Farm
David Whyte	Partner	Assets	30/01/2018	0.20	\$116.00 reviewed correspondence from our solicitors and Receiver and Manager of borrower regarding employee claim and representation in defending same
David Whyte	Partner	Assets	30/01/2018	0.10	\$58.00 reviewed correspondence from Public Trustee in Adelaide regarding Wirrina Cove assets/sent response
David Whyte	Partner	Assets	5/02/2018	0.30	\$174.00 reviewed correspondence from former Receiver and Manager of borrower/receipts and payments/estimated funding for trading of business/email our solicitors regarding same
Charles Haines	Associate Director	Assets	7/02/2018	0.10	\$47.00 Review update from lawyers regarding pending mediation
Charles Haines	Associate Director	Assets	8/02/2018	0.10	\$47.00 Review update from solicitors regarding pending mediation

David Whyte	Partner	Assets	8/02/2018	0.40	\$232.00 reviewed correspondence from our solicitors regarding mediation of valuer claim/draft brief to counsel/attendees at mediation. Sent response
David Whyte	Partner	Assets	13/02/2018	1.70	\$986.00 reviewed documentation received from our solicitors and counsel in preparation for mediation regarding proceedings against a valuer
David Whyte	Partner	Assets	15/02/2018	0.40	\$232.00 telecon with our solicitors regarding mediation to be held on 19 February in relation to proceedings against a valuer/strategy in respect of same
David Whyte	Partner	Assets	15/02/2018	0.50	\$290.00 reviewed correspondence relating to sale of property and business/forward relevant material to our solicitors in relation to sale/discussed with Jayden Coulston the further information required
Ryan Whyte	Undergraduate	Assets	16/02/2018	0.20	\$35.00 Search Equititrust Records for documents in relation to a borrower.
David Whyte	Partner	Assets	19/02/2018	7.50	\$4,350.00 preparation for and mediation of claim against valuers/ followed by meeting with our solicitors
David Whyte	Partner	Assets	19/02/2018	0.20	\$116.00 telecon with our solicitors regarding draft letter to employee of borrower's solicitors regarding competency of proceedings and offer to settle same
Ryan Whyte	Undergraduate	Assets	19/02/2018	0.20	\$35.00 Export Loan statement from Equititrust Records. Review statement and forward to Jayden Coulston and David Whyte for viewing.
David Whyte	Partner	Assets	20/02/2018	0.30	\$174.00 reviewed draft deed of settlement in relation to proceedings against a valuer/email our solicitors in respect of same
David Whyte	Partner	Assets	20/02/2018	0.10	\$58.00 reviewed borrower loan statement/bad debt write-offs
David Whyte	Partner	Assets	1/03/2018	0.10	\$58.00 telecon with our solicitors regarding offer to settle proceedings against a valuer/counter offer to be made
David Whyte	Partner	Assets	1/03/2018	0.10	\$58.00 reviewed correspondence from our solicitors and valuers solicitors regarding offer to settle proceedings
David Whyte	Partner	Assets	12/03/2018	0.10	\$58.00 reviewed correspondence from our solicitors regarding offer to settle proceedings against a valuer/provided instructions in respect of same
Charles Haines	Associate Director	Assets	15/03/2018	0.10	\$47.00 Review changes to database and confirm evidence of changes
Jayden Coulston	Manager	Assets	15/03/2018	0.10	\$43.00 Review reply correspondence to investor requesting further transfer form completion to effect transfer of units.

Jayden Coulston	Manager	Assets	15/03/2018	0.30	\$129.00 Review draft correspondence to 3 investors regarding requests for change of details, transfer of units, transfer upon death etc. Review supporting documentation provided including death certs etc. and requests for further information.
Antoinette Fielding	Graduate Accountant	Assets	4/04/2018	0.30	\$64.50 Paying IT expense invoice in Myob. Accessing online banking and preparing payment for authorisation.
David Whyte	Partner	Assets	5/04/2018	0.10	\$58.00 reviewed correspondence from our solicitors and valuer's solicitors regarding settlement offer
Jayden Coulston	Manager	Assets	17/04/2018	0.10	\$43.00 Instructions to Ryan Whyte regarding renewal of term deposit.
David Whyte	Partner	Assets	19/04/2018	0.10	\$58.00 reviewed correspondence from our solicitors and defendants solicitors regarding offer to settle proceedings against valuer/sent response
David Whyte	Partner	Assets	23/04/2018	0.20	\$116.00 reviewed draft deed of settlement relating to proceedings against a valuer/email our solicitors with instructions in respect of same
Antoinette Fielding	Graduate Accountant	Assets	26/04/2018	0.80	\$172.00 Reviewing and updating the term deposit calculation for DW and preparing letter to bank. Accessing online banking and completing a bank rec on cash at bank account in Myob.
Jayden Coulston	Manager	Assets	30/04/2018	0.30	\$129.00 Review file note and letter for NAB term deposit renewal. Consider funds required during term deposit renewal period. Make amendments to same and email to DW for approval.
Antoinette Fielding	Graduate Accountant	Assets	1/05/2018	0.30	\$64.50 Accessing online banking and exporting statement and saving to file. Completing Bank reconciliation in Myob. x 3
Jayden Coulston	Manager	Assets	1/05/2018	0.10	\$43.00 Review and update email to NAB re term deposit rollover.
Antoinette Fielding	Graduate Accountant	Assets	2/05/2018	0.40	\$86.00 Reviewing BAS entered in Myob for months during 2015 until August 2016 and reconcile BAS payments
Antoinette Fielding	Graduate Accountant	Assets	2/05/2018	0.50	\$107.50 Reviewing BAS entered in Myob for months during 2015 until August 2016 and reconcile BAS payments
Antoinette Fielding	Graduate Accountant	Assets	2/05/2018	0.50	\$107.50 Reviewing BAS entered in Myob for months during 2015 until August 2016 and reconcile BAS payments
Antoinette Fielding	Graduate Accountant	Assets	2/05/2018	1.00	\$215.00 Entering BAS refunds into Myob for the monthly bas period September 2016 to April 2018. Creating table and calculating full refund expected for period.
David Whyte	Partner	Assets	8/05/2018	0.10	\$58.00 reviewed correspondence from our solicitors regarding proceedings against a valuer/deemed resolve date and requirement to extend same/reviewed correspondence to defendant's solicitors regarding same

Antoinette Fielding	Graduate Accountant	Assets	9/05/2018	0.10	\$21.50	Reviewing scanned correspondence re. EIF term deposit. Creating reminder in JC & RW calendars re. expiry date.
Antoinette Fielding	Graduate Accountant	Assets	15/05/2018	0.60	\$129.00	Review BASx 21 and copy/ scan to save to file. prepare for AR to send.
David Whyte	Partner	Assets	15/05/2018	0.20	\$116.00	reviewed/executed deed of settlement relating to proceedings against a valuer/email deed to our solicitors
Charles Haines	Associate Director	Assets	17/05/2018	0.10	\$47.00	Review Savills Settlement and confirmation of payment details
Charles Haines	Associate Director	Assets	5/06/2018	0.10	\$47.00	Review update in relation to settlement payment and confirm status in relation to discontinuance of the associated legal action
Antoinette Fielding	Graduate Accountant	Assets	15/06/2018	0.30	\$64.50	Confirming bank account reconciled and accessing MYOB for BAS docs productions. Completing calculation of 75% claimable in excel and preparing BAS. Entering refund into MYOB
David Whyte	Partner	Assets	18/06/2018	0.10	\$58.00	reviewed correspondence from EL liquidators solicitors regarding status of proceedings against the auditors and directors of EL/timetable leading up to trial in 2019
George Lethbridge	Graduate Accountant	Assets	20/06/2018	0.50	\$87.50	Generate Equititrust mailing list from FinPower database. Filter excel spreadsheet to only receive mailing addresses for the EIF. Arrange spreadsheet and separate postal addresses from email addresses.
Antoinette Fielding	Graduate Accountant	Assets	10/07/2018	0.60	\$132.00	Reviewing BAS refund received from ATO. Calculating difference between expected and received. Reconciling the MYOB GST account to amount received and entering interest on BAS. Reconciling Bank account. Saving BAS scans to file.
Antoinette Fielding	Graduate Accountant	Assets	19/07/2018	0.30	\$66.00	Phone call to NAB re. New term deposit and rates. Brief disc. with Jayden Coulston re. process of term deposit.
Antoinette Fielding	Graduate Accountant	Assets	20/07/2018	0.30	\$66.00	Scanned documents and saved to files and database, sent off documents to required Bank for term deposit authorisation. Scanning/ saving BAS and invoices to file. sending bas.
David Whyte	Partner	Assets	7/08/2018	0.10	\$59.50	email solicitors regarding repayment of loan and discharge of mortgage
David Whyte	Partner	Assets	7/08/2018	0.20	\$119.00	reviewed correspondence from solicitors acting for the Commonwealth regarding charged property to be transferred under proceeds of crime and loan allegedly paid out/forward to Arthur Taylor
Antoinette Fielding	Graduate Accountant	Assets	16/08/2018	0.20	\$44.00	Reviewing instructions from database service provider re. extending license period. Accessing database and completing extension request.
Antoinette Fielding	Graduate Accountant	Assets	16/08/2018	0.70	\$154.00	Reviewing bank statements and confirming amount instructed to bank wasn't withdrawn for term deposit. Reviewing past correspondence and confirming emails instructions were sent. Brief discussion with JS. Phone call with bank and drafting corro.

Antoinette Fielding	Graduate Accountant	Assets	16/08/2018	0.20	\$44.00 Processing database invoice through Myob. Accessing online banking and submitting for approval.
Jayden Coulston	Manager	Assets	16/08/2018	0.20	\$89.00 Emails to NAB re term deposit renewal request.
Jayden Coulston	Manager	Assets	16/08/2018	0.20	\$89.00 Review term deposit and maturity position. Email to NAB requesting confirmation of additional term deposit details for recent new term deposit request.
Jayden Coulston	Manager	Assets	30/08/2018	0.20	\$89.00 Review and update term deposit renewal letter. Enter term deposit transactions into MYOB.
Jayden Coulston	Manager	Assets	3/09/2018	0.10	\$44.50 Email correspondence and instructions to NAB re merge and renewal of term deposits.
Antoinette Fielding	Graduate Accountant	Assets	5/09/2018	0.30	\$66.00 Phone call to NAB re. term deposit merge. Drafting email to NAB re. recipients to NAB correspondence.
Antoinette Fielding	Graduate Accountant	Assets	19/10/2018	0.10	\$22.00 Sending correspondence to NAB requesting rates for the term deposit
Jayden Coulston	Manager	Assets	26/10/2018	0.20	\$89.00 Consider term deposit renewal requirements and email instructions to AMF.
Antoinette Fielding	Graduate Accountant	Assets	29/10/2018	1.20	\$264.00 Reconciling all bank accounts. Reviewing invoices from October 2017 to date. Accessing WIP listings and filtering for this month to confirm approximate amount of fees claiming for EIF. Preparing file note and letter to bank requesting new term deposit.
Jayden Coulston	Manager	Assets	30/10/2018	0.40	\$178.00 Review letter and file note prepared by AMF in relation to a 90 day term deposit renewal. Review file note calculations to confirm sufficient funds withheld to cover estimated legal fees, appointee fees, monthly IT costs etc. Make updates to NAB letter.
Antoinette Fielding	Graduate Accountant	Assets	31/10/2018	0.10	\$22.00 Updating the term deposit correspondence with changed made by JC.
Antoinette Fielding	Graduate Accountant	Assets	31/10/2018	0.30	\$66.00 Entering BAS refund into MYOB. Processing database management invoice in MYOB. Accessing online banking and preparing payment for approval. updating past invoice memo for reference.
Ainsley Watt	Senior Accountant - Experienced	Creditors	1/11/2017	1.10	\$385.00 Prepared and uploaded EIF mail out including liaising with Bing Easy Mailroom and Charles Haines/Jayden Coulston on format of emails
Ainsley Watt	Senior Accountant - Experienced	Creditors	1/11/2017	1.40	\$490.00 Prepared EIF mail out and reviewed IT instructions, including mail merge, formatting of data and uploading to Bing Easy Mailroom
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.20	\$35.00 Reviewing report after briefing.

Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.40	\$70.00 Briefing with Ryan Whyte and Jayden Coulston regarding key sections in 30th update to investors and addressing anticipated telephone queries from investors.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.20	\$35.00 Review of emails from report send out. Moving bounce-backs into a separate folder for processing.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.30	\$52.50 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. Downloading transaction statements off FinPower.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.20	\$35.00 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. Downloading transaction statements off FinPower.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.30	\$52.50 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
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.20	\$35.00 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
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.20	\$35.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the FinPower database and advise.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.30	\$52.50 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. Downloading transaction statements off FinPower.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.10	\$17.50 Phone Call 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.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.30	\$52.50 Forwarding voicemails from GL, Reviewing three voicemails from investors. Searching FinPower database and confirming details before calling back.
Antoinette Fielding	Graduate Accountant	Creditors	1/11/2017	0.10	\$17.50 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.
Charles Haines	Associate Director	Creditors	1/11/2017	0.20	\$94.00 Amend correspondence to solicitor acting on behalf of employee
Charles Haines	Associate Director	Creditors	1/11/2017	0.20	\$94.00 Review and amend correspondence to unit holder
Charles Haines	Associate Director	Creditors	1/11/2017	0.20	\$94.00 Amend corro to solicitor acting for former employee on Windsor Turf which Receiver sold assets and distributed proceeds to fund under security
Charles Haines	Associate Director	Creditors	1/11/2017	0.30	\$141.00 Amend corro to solicitor acting for former employee on Windsor Turf which Receiver sold assets and distributed proceeds to fund under security

Jayden Coulston	Manager	Creditors	1/11/2017	0.30	\$129.00	Liaise with Ryan Whyte to update creditor list to include salutations in investor email merge for sending update to investors.
Jayden Coulston	Manager	Creditors	1/11/2017	0.40	\$172.00	Review and update draft correspondence to 3 x investors regarding confirmation of holdings, transfer of units, change of details.
Jayden Coulston	Manager	Creditors	1/11/2017	0.30	\$129.00	Review and update draft correspondence to 2 x investors regarding confirmation of holdings, transfer of units, change of details.
Jayden Coulston	Manager	Creditors	1/11/2017	0.90	\$387.00	Review and update draft correspondence to 7 x investors regarding confirmation of holdings, transfer of units, change of details. Liaise with Ryan Whyte and Antoinette Fielding re further information where required.
Jayden Coulston	Manager	Creditors	1/11/2017	0.40	\$172.00	Briefing with Ryan Whyte and Antoinette Fielding regarding key sections in 30th update to investors and addressing anticipated telephone queries from investors.
Ryan Whyte	Undergraduate	Creditors	1/11/2017	0.40	\$70.00	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	1/11/2017	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	1/11/2017	0.40	\$70.00	Prepare letter to investor seeking to information on the status of their distribution payments made by BDO from the Fund. Access FinPower database to review current details and check NAB payment summaries on status of payments.
Ryan Whyte	Undergraduate	Creditors	1/11/2017	0.40	\$70.00	Prepare and filter Equititrust mailing list. Split the list into emails and post and check and compare mailing list to previous reports. Email mailing list to Jayden for review.
Ryan Whyte	Undergraduate	Creditors	1/11/2017	0.50	\$87.50	Prepare and filter Equititrust mailing list. Split the list into emails and post and check and compare mailing list to previous reports. Email mailing list to Jayden for review.
Antoinette Fielding	Graduate Accountant	Creditors	2/11/2017	0.30	\$52.50	Reviewing responses from the report send out - clearing bounced emails into separate folder.
Charles Haines	Associate Director	Creditors	2/11/2017	0.20	\$94.00	Review emails from investors post report, review email from Receiver in relation to query
Charles Haines	Associate Director	Creditors	2/11/2017	0.40	\$188.00	Review email from solicitors in relation to former sales contract, review contract in relation to nature of assets sold and terms and conditions regarding trading stock or any asset classes which could be considered floating charge assets. Email Receiver
David Whyte	Partner	Creditors	2/11/2017	0.20	\$116.00	reviewed correspondence from investor regarding timing of final distribution/finalisation of administration/sent response detailing key issues to be resolved
David Whyte	Partner	Creditors	2/11/2017	0.20	\$116.00	reviewed transaction statements for investor/drafted response to investor regarding units held and proposed equalisation payment

David Whyte	Partner	Creditors	2/11/2017	0.10	\$58.00 telecon from investor regarding distributions to date/estimated return to creditors
David Whyte	Partner	Creditors	2/11/2017	0.20	\$116.00 email investor regarding calculation of distributions to date/estimated return to investors/reconciliation of amounts shown in reports to investors
David Whyte	Partner	Creditors	2/11/2017	0.20	\$116.00 telecon with our solicitors regarding draft letter to Hail Chadwick/recent court decisions relating to remuneration and trust assets/proposed amendments to draft letter
Ryan Whyte	Undergraduate	Creditors	2/11/2017	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto FinPower investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	3/11/2017	0.20	\$35.00 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
Antoinette Fielding	Graduate Accountant	Creditors	3/11/2017	0.20	\$35.00 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. Access FinPower database and complete the changes.
Antoinette Fielding	Graduate Accountant	Creditors	3/11/2017	0.50	\$87.50 Reviewing investor details where they hold six different accounts under company name/ personal name and estates.
Antoinette Fielding	Graduate Accountant	Creditors	3/11/2017	0.40	\$70.00 Updating responses from investors re. the 30th Report to investors. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly
Charles Haines	Associate Director	Creditors	6/11/2017	0.40	\$188.00 Review and update 5 letters to unitholders, including hardship claim, change of details. Review unitholders statements, wills and unitholdings statements
Charles Haines	Associate Director	Creditors	6/11/2017	0.20	\$94.00 Amend and approve corro to three unitholders including review of change of detail forms, specimen signatures and unit statements
Ryan Whyte	Undergraduate	Creditors	6/11/2017	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Undergraduate	Creditors	6/11/2017	0.10	\$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the FinPower database and advise.
Ryan Whyte	Undergraduate	Creditors	6/11/2017	0.20	\$35.00 Prepare a letter to 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	6/11/2017	0.20	\$35.00 Prepare a letter to 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	6/11/2017	0.20	\$35.00 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	6/11/2017	0.40	\$70.00 Prepare 2 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.
Ryan Whyte	Undergraduate	Creditors	6/11/2017	0.40	\$70.00 Prepare 2 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	6/11/2017	0.20	\$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access FinPower database to review current details and draft letter for their request
Ryan Whyte	Undergraduate	Creditors	6/11/2017	0.80	\$140.00 Prepare 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
Antoinette Fielding	Graduate Accountant	Creditors	7/11/2017	0.20	\$35.00 Review of unread emails sent to the email inbox. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	7/11/2017	0.10	\$17.50 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.
Antoinette Fielding	Graduate Accountant	Creditors	7/11/2017	0.10	\$17.50 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.
Antoinette Fielding	Graduate Accountant	Creditors	7/11/2017	0.20	\$35.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	7/11/2017	0.20	\$35.00 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. Access FinPower database and complete the changes.
Antoinette Fielding	Graduate Accountant	Creditors	7/11/2017	0.30	\$52.50 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. Downloading transaction statements off FinPower.
Antoinette Fielding	Graduate Accountant	Creditors	7/11/2017	0.60	\$105.00 Prepare letter to three investors in relation to the timing of distributions from the Fund. Access FinPower database to review current details and draft letter for their request
Charles Haines	Associate Director	Creditors	7/11/2017	0.20	\$94.00 Review three letters to unitholders review supporting documentation including wills and change of details forms
Ryan Whyte	Undergraduate	Creditors	7/11/2017	0.20	\$35.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	8/11/2017	0.10	\$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the FinPower database and advise.
Antoinette Fielding	Graduate Accountant	Creditors	8/11/2017	0.20	\$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access FinPower database to review current details and draft letter for their request

Jayden Coulston	Manager	Creditors	8/11/2017	0.60	\$258.00	Review and update correspondence to investor regarding outstanding distributions yet to be received. Review file note and supporting reconciliation material showing outstanding amounts and query bounced payments/unpresented cheques with Ryan Whyte.
Jayden Coulston	Manager	Creditors	8/11/2017	1.10	\$473.00	Review and update correspondence to 7 separate investors regarding change of details, final distribution timing, holding balance and transfer of units requests.
Jayden Coulston	Manager	Creditors	8/11/2017	0.50	\$215.00	Review and update correspondence to 3 investors regarding change of details, final distribution timing and transfer of units requests.
Jayden Coulston	Manager	Creditors	8/11/2017	0.70	\$301.00	Review and update correspondence to 5 investors regarding change of details, final distribution timing and transfer of units requests.
Ryan Whyte	Undergraduate	Creditors	8/11/2017	0.60	\$105.00	Prepare 3 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	8/11/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	8/11/2017	0.40	\$70.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Antoinette Fielding	Graduate Accountant	Creditors	9/11/2017	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access FinPower database to review current details and draft letter for their request
Antoinette Fielding	Graduate Accountant	Creditors	9/11/2017	0.20	\$35.00	Processed invoice through Myob. Logged onto online banking to create payment for approval.
Antoinette Fielding	Graduate Accountant	Creditors	9/11/2017	0.30	\$52.50	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access FinPower database to review current details and draft letter for their request
Antoinette Fielding	Graduate Accountant	Creditors	9/11/2017	0.20	\$35.00	Call from an investor seeking an update on the winding up of the fund. Updating the investor correspondence register.
Antoinette Fielding	Graduate Accountant	Creditors	9/11/2017	0.20	\$35.00	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.
Jayden Coulston	Manager	Creditors	9/11/2017	0.80	\$344.00	Review and approve correspondence to 6 investors regarding change of details, final distribution timing and transfer of units requests.
Jayden Coulston	Manager	Creditors	9/11/2017	0.60	\$258.00	Review and approve correspondence to 5 investors regarding change of details, final distribution timing and transfer of units requests.
Jayden Coulston	Manager	Creditors	9/11/2017	0.10	\$43.00	Liaise with Antoinette Fielding in responding to an investor query regarding the formerly considered class action on behalf of investors.

Ryan Whyte	Undergraduate	Creditors	9/11/2017	0.30	\$52.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	9/11/2017	0.20	\$35.00	Prepare a letter to 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	9/11/2017	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Log onto FinPower investor management database, search for investor and print investor balance.
Charles Haines	Associate Director	Creditors	10/11/2017	1.00	\$470.00	Review equalisation spreadsheet and notes for lawyers for drafting purposes, expand notes in relation to background material, purpose of distribution and process undertaken
Charles Haines	Associate Director	Creditors	10/11/2017	0.20	\$94.00	Review and approve 6 updated letters to unitholders in relation to change of details and request for unit balance updates
Charles Haines	Associate Director	Creditors	10/11/2017	0.40	\$188.00	Review and update 7 letters to unitholders regarding change of details
Charles Haines	Associate Director	Creditors	10/11/2017	0.20	\$94.00	Review and update 3 letters to unitholders regarding change of details
Jayden Coulston	Manager	Creditors	10/11/2017	0.90	\$387.00	Prep and meeting with Charles and Ryan to review investor equalisation payment calculations. Discuss and analyse the calculations and process of preparing the spreadsheet. Identify complications with the spreadsheet and update the file note to solicitors.
Ryan Whyte	Undergraduate	Creditors	10/11/2017	0.70	\$122.50	Equititrust team meeting on the investor equalisation payment. Discuss and analyse the calculations and process of the spreadsheet. Identify any complications of the spreadsheet and update the file note for the solicitors.
Ryan Whyte	Undergraduate	Creditors	10/11/2017	0.70	\$122.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	10/11/2017	0.10	\$17.50	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.
Ryan Whyte	Undergraduate	Creditors	10/11/2017	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Log onto FinPower investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	13/11/2017	0.50	\$215.00	Review and update correspondence to 3 investors and respective representatives regarding change of details and requests for information.
Ryan Whyte	Undergraduate	Creditors	13/11/2017	0.10	\$17.50	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.
Ryan Whyte	Undergraduate	Creditors	13/11/2017	0.20	\$35.00	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	13/11/2017	0.20	\$35.00 Prepare a letter to 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	13/11/2017	0.10	\$17.50 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.
Ryan Whyte	Undergraduate	Creditors	13/11/2017	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Undergraduate	Creditors	13/11/2017	0.20	\$35.00 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	13/11/2017	0.20	\$35.00 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.
David Whyte	Partner	Creditors	14/11/2017	0.30	\$174.00 reviewed correspondence from eight investors/representatives of investors regarding change in details/transfer of units/distributions to date and estimated return to investors/reviewed letters in response
David Whyte	Partner	Creditors	14/11/2017	0.20	\$116.00 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/approved same
David Whyte	Partner	Creditors	14/11/2017	0.50	\$290.00 reviewed correspondence from our solicitors and including draft letter to Hall Chadwick's solicitors in respect of claim for remuneration and expenses/rejection of majority of amounts claimed and further information required to assess further
Ryan Whyte	Undergraduate	Creditors	14/11/2017	0.20	\$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	14/11/2017	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	14/11/2017	0.40	\$70.00 Prepare 2 letters to investors 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	14/11/2017	0.20	\$35.00 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	14/11/2017	0.10	\$17.50 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.
George Lethbridge	Graduate Accountant	Creditors	15/11/2017	0.60	\$105.00 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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	15/11/2017	0.40	\$70.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.

George Lethbridge	Graduate Accountant	Creditors	15/11/2017	0.20	\$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	15/11/2017	0.70	\$122.50 Review of 3 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	15/11/2017	0.50	\$87.50 Review of 2 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	15/11/2017	0.40	\$70.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	15/11/2017	1.20	\$210.00 Review of 6 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	15/11/2017	0.40	\$70.00 Review of 2 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.
David Whyte	Partner	Creditors	16/11/2017	0.80	\$464.00 reviewed correspondence from twelve investors/representatives of investors regarding change in details/transfer of units/distributions to investors/estimated return/timing of completion/reviewed letters in response
George Lethbridge	Graduate Accountant	Creditors	16/11/2017	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	16/11/2017	0.50	\$87.50 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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	16/11/2017	0.80	\$140.00 Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	16/11/2017	0.60	\$258.00 Review correspondence to 6 investors or their representatives regarding change of details, confirmation of balances, transfer of balances etc. Review supporting documents.
George Lethbridge	Graduate Accountant	Creditors	17/11/2017	0.20	\$35.00 Prepare a letter to 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	17/11/2017	0.80	\$140.00 Update Fee WIP spreadsheet for the remuneration application for the period 1 November 2016 to 31 October 2017. Filter and adjust spreadsheet to complete the fee review.
Jayden Coulston	Manager	Creditors	20/11/2017	0.10	\$43.00 Settle correspondence to solicitor regarding claim by former employee of borrowing entity for employee entitlements.
Jayden Coulston	Manager	Creditors	20/11/2017	0.10	\$43.00 Email correspondence to solicitor regarding claim by former employee of borrowing entity for employee entitlements.

Ryan Whyte	Undergraduate	Creditors	20/11/2017	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Log onto FinPower investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	21/11/2017	0.30	\$52.50 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access FinPower database to review current details and draft letter for their request
Antoinette Fielding	Graduate Accountant	Creditors	21/11/2017	0.30	\$52.50 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
Antoinette Fielding	Graduate Accountant	Creditors	21/11/2017	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	21/11/2017	0.10	\$17.50 Phone call to World Wide printing requesting quote for report send out, following investor request for information on cost.
Jayden Coulston	Manager	Creditors	21/11/2017	1.40	\$602.00 Review and update correspondence to 11 investors regarding transfer of units, requests for information, change of details and unpaid distributions. Review supporting documentation.
Jayden Coulston	Manager	Creditors	21/11/2017	0.20	\$86.00 Liaise with Ryan Whyte re updates to investor correspondence.
Ryan Whyte	Undergraduate	Creditors	21/11/2017	0.60	\$105.00 Prepare 3 letters to investors 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	21/11/2017	0.40	\$70.00 Prepare 2 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	21/11/2017	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto FinPower investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	22/11/2017	0.50	\$87.50 Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	22/11/2017	0.20	\$35.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the FinPower database and advise.
Jayden Coulston	Manager	Creditors	22/11/2017	0.10	\$43.00 Review and approve release of email to investor's representative requesting update of address.
Ryan Whyte	Undergraduate	Creditors	22/11/2017	0.40	\$70.00 Prepare 2 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	22/11/2017	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Log onto FinPower investor management database, search for investor and print investor balance.

Antoinette Fielding	Graduate Accountant	Creditors	23/11/2017	0.30	\$52.50 Review of correspondence from two investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Antoinette Fielding	Graduate Accountant	Creditors	23/11/2017	0.30	\$52.50 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.
Antoinette Fielding	Graduate Accountant	Creditors	23/11/2017	2.30	\$402.50 Review returned emails after corro sent to investors, record in returned email register, access FinPower & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
George Lethbridge	Graduate Accountant	Creditors	23/11/2017	0.20	\$35.00 Phone call from investor in response to a confirmation of their request to change details. Access Finpower database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	23/11/2017	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access Finpower database to review current details.
Jayden Coulston	Manager	Creditors	23/11/2017	0.50	\$215.00 Review correspondence to investors regarding undelivered email correspondence and request to update details.
Ryan Whyte	Undergraduate	Creditors	23/11/2017	0.20	\$35.00 Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
Antoinette Fielding	Graduate Accountant	Creditors	24/11/2017	0.10	\$17.50 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.
Antoinette Fielding	Graduate Accountant	Creditors	24/11/2017	0.20	\$35.00 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
Antoinette Fielding	Graduate Accountant	Creditors	24/11/2017	0.30	\$52.50 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.
Antoinette Fielding	Graduate Accountant	Creditors	24/11/2017	0.20	\$35.00 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	24/11/2017	0.30	\$52.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Charles Haines	Associate Director	Creditors	27/11/2017	0.10	\$47.00 Review three incoming letters from unitholders
David Whyte	Partner	Creditors	27/11/2017	0.30	\$174.00 reviewed correspondence from twelve investors/representatives of investors regarding change in details/transfer of units/value of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	27/11/2017	0.30	\$174.00 reviewed draft letter to EL liquidators solicitors regarding claim for remuneration and expenses/provided instructions to our solicitors in respect of same

Ryan Whyte	Undergraduate	Creditors	27/11/2017	1.50	\$262.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Antoinette Fielding	Graduate Accountant	Creditors	28/11/2017	0.40	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	28/11/2017	0.20	\$35.00	Reviewed a voicemail from investor. Phone call 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.
Jayden Coulston	Manager	Creditors	28/11/2017	0.40	\$172.00	Review correspondence to 3 investors and their representatives regarding transferring units, confirmation of holdings and update of details.
Jayden Coulston	Manager	Creditors	28/11/2017	0.40	\$172.00	Review and approve completed update of details forms and supporting documents for 3 unitholders.
Ryan Whyte	Undergraduate	Creditors	28/11/2017	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	28/11/2017	0.60	\$105.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	28/11/2017	0.60	\$105.00	Review of 3 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.
Andrew Whittaker	Graduate Accountant	Creditors	29/11/2017	0.30	\$64.50	Review of returned mail. Access to FinPower to review 5 investor accounts. Enter 5 investors into returned mail schedule.
Antoinette Fielding	Graduate Accountant	Creditors	29/11/2017	0.20	\$35.00	Drafting term deposit reinvestment letter to NAB
Antoinette Fielding	Graduate Accountant	Creditors	29/11/2017	0.20	\$35.00	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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	29/11/2017	0.30	\$52.50	Processing Legal Fee invoice in Myob. Preparing payment in NAB.
Antoinette Fielding	Graduate Accountant	Creditors	29/11/2017	0.30	\$52.50	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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	29/11/2017	0.30	\$52.50	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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	29/11/2017	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

George Lethbridge	Graduate Accountant	Creditors	29/11/2017	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	29/11/2017	0.30	\$52.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	29/11/2017	0.40	\$70.00 Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	29/11/2017	0.70	\$122.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Antoinette Fielding	Graduate Accountant	Creditors	30/11/2017	0.30	\$52.50 Processing Invoice through Myob. Creating Payment on NAB connect.
George Lethbridge	Graduate Accountant	Creditors	30/11/2017	0.20	\$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	30/11/2017	0.30	\$52.50 Reviewed returned mail and record investor details in returned mail register for 4 investors. Prepare letter to request new address details.
George Lethbridge	Graduate Accountant	Creditors	30/11/2017	0.20	\$35.00 Reviewed returned mail and record investor details in returned mail register for 2 investors. Called investors to request new address details.
Charles Haines	Associate Director	Creditors	1/12/2017	0.20	\$94.00 Review and execute 6 return mail letters and forward to last known mailing address change of details requests
Jayden Coulston	Manager	Creditors	1/12/2017	0.60	\$258.00 Review correspondence to 7 investor email addresses requesting update of details where previous postal correspondence had been returned to sender.
Jayden Coulston	Manager	Creditors	1/12/2017	0.30	\$129.00 Review correspondence to 3 investors regarding change of details requests.
Jayden Coulston	Manager	Creditors	1/12/2017	0.70	\$301.00 Review correspondence to 9 investor postal addresses requesting update of details where previous email correspondence had been returned to sender.
Jayden Coulston	Manager	Creditors	1/12/2017	0.10	\$43.00 Review correspondence to relative of deceased investor requesting information in relation to the unit holdings. Request further information from contact to identify unit holdings.
Jayden Coulston	Manager	Creditors	1/12/2017	0.20	\$86.00 Review letter to solicitors on behalf of deceased investor's estate. Review supporting documentation, including will, grant of probate etc. to ensure representative is entitled to information.
Jayden Coulston	Manager	Creditors	1/12/2017	0.20	\$86.00 Review change of details control form and letter to investors confirming further documentation required to update details on FinPower.

Jayden Coulston	Manager	Creditors	1/12/2017	0.10	\$43.00 Review letter to investor regarding change of details/transfer of deceased estate unitholdings and further documentation required. Review supporting documentation, including will and cover letter.
Jayden Coulston	Manager	Creditors	1/12/2017	0.10	\$43.00 Review letter to investor regarding change of address request and requirement for a signature specimen to be provided prior to being able to complete request.
Jayden Coulston	Manager	Creditors	1/12/2017	0.10	\$43.00 Review completed change of details form for deceased estate and supporting documentation to assist with request, including will, grant of probate. Approve for change to be made in FinPower.
Jayden Coulston	Manager	Creditors	1/12/2017	0.10	\$43.00 Review letter to investor regarding change of address request and requirement for a signature specimen to be provided prior to being able to complete request.
Jayden Coulston	Manager	Creditors	1/12/2017	0.50	\$215.00 Review correspondence to 5 investors regarding change of details and transfer of unit requests. Review control forms and supporting documentation provided by each party to date.
Ainsley Watt	Senior Accountant - Experienced	Creditors	4/12/2017	0.40	\$140.00 Prepared email template for Notice of Members and liaised with IT email provider re same
Ainsley Watt	Senior Accountant - Experienced	Creditors	4/12/2017	0.30	\$105.00 Uploaded notice to members and generated test email for remuneration notice
Ainsley Watt	Senior Accountant - Experienced	Creditors	4/12/2017	0.30	\$105.00 Emailed notice to members regarding remuneration application and requested confirmation from email provider of same
Jayden Coulston	Manager	Creditors	4/12/2017	0.30	\$129.00 Review correspondence to 3 investors regarding change of detail requests, further information required and updates on the winding up. Review supporting documentation provided by investors.
Jayden Coulston	Manager	Creditors	4/12/2017	0.50	\$215.00 Review letters to be emailed to 6 investors regarding request to update postal addresses where mail had been returned to sender. Review email addresses against FinPower records.
Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.40	\$70.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	4/12/2017	0.10	\$17.50 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	5/12/2017	0.50	\$87.50 Reviewing bounce back emails and replies from investors re. the remuneration notice circulated yesterday. Printing responses for processing.
Antoinette Fielding	Graduate Accountant	Creditors	5/12/2017	0.30	\$52.50 Reviewing investor complaint template, updating with new remuneration information for processing.
Antoinette Fielding	Graduate Accountant	Creditors	5/12/2017	0.30	\$52.50 Editing remuneration template with changes made by Jayden Coulston. Drafting a letter to investor for the Receiver's approval.

Antoinette Fielding	Graduate Accountant	Creditors	5/12/2017	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Antoinette Fielding	Graduate Accountant	Creditors	5/12/2017	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
David Whyte	Partner	Creditors	5/12/2017	0.30	\$174.00 reviewed correspondence from nine investors/representatives of investors regarding change in details/transfer of units/value of units/distributions/approved same/reviewed letters in response
David Whyte	Partner	Creditors	5/12/2017	0.20	\$116.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	5/12/2017	0.20	\$86.00 Review template letter to investors responding to queries in relation to the remuneration application.
Ryan Whyte	Undergraduate	Creditors	5/12/2017	0.80	\$140.00 Review of correspondence from 4 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	5/12/2017	2.60	\$455.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
George Lethbridge	Graduate Accountant	Creditors	6/12/2017	0.20	\$35.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
George Lethbridge	Graduate Accountant	Creditors	6/12/2017	0.30	\$52.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	6/12/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	6/12/2017	0.30	\$52.50 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	6/12/2017	0.70	\$122.50 Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	7/12/2017	0.50	\$87.50 Review of correspondence from 4 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.
George Lethbridge	Graduate Accountant	Creditors	7/12/2017	0.30	\$52.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	7/12/2017	0.30	\$52.50 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

George Lethbridge	Graduate Accountant	Creditors	7/12/2017	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	7/12/2017	0.50	\$87.50 Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	7/12/2017	0.50	\$215.00 Review correspondence responding to 5 investors regarding notifications of deceased estates, requests to transfer units/update details etc.
Ryan Whyte	Undergraduate	Creditors	7/12/2017	1.00	\$175.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	7/12/2017	1.50	\$262.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	7/12/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	7/12/2017	0.60	\$105.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Antoinette Fielding	Graduate Accountant	Creditors	8/12/2017	0.30	\$52.50 Processing 2 legal fee invoices in Myob. Accessing banking online and creating payment for approval
George Lethbridge	Graduate Accountant	Creditors	8/12/2017	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Undergraduate	Creditors	8/12/2017	0.40	\$70.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	8/12/2017	1.20	\$210.00 Prepare 6 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Antoinette Fielding	Graduate Accountant	Creditors	11/12/2017	0.20	\$35.00 Review of unread email enquiries in response to the Remuneration notice. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	11/12/2017	0.20	\$35.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	11/12/2017	0.20	\$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	11/12/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Charles Haines	Associate Director	Creditors	11/12/2017	0.20	\$94.00 Review and execute seven letters to unitholders regarding returned mail, review details to FinPower database extracts
David Whyte	Partner	Creditors	11/12/2017	0.10	\$58.00 reviewed correspondence from investor regarding change in details/reviewed letter sent to investor/drafted email to investor
George Lethbridge	Graduate Accountant	Creditors	11/12/2017	0.30	\$52.50 Prepare an email to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	11/12/2017	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	11/12/2017	0.20	\$35.00 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.
Jayden Coulston	Manager	Creditors	11/12/2017	0.20	\$86.00 Review correspondence from 2 investors regarding change of details requests. Liaise with George Lethbridge and Antoinette Fielding regarding responses to investors.
Jayden Coulston	Manager	Creditors	11/12/2017	0.50	\$215.00 Review letters to 8 investors requesting update of details where mail/emails had been returned to sender.
Jayden Coulston	Manager	Creditors	11/12/2017	0.30	\$129.00 Review response letters to 3 investors regarding change of details requests and further documentation required, including the requests to be accompanied by a specimen signature.
Jayden Coulston	Manager	Creditors	11/12/2017	0.30	\$129.00 Review reply correspondence to 3 investors regarding change of detail requests. Review supporting documentation received to date.
Ryan Whyte	Undergraduate	Creditors	11/12/2017	0.80	\$140.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	11/12/2017	0.70	\$122.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Antoinette Fielding	Graduate Accountant	Creditors	12/12/2017	0.50	\$87.50 Scanned documents and saved to files and database, sent off documents to required five investors via email or post
David Whyte	Partner	Creditors	12/12/2017	0.10	\$58.00 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/authorised same/reviewed letters in response
David Whyte	Partner	Creditors	12/12/2017	0.50	\$290.00 reviewed equalisation payment calculations/terms of constitution
Jayden Coulston	Manager	Creditors	12/12/2017	0.40	\$172.00 Draft email to our solicitors regarding equalisation payment calculations/explanatory notes and application to court to pay the proposed equalisation payment.

Antoinette Fielding	Graduate Accountant	Creditors	13/12/2017	0.30	\$52.50 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.
Antoinette Fielding	Graduate Accountant	Creditors	13/12/2017	0.20	\$35.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	13/12/2017	0.50	\$87.50 Review of correspondence from 3 investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
George Lethbridge	Graduate Accountant	Creditors	13/12/2017	0.10	\$17.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	13/12/2017	0.30	\$52.50 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	13/12/2017	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	13/12/2017	0.20	\$35.00 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.
Jayden Coulston	Manager	Creditors	13/12/2017	0.10	\$43.00 Review documentation and approve the cancellation and reissue of unrepresented distribution cheques to investor.
Jayden Coulston	Manager	Creditors	13/12/2017	0.20	\$86.00 Update draft response to investor regarding change of details request and returned to sender mail.
Jayden Coulston	Manager	Creditors	13/12/2017	0.10	\$43.00 Review request from investor to remove email address from database. Instruct Antoinette Fielding to contact investor to explain correct process.
Jayden Coulston	Manager	Creditors	13/12/2017	0.10	\$43.00 Review request from investor to update email address on FinPower database. Instruct Antoinette Fielding to draft response letter to investor and provide change of details form.
Ryan Whyte	Undergraduate	Creditors	13/12/2017	1.90	\$332.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	13/12/2017	1.10	\$192.50 Review of correspondence from 6 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	13/12/2017	1.20	\$210.00 Investigate Equititrust records and review the balance sheets as at the date of our appointment to identify the amount of interest that is outstanding to be paid to investors. Identify the investors that require payment.
Ainsley Watt	Senior Accountant - Experienced	Creditors	14/12/2017	0.10	\$35.00 Reviewed returned correspondence from IT email provider. Instructions to Ryan Whyte to confirm email addresses

Charles Haines	Associate Director	Creditors	14/12/2017	0.10	\$47.00 Review email regarding affidavit drafting and email staff regarding feedback from unitholders
George Lethbridge	Graduate Accountant	Creditors	14/12/2017	0.30	\$52.50 Review of correspondence from investors in relation to a change of details for a deceased estate. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	14/12/2017	0.30	\$52.50 Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	14/12/2017	0.40	\$70.00 Review of correspondence from 2 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.
David Whyte	Partner	Creditors	18/12/2017	0.20	\$116.00 reviewed/amended letters to four investors regarding winding up of the fund/estimated return to investors/remuneration charged to date
Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.60	\$105.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.60	\$105.00 Review of correspondence from 3 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	18/12/2017	0.80	\$140.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	18/12/2017	0.40	\$70.00 Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
Antoinette Fielding	Graduate Accountant	Creditors	19/12/2017	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	19/12/2017	0.50	\$87.50 Reviewing the investor register and emails from investors re. the remuneration notice send out for the swearing of affidavits for the court hearing.
Antoinette Fielding	Graduate Accountant	Creditors	19/12/2017	0.10	\$17.50 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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	19/12/2017	0.40	\$172.00 Review cheque cancellation confirmations and payment requisitions for repayment of unrepresented interim distributions for 6 accounts.
George Lethbridge	Graduate Accountant	Creditors	20/12/2017	0.30	\$52.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	20/12/2017	0.40	\$70.00 Prepare 2 letters to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

George Lethbridge	Graduate Accountant	Creditors	20/12/2017	0.60	\$105.00 Review of correspondence from 3 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.
George Lethbridge	Graduate Accountant	Creditors	20/12/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	21/12/2017	0.20	\$35.00 Updating the investor register status.
Antoinette Fielding	Graduate Accountant	Creditors	21/12/2017	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	21/12/2017	0.10	\$58.00 reviewed correspondence from five investors/representatives of investors regarding change in details/approved same
David Whyte	Partner	Creditors	21/12/2017	0.10	\$58.00 reviewed proposed amendments to change of details forms/authorised same
George Lethbridge	Graduate Accountant	Creditors	21/12/2017	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	21/12/2017	0.40	\$70.00 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 investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	22/12/2017	0.60	\$105.00 Review of correspondence from 3 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.
Jayden Coulston	Manager	Creditors	8/01/2018	0.60	\$258.00 Review correspondence to 5 investors regarding change of details, transfer of units and general requests.
Jayden Coulston	Manager	Creditors	8/01/2018	0.30	\$129.00 Liaise with Ryan Whyte to calculate interest payments due to investors separate to equalisation payment. Discuss process to complete with David Whyte.
Jayden Coulston	Manager	Creditors	8/01/2018	0.40	\$172.00 Review correspondence to 3 investors regarding change of details, transfer of units and general requests.
Jayden Coulston	Manager	Creditors	8/01/2018	0.40	\$172.00 Review correspondence to 3 investors regarding change of details, transfer of units and general requests.
Jayden Coulston	Manager	Creditors	8/01/2018	0.10	\$43.00 Liaise with David Whyte re response to Levitt Robinson regarding employee entitlements claim.
Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.

Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.80	\$140.00	Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.40	\$70.00	Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	8/01/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	9/01/2018	0.30	\$129.00	Review letters to 2 investors regarding change of details requests. Review supporting documentation provided to date and additional information required.
Jayden Coulston	Manager	Creditors	9/01/2018	0.80	\$344.00	Review letters to 7 investors regarding change of details, deceased estates and transfer requests. Review supporting documentation provided to date and additional information required.
Jayden Coulston	Manager	Creditors	9/01/2018	0.40	\$172.00	Review letters to 3 investors regarding change of details and transfer requests. Review supporting documentation provided.
Jayden Coulston	Manager	Creditors	9/01/2018	0.10	\$43.00	Review correspondence to investor regarding update of details and requirement for specimen signature to be provided with such requests.
Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	9/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	10/01/2018	0.20	\$35.00	Paying invoices in MYOB
George Lethbridge	Graduate Accountant	Creditors	10/01/2018	0.20	\$35.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	10/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	10/01/2018	0.40	\$70.00	Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
George Lethbridge	Graduate Accountant	Creditors	10/01/2018	0.40	\$70.00	Prepared two letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Jayden Coulston	Manager	Creditors	10/01/2018	1.20	\$516.00	Cont. review of calculations prepared by Ryan Whyte for processing payment of unpaid interest entitlements to certain investors prior to the equalisation payment.
Jayden Coulston	Manager	Creditors	10/01/2018	0.60	\$258.00	Review file note and calculations prepared by Ryan Whyte for processing payment of unpaid interest entitlements to certain investors prior to the equalisation payment.
George Lethbridge	Graduate Accountant	Creditors	11/01/2018	0.30	\$52.50	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.
George Lethbridge	Graduate Accountant	Creditors	11/01/2018	0.30	\$52.50	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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	11/01/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	11/01/2018	0.30	\$129.00	Review letters to 3 investors regarding change of details requests and further information required to effect changes. Review documentation provided by investors to date.
Ryan Whyte	Undergraduate	Creditors	12/01/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	12/01/2018	0.20	\$35.00	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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	12/01/2018	1.60	\$280.00	Review of correspondence from 8 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	12/01/2018	0.60	\$105.00	Review of correspondence from 3 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.
David Whyte	Partner	Creditors	15/01/2018	0.30	\$174.00	reviewed correspondence from fourteen investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	15/01/2018	0.20	\$116.00	reviewed correspondence from seven investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	15/01/2018	0.70	\$301.00	Cont. updating file note for equalisation payment rationale. Add reference to correspondence from EL dated 20.06.11 advising of equalisation payment and unit balance under \$1.
Jayden Coulston	Manager	Creditors	15/01/2018	0.50	\$215.00	Update file note for equalisation payment rationale and exclude reference to interest payments (to be made outside of equalisation payment process).
Jayden Coulston	Manager	Creditors	15/01/2018	0.30	\$129.00	Review letters to 2 investors regarding request to change details for deceased estate and general update of details request. Review supporting documentation provided to date (i.e. death certificate) and request for further documentation.

Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.40	\$70.00 Review of correspondence from 2 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	15/01/2018	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.20	\$35.00 Call ATO to clarify outstanding BAS and get ATO to re-issue any outstanding BAS.
Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.70	\$122.50 Continue to prepare file note and email Jayden Coulston on findings of the interest accrued at 30 June 2010 for a select amount of investors. Calculate the amount owing to the investors.
Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.60	\$105.00 Prepare file note and email Jayden Coulston on findings of the interest accrued at 30 June 2010 for a select amount of investors. Calculate the amount owing to the investors.
Ryan Whyte	Undergraduate	Creditors	15/01/2018	0.60	\$105.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	16/01/2018	0.30	\$174.00 reviewed draft letter to trustee of bankrupt guarantor estate/reviewed deed of settlement/discussed with Jayden Coulson further information required
David Whyte	Partner	Creditors	16/01/2018	0.20	\$116.00 reviewed will and probate for deceased investor's estate/discussed with Jayden Coulston further documentation required to transfer units to a charity
David Whyte	Partner	Creditors	16/01/2018	0.20	\$116.00 reviewed correspondence and documentation from investors/representatives of investors regarding change in details/transfer of units and including wills and change of trustee documentation/approved same/reviewed letters in response
David Whyte	Partner	Creditors	16/01/2018	0.10	\$58.00 reviewed correspondence from our solicitors regarding Hall Chadwick claim and discussions held with their solicitors about the timing of a response to our correspondence and receiving instructions on that/replied with instructions
Jayden Coulston	Manager	Creditors	16/01/2018	1.20	\$516.00 Review updated file note and calculations prepared by Ryan Whyte in relation to balance of interest payments to be made to investors. Consider complications and examples where partial payments of interest and transfers of units have been made.
Jayden Coulston	Manager	Creditors	16/01/2018	0.30	\$129.00 Meeting with David Whyte to discuss complications with transfer request from secondary executor of a deceased estate. Review documentation received and consider common law implications.
Ryan Whyte	Undergraduate	Creditors	16/01/2018	1.20	\$210.00 Scanned 12 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	17/01/2018	1.40	\$245.00 Review of correspondence from 9 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.
George Lethbridge	Graduate Accountant	Creditors	17/01/2018	0.70	\$122.50 Review of correspondence from 3 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.

Jayden Coulston	Manager	Creditors	17/01/2018	0.40	\$172.00 Review correspondence to 3 investors regarding change of details, deceased estate and unit transfer requests. Review supporting documentation provided to date.
Antoinette Fielding	Graduate Accountant	Creditors	18/01/2018	0.30	\$52.50 Reviewing mail folder for invoices received for payment of legal fees or other essential services to process.
David Whyte	Partner	Creditors	18/01/2018	0.10	\$58.00 reviewed correspondence from four investors regarding change in details/transfer of units/approved same/reviewed letters in response
George Lethbridge	Graduate Accountant	Creditors	18/01/2018	0.50	\$87.50 Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	18/01/2018	0.20	\$35.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jayden Coulston	Manager	Creditors	18/01/2018	0.50	\$215.00 Cont. updating file note in relation to approx. \$80k of further interest payments to be made to 22 investors. Consider complications and examples where partial payments of interest and transfers of units have been made.
Jayden Coulston	Manager	Creditors	18/01/2018	0.90	\$387.00 Cont. updating file note in relation to approx. \$80k of further interest payments to be made to 22 investors. Consider complications and examples where partial payments of interest and transfers of units have been made.
Jayden Coulston	Manager	Creditors	18/01/2018	0.70	\$301.00 Cont. updating file note in relation to approx. \$80k of further interest payments to be made to 22 investors. Consider complications and examples where partial payments of interest and transfers of units have been made.
Jayden Coulston	Manager	Creditors	18/01/2018	1.20	\$516.00 Update file note in relation to approx. \$80k of further interest payments to be made to 22 investors. Consider complications and examples where partial payments of interest and transfers of units have been made.
Jayden Coulston	Manager	Creditors	18/01/2018	0.30	\$129.00 Phone call to Daniel Tipman to discuss proposed additional interest payment to certain investors. Discuss reasons why the investors may have been excluded from the first distribution and complications with equalisation payment.
Jayden Coulston	Manager	Creditors	22/01/2018	0.20	\$86.00 Meeting with Ryan Whyte re additional interest payment and complications with same. Update file note.
Jayden Coulston	Manager	Creditors	22/01/2018	0.40	\$172.00 Update letter to executor of deceased estate where probate granted to previous executor. Outline transfer process and request supplementary documents to assist with transfer request.
Jayden Coulston	Manager	Creditors	22/01/2018	0.40	\$172.00 Phone call from executor of investor's estate regarding transfer of units request and passing of previous executor. Contact probate office to confirm procedure regarding deceased executors when probate proved in single executor's name.
Ryan Whyte	Undergraduate	Creditors	22/01/2018	0.60	\$105.00 Continue to prepare file note and email Jayden Coulston on findings of the interest accrued at 30 June 2010 for a select amount of investors. Calculate the amount owing to the investors.
Ryan Whyte	Undergraduate	Creditors	22/01/2018	1.40	\$245.00 Review of correspondence from 7 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	22/01/2018	0.50	\$87.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	22/01/2018	0.40	\$70.00	Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Ryan Whyte	Undergraduate	Creditors	22/01/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	23/01/2018	0.20	\$35.00	Review of unread email enquiries in response to the Remuneration notice. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	23/01/2018	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
Antoinette Fielding	Graduate Accountant	Creditors	23/01/2018	0.20	\$35.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Antoinette Fielding	Graduate Accountant	Creditors	23/01/2018	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
Antoinette Fielding	Graduate Accountant	Creditors	23/01/2018	0.20	\$35.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
Antoinette Fielding	Graduate Accountant	Creditors	23/01/2018	0.30	\$52.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Creditors	23/01/2018	0.10	\$58.00	reviewed letter to executor of deceased investor's estate regarding documentation required to effect a transfer of units
Ryan Whyte	Undergraduate	Creditors	23/01/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.50	\$87.50	Reviewing bank statement and investigating reconciliation from re-issuing of cheques in MYOB
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.20	\$35.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post

Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.20	\$35.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.20	\$35.00 Review of unread email enquiries in response to the Remuneration notice. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.40	\$70.00 Investigating distributions paid to investor per enquiry.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.40	\$70.00 Investigating distributions paid to investor per enquiry.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.30	\$52.50 Investigating distributions paid to investor per enquiry.
Antoinette Fielding	Graduate Accountant	Creditors	24/01/2018	0.80	\$140.00 Reviewing bank statement and investigating reconciliation from re-issuing of cheques in MYOB
Jayden Coulston	Manager	Creditors	24/01/2018	0.20	\$86.00 Phone call to investor re request to transfer units to charity and information required. Review and update draft email to investor regarding same.
Antoinette Fielding	Graduate Accountant	Creditors	25/01/2018	0.20	\$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	25/01/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	25/01/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	25/01/2018	0.20	\$35.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	25/01/2018	0.30	\$52.50 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	25/01/2018	0.20	\$86.00 Review correspondence to 2 investors regarding change of details requests and further information required, including specimen of signature and photo identification.
Jayden Coulston	Manager	Creditors	25/01/2018	0.10	\$43.00 Review letter to investor regarding details of investment and current balance request.
Jayden Coulston	Manager	Creditors	25/01/2018	0.20	\$86.00 Review correspondence to 2 investors regarding change of details requests and further information required, including specimen of signature and photo identification. Review control forms prepared.

Jayden Coulston	Manager	Creditors	25/01/2018	0.10	\$43.00 Review correspondence to executor of deceased estate re transfer of units. Review documentation provided to date and request photo identification.
Jayden Coulston	Manager	Creditors	25/01/2018	0.50	\$215.00 Finalise file note and calculations for interest payment to investors where interest had not been paid as at 30 June 2010.
Jayden Coulston	Manager	Creditors	29/01/2018	0.50	\$215.00 Review equalisation payment spreadsheet to confirm all interest amounts have been removed (to be treated separately). Review correspondence from Ryan Whyte explaining changes made to master spreadsheet.
Jayden Coulston	Manager	Creditors	29/01/2018	1.10	\$473.00 Update equalisation payment explanatory notes to remove references to and calculations for interest payments (to be treated separately). Update other areas of explanatory notes as required.
Jayden Coulston	Manager	Creditors	29/01/2018	0.40	\$172.00 Meeting with Ryan Whyte re finalising equalisation payment calculations (separating interest payments) and finalising explanatory note to solicitors. Review unrepresented payments from previous distributions.
Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.80	\$140.00 Export MYOB Bank Reconciliation and filter data to identify investors that have outstanding distributions. Review spreadsheet and draft letter to investors. Email Jayden Coulston findings.
Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.90	\$157.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	29/01/2018	0.10	\$17.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Antoinette Fielding	Graduate Accountant	Creditors	30/01/2018	0.80	\$140.00 Review of correspondence from three investors in relation to a transfer of units of deceased estate requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	30/01/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	30/01/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund. Updating the investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	30/01/2018	0.20	\$35.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Antoinette Fielding	Graduate Accountant	Creditors	30/01/2018	0.40	\$70.00 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.

Antoinette Fielding	Graduate Accountant	Creditors	30/01/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	30/01/2018	0.30	\$52.50 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 investor management database to review current investor details and advise.
David Whyte	Partner	Creditors	30/01/2018	0.10	\$58.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	30/01/2018	0.90	\$387.00 Cont. updating explanatory notes for equalisation payment. Liaise with Ryan Whyte re discrepancy in total calculation.
Jayden Coulston	Manager	Creditors	30/01/2018	0.90	\$387.00 Review correspondence to 7 investors and authorised parties regarding investment balances, change of details and transfer of units. Review correspondence and supporting docs received to date for each.
Ryan Whyte	Undergraduate	Creditors	30/01/2018	0.50	\$87.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	30/01/2018	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	30/01/2018	0.70	\$122.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	30/01/2018	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	31/01/2018	0.30	\$52.50 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	31/01/2018	0.40	\$70.00 Prepare letters to two investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	31/01/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	31/01/2018	0.30	\$52.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	31/01/2018	0.30	\$129.00 Review correspondence to 3 investors regarding change of details and transfer requests.
Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.10	\$21.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.10	\$21.50 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.20	\$43.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.20	\$43.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.20	\$43.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.30	\$64.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. Reviewing files for previous advice as also a deceased estate.
Antoinette Fielding	Graduate Accountant	Creditors	1/02/2018	0.30	\$64.50 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	2/02/2018	0.30	\$64.50 Scanned documents and saved to files and database
Antoinette Fielding	Graduate Accountant	Creditors	2/02/2018	0.40	\$86.00 Processing two service invoices through MYOB. Accessing online banking and submitting payment for approval.
Antoinette Fielding	Graduate Accountant	Creditors	2/02/2018	0.20	\$43.00 Reviewing invoices received for payment of legal fees or other essential services to process.
Antoinette Fielding	Graduate Accountant	Creditors	2/02/2018	0.20	\$43.00 Reviewing invoices received for payment of legal fees or other essential services to process.
Antoinette Fielding	Graduate Accountant	Creditors	2/02/2018	0.40	\$86.00 Review of correspondence from two investors in relation to change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Jayden Coulston	Manager	Creditors	2/02/2018	0.30	\$129.00 Review correspondence to 3 investors regarding change of details requests. Review supporting documentation received from investors to date.
Jayden Coulston	Manager	Creditors	2/02/2018	0.40	\$172.00 Review correspondence to 4 investors regarding change of details requests. Review supporting documentation received from investors to date.
Antoinette Fielding	Graduate Accountant	Creditors	5/02/2018	0.30	\$64.50 Reviewing Investor register and updating status of requests

David Whyte	Partner	Creditors	5/02/2018	0.30	\$174.00 reviewed correspondence from eight investors/representatives of investors regarding change in details/transfer of units/value of units/estimated return to investors/reviewed letters in response
David Whyte	Partner	Creditors	5/02/2018	0.20	\$116.00 reviewed correspondence from our solicitors and former receiver and manager of borrower regarding employee claim/revised draft letter to employee's solicitors
David Whyte	Partner	Creditors	5/02/2018	0.10	\$58.00 reviewed letter to investor regarding units held/transaction statement/value of units/estimated return to investors
David Whyte	Partner	Creditors	5/02/2018	0.10	\$58.00 reviewed draft letter to solicitors acting for employee of a borrower regarding statement of claim and directions to be made in respect of claim
David Whyte	Partner	Creditors	5/02/2018	0.30	\$174.00 reviewed correspondence from investor regarding winding up of the fund/drafted response in relation to causes of failure and legal proceedings on foot
Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.40	\$70.00 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	5/02/2018	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	6/02/2018	1.90	\$1,102.00 reviewed file notes and calculations relating to proposed equalisation payments and including accrued interest paid as at 30 June 2010/discussed with Jayden Coulston
David Whyte	Partner	Creditors	6/02/2018	0.20	\$116.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/reviewed supporting documentation relating to deceased estates/approved changes
David Whyte	Partner	Creditors	6/02/2018	0.20	\$116.00 reviewed correspondence from our solicitors regarding client agreement and costs disclosure in respect of defence of proceedings brought by employee of borrower/executed client agreement/email same
Jayden Coulston	Manager	Creditors	6/02/2018	0.50	\$215.00 Review change of details and transfer request control forms for 4 investors. Review supporting documentation received from investors to effectuate transfers/change of details.
Jayden Coulston	Manager	Creditors	6/02/2018	0.10	\$43.00 Review reply correspondence to investor regarding change of details request.
Jayden Coulston	Manager	Creditors	6/02/2018	0.50	\$215.00 Review change of details and transfer request control forms for 4 investors. Review supporting documentation received from investors to effectuate transfers/change of details and reply letters to 2 investors regarding same.
Jayden Coulston	Manager	Creditors	6/02/2018	0.20	\$86.00 Meeting with Ryan Whyte on the calculations and process of the Equalisation Payment spreadsheet and verify if an investor is entitled to an Equalisation payment.
Jayden Coulston	Manager	Creditors	6/02/2018	0.30	\$129.00 Meeting with David Whyte to review file note and calculation in relation to proposed additional interest payment to investors.

Jayden Coulston	Manager	Creditors	6/02/2018	0.80	\$344.00 Update explanatory notes to equalisation payment and further interest distribution as per meeting with David Whyte.
Ryan Whyte	Undergraduate	Creditors	6/02/2018	0.40	\$70.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	6/02/2018	0.20	\$35.00 Meeting with Jayden Coulston on the calculations and process of the Equalisation Payment spreadsheet and verify if an investor is entitled to an Equalisation payment.
Charles Haines	Associate Director	Creditors	7/02/2018	0.10	\$47.00 Discussion regarding amendment to court work paper re equalisation payments and amendments
Charles Haines	Associate Director	Creditors	7/02/2018	0.10	\$47.00 Update regarding next report to unitholders and outstanding matters and update on previous report
Ryan Whyte	Undergraduate	Creditors	7/02/2018	0.50	\$87.50 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Jayden Coulston	Manager	Creditors	8/02/2018	1.20	\$516.00 Review and update equalisation payment spreadsheet for principal amount calculations (i.e. including compounded interest) with Ryan Whyte.
Ryan Whyte	Undergraduate	Creditors	8/02/2018	0.70	\$122.50 Continue to analyse the Equalisation Payment spreadsheet to verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	8/02/2018	1.10	\$192.50 Meeting with Jayden Coulston to analyse the Equalisation Payment spreadsheet to verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Antoinette Fielding	Graduate Accountant	Creditors	9/02/2018	0.10	\$21.50 Phone call from investor seeking to update the details for their investment with the Fund. Access Fund database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	12/02/2018	1.00	\$215.00 Exporting Receipts and Payments Listing for period 01.10.2017 to 31.01.18 for the 31st Update to Investors. Updating report template.
Antoinette Fielding	Graduate Accountant	Creditors	12/02/2018	0.20	\$43.00 Meeting with Jayden Coulston re. drafting of 31st update to investors.
Antoinette Fielding	Graduate Accountant	Creditors	12/02/2018	0.10	\$21.50 Responding to investor email requesting contact information for Jayden Coulston.
David Whyte	Partner	Creditors	12/02/2018	0.10	\$58.00 telecon with our solicitors regarding court hearing today and proposal about dealing with competency of proceedings
David Whyte	Partner	Creditors	12/02/2018	0.10	\$58.00 reviewed draft court order in relation to proceedings commenced by employee of borrower against the former Receiver and the fund

David Whyte	Partner	Creditors	12/02/2018	0.90	\$522.00 reviewed final draft of file note relating to proposed equalisation payments and calculations in respect of same
David Whyte	Partner	Creditors	12/02/2018	0.10	\$58.00 reviewed correspondence from our solicitors and counsel regarding outcome of court hearing in respect of proceedings brought by ex employee of borrower and orders made today
Jayden Coulston	Manager	Creditors	12/02/2018	0.20	\$86.00 Meeting with Antoinette Fielding re planning/drafting 31st update to investors.
Jayden Coulston	Manager	Creditors	12/02/2018	0.10	\$43.00 Reply email to investor re provision of information to transfer units.
Jayden Coulston	Manager	Creditors	12/02/2018	1.10	\$473.00 Finalise explanatory notes to equalisation payment as per David Whyte's review and compile annexures into one document. Email explanatory notes/equalisation worksheet to Gadens and provide instructions to commence drafting Court application material.
Ryan Whyte	Undergraduate	Creditors	12/02/2018	0.80	\$140.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	12/02/2018	0.20	\$35.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	12/02/2018	0.60	\$105.00 Review of correspondence from 3 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
Antoinette Fielding	Graduate Accountant	Creditors	13/02/2018	0.60	\$129.00 Reviewing and updating Receipts and Payments section of the 31st update to investors. Investigating payment of distribution to unsecured creditors.
Antoinette Fielding	Graduate Accountant	Creditors	13/02/2018	0.90	\$193.50 Reviewing and updating Remuneration section of the 31st update to investors. Exporting Wip Listing from APS and sorting in billing template
Antoinette Fielding	Graduate Accountant	Creditors	13/02/2018	1.00	\$215.00 Reviewing and updating Estimated Return to Investors section of the 31st update to investors.
Ryan Whyte	Undergraduate	Creditors	13/02/2018	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	13/02/2018	0.60	\$105.00 Prepare 3 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Undergraduate	Creditors	13/02/2018	1.20	\$210.00 Review of correspondence from 6 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.
Jayden Coulston	Manager	Creditors	14/02/2018	0.80	\$344.00 Review correspondence to 5 investors regarding change of details, transfer of units upon death of investor and general information requests. Review documentation supporting requests and liaise with Ryan Whyte to amend letters where required.

Jayden Coulston	Manager	Creditors	14/02/2018	0.20	\$86.00 Review letters to investors regarding returned mail and request for updated contact details.
Jayden Coulston	Manager	Creditors	14/02/2018	0.20	\$86.00 Review correspondence to 3 investors regarding confirmation of change of details on FinPower, as per requests.
Jayden Coulston	Manager	Creditors	14/02/2018	0.30	\$129.00 Review correspondence to 3 investors and authorised parties regarding change of details and transmission of units upon death requests. Review documentation supporting requests.
Jayden Coulston	Manager	Creditors	14/02/2018	0.50	\$215.00 Review and approve control sheets and supporting documentation for 4 investors requesting change of details, transfer of units etc.
Jayden Coulston	Manager	Creditors	14/02/2018	0.60	\$258.00 Review and amend correspondence to 4 investors and authorised parties regarding change of details and transmission of units upon death requests. Review documentation supporting requests and liaise with Ryan Whyte re finalising letters.
Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.20	\$35.00 Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.20	\$35.00 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.40	\$70.00 Review of correspondence from 2 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	14/02/2018	0.40	\$70.00 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.40	\$70.00 Review of correspondence from 2 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	14/02/2018	0.50	\$87.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
David Whyte	Partner	Creditors	15/02/2018	0.20	\$116.00 reviewed correspondence from ten investors/representatives of investors regarding change in details/transfer of units/value of units/reviewed letters in response
David Whyte	Partner	Creditors	15/02/2018	0.20	\$116.00 telecon with our solicitors regarding proceedings brought by employee of borrower company/receipts and payments relating to receivership/loan advances

David Whyte	Partner	Creditors	15/02/2018	0.30	\$174.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response/discussed with Jayden Coulston
David Whyte	Partner	Creditors	15/02/2018	0.10	\$58.00 reviewed letters to two investors/representatives of investors regarding further documentation required to effect transfer of units
David Whyte	Partner	Creditors	15/02/2018	0.20	\$116.00 reviewed correspondence from former Receiver of borrower regarding sale of assets/allocation of proceeds/draft letter to former employee's solicitors
David Whyte	Partner	Creditors	15/02/2018	0.30	\$174.00 telecon with former Receiver of borrower regarding proceedings brought by former employee of borrower/draft correspondence to employee's solicitors/strategy regarding defence of proceedings
Ryan Whyte	Undergraduate	Creditors	15/02/2018	1.20	\$210.00 Review of correspondence from 6 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	15/02/2018	0.40	\$70.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.60	\$105.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.30	\$52.50 Export Loan statements from EIF server. Review loan statements and email Jayden Coulston findings.
Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.80	\$140.00 Review of correspondence from 4 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	15/02/2018	0.50	\$87.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	15/02/2018	0.40	\$70.00 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	16/02/2018	0.10	\$43.00 Review draft correspondence to solicitor of deceased investor re transfer of units.
Ryan Whyte	Undergraduate	Creditors	16/02/2018	0.40	\$70.00 Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
Ryan Whyte	Undergraduate	Creditors	16/02/2018	0.60	\$105.00 Review of correspondence from 3 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	16/02/2018	0.60	\$105.00 Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

Ryan Whyte	Undergraduate	Creditors	16/02/2018	0.20	\$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.50	\$87.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.40	\$70.00 Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.10	\$17.50 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.20	\$35.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	19/02/2018	0.60	\$105.00 Review of correspondence from 3 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.
David Whyte	Partner	Creditors	20/02/2018	0.40	\$232.00 reviewed correspondence from our solicitors including chronology in respect of borrower loan/appointments of mortgagee in possession and Receivers and other key dates/developments to assist with defence of proceedings
David Whyte	Partner	Creditors	20/02/2018	0.10	\$58.00 reviewed correspondence from our solicitors and final draft of letter to employee of borrower's solicitors regarding offer to settle proceedings/provided instructions in respect of same
David Whyte	Partner	Creditors	20/02/2018	0.10	\$58.00 telecon with our solicitors regarding draft letter to employee of borrower's solicitors regarding offer to settle proceedings and whether this should be a Calderbank offer or offer under the court rules
Jayden Coulston	Manager	Creditors	20/02/2018	0.80	\$344.00 Review correspondence to 7 investors and authorised representatives regarding requests for balances, transfers and change of details. Review supporting documentation.
Jayden Coulston	Manager	Creditors	20/02/2018	0.30	\$129.00 Review correspondence to 3 investors regarding requests for balances, transfers and change of details. Review supporting documentation.
Jayden Coulston	Manager	Creditors	20/02/2018	0.50	\$215.00 Review control forms and approve change of details and transfer of units for 5 investors. Review supporting documents provided.

Ryan Whyte	Undergraduate	Creditors	20/02/2018	0.40	\$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	20/02/2018	0.40	\$70.00 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	21/02/2018	0.90	\$193.50 Review of correspondence from 3 adviser 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.
Andrew Whittaker	Graduate Accountant	Creditors	21/02/2018	0.20	\$43.00 Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
Andrew Whittaker	Graduate Accountant	Creditors	21/02/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	21/02/2018	0.30	\$52.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	21/02/2018	0.30	\$52.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	21/02/2018	0.40	\$70.00 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 investor management database to review current investor details and advise.
Jayden Couliston	Manager	Creditors	21/02/2018	0.80	\$344.00 Review draft 31st report to investors. Continue drafting sections of the document and review supporting documentation/annexures.
Jayden Couliston	Manager	Creditors	21/02/2018	1.90	\$817.00 Continue drafting 31st report to investors and review supporting documentation/annexures. Email to David Whyte providing draft status and further information required to complete the report.
Andrew Whittaker	Graduate Accountant	Creditors	22/02/2018	0.60	\$129.00 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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	22/02/2018	0.10	\$21.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	22/02/2018	0.30	\$64.50 Scanned 3 documents and saved to files and database, sent off documents to required investor via email.
Andrew Whittaker	Graduate Accountant	Creditors	22/02/2018	0.30	\$64.50 Amendments to Investor update process control sheet for joint holdings with a sole survivor.
Antoinette Fielding	Graduate Accountant	Creditors	22/02/2018	0.10	\$21.50 Reviewing register for details on an investors past correspondence re. a deceased estate

David Whyte	Partner	Creditors	22/02/2018	0.20	\$116.00 reviewed correspondence from ten investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
George Lethbridge	Graduate Accountant	Creditors	22/02/2018	0.30	\$52.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	22/02/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	22/02/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	22/02/2018	0.60	\$105.00 Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	22/02/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	22/02/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	22/02/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	23/02/2018	0.20	\$43.00 Draft investor update process template for change of trustee requests.
Andrew Whittaker	Graduate Accountant	Creditors	23/02/2018	0.40	\$86.00 Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	23/02/2018	0.30	\$64.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Andrew Whittaker	Graduate Accountant	Creditors	23/02/2018	0.20	\$43.00 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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	23/02/2018	0.50	\$107.50 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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	26/02/2018	0.10	\$21.50 Review of email from investor regarding change of details. Print attachments. collate with existing docs to process.
Ryan Whyte	Undergraduate	Creditors	26/02/2018	0.60	\$105.00 Prepare 3 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

Ryan Whyte	Undergraduate	Creditors	26/02/2018	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	27/02/2018	0.90	\$193.50 Review of approved request to transfer units from deceased estate. Access to FinPower to create new investor and transfer units. Screen shot updates and new account as source docs and print. Collate docs for approval.
David Whyte	Partner	Creditors	27/02/2018	0.10	\$58.00 reviewed correspondence from our solicitors regarding proposed court order and draft correspondence to employee of borrower's solicitors about dismissal of proceedings/provided instructions in respect of same
David Whyte	Partner	Creditors	27/02/2018	1.10	\$638.00 reviewed draft report to investors/reviewed correspondence relating to legal matters/updated report
David Whyte	Partner	Creditors	27/02/2018	0.20	\$116.00 reviewed/updated report to investors
Ryan Whyte	Undergraduate	Creditors	27/02/2018	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ainsley Watt	Senior Accountant - Experienced	Creditors	28/02/2018	0.10	\$35.00 instructions to Antoinette fielding regarding mail out of report to investors and process for emails
Ainsley Watt	Senior Accountant - Experienced	Creditors	28/02/2018	0.10	\$35.00 collated instructions regarding mail out of report to investors and process for emails
Andrew Whittaker	Graduate Accountant	Creditors	28/02/2018	0.50	\$107.50 Review of approved request to transfer units from deceased estate. Access to FinPower to create new investor and transfer units. Call to Public Trustee of Estate to request bank details for beneficiaries.
Andrew Whittaker	Graduate Accountant	Creditors	28/02/2018	0.10	\$21.50 Phone call to adviser to follow up a request for additional documentation to process change of details request. Update register.
Andrew Whittaker	Graduate Accountant	Creditors	28/02/2018	0.10	\$21.50 Draft email to adviser requesting death certificate.
Antoinette Fielding	Graduate Accountant	Creditors	28/02/2018	0.20	\$43.00 Processing Invoice in Myob. Creating payment for approval in online bank account.
George Lethbridge	Graduate Accountant	Creditors	28/02/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	28/02/2018	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	28/02/2018	0.30	\$52.50 Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.

Jayden Coulston	Manager	Creditors	28/02/2018	0.90	\$387.00 Make final amendments to 31st update to creditors and liaise with IT contractor to upload to EIF websites.
Jayden Coulston	Manager	Creditors	28/02/2018	0.30	\$129.00 Liaise with IT to create EIF centralised inbox for correspondence.
Antoinette Fielding	Graduate Accountant	Creditors	1/03/2018	0.70	\$150.50 Downloading the 31st Update to Investors onto the easy post program. Preparing Mail merge and reviewing instructions for send out.
Antoinette Fielding	Graduate Accountant	Creditors	1/03/2018	0.30	\$64.50 Phone call to BING service provider regarding Update email send out. Drafting email with template to use for body of the emails.
Antoinette Fielding	Graduate Accountant	Creditors	1/03/2018	1.10	\$236.50 Corresponding with Service provider for the email send out. Setting up mail merge in the program for send out. Completing test run and submitting final send out.
Antoinette Fielding	Graduate Accountant	Creditors	1/03/2018	0.30	\$64.50 Reviewing client listings after mail send out for unknown contact details for 2x investors.
George Lethbridge	Graduate Accountant	Creditors	1/03/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	1/03/2018	0.30	\$52.50 Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	1/03/2018	0.10	\$17.50 Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	1/03/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	1/03/2018	0.20	\$86.00 Review and authorise printing quote. Email report to printing company with instructions to process and post.
Jayden Coulston	Manager	Creditors	1/03/2018	0.20	\$86.00 Liaise with printing company re incomplete addresses on 2 investor labels. Instructions to staff members to obtain addresses and issue reports.
Antoinette Fielding	Graduate Accountant	Creditors	2/03/2018	0.50	\$107.50 Reviewing the update to investors listing for investors who had no address. Investigating if the status of deposits stops the contact from being included into the report. Updating deposit status's in FinPower where units have been transferred out.
George Lethbridge	Graduate Accountant	Creditors	2/03/2018	0.40	\$70.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	2/03/2018	0.30	\$52.50 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

Jayden Coulston	Manager	Creditors	2/03/2018	0.10	\$43.00 Reply email to George Lethbridge re obtaining missing contact details for investors.
David Whyte	Partner	Creditors	5/03/2018	0.70	\$406.00 reviewed draft affidavit and court application relating to proposed proof of debt process and including directions to determine EL liquidators claim for remuneration and expenses/email our solicitors in respect of same
Jayden Coulston	Manager	Creditors	5/03/2018	0.20	\$86.00 Review updates made to FinPower system in relation to investors with incomplete addresses. Email to Ryan Whyte re completing further amendments.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.40	\$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.60	\$105.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.10	\$17.50 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 investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.60	\$105.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.60	\$105.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	5/03/2018	0.20	\$35.00 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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	6/03/2018	0.40	\$172.00 Review correspondence to investors regarding requests for change of details, transfer of units etc. Review supporting documentation provided to date and requests for further documentation.
Jayden Coulston	Manager	Creditors	6/03/2018	0.20	\$86.00 Liaise with Ryan Whyte to review application material for equalisation payment court application. Email instructions for Ryan to begin review and respond to lawyers re timing of review.
Jayden Coulston	Manager	Creditors	6/03/2018	0.40	\$172.00 Review and approve change of detail requests for 3 investors, including change of trustee of trust. Review supporting documentation.
Jayden Coulston	Manager	Creditors	6/03/2018	0.40	\$172.00 Review correspondence to 3 investors regarding requests for change of details, transfer of units etc. Review supporting documentation provided to date and requests for further documentation.

Jayden Coulston	Manager	Creditors	6/03/2018	0.80	\$344.00 Review correspondence to 6 investors regarding requests for change of details, transfer of units etc. Review supporting documentation provided to date and requests for further documentation.
Ryan Whyte	Undergraduate	Creditors	6/03/2018	0.20	\$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	6/03/2018	0.50	\$87.50 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	6/03/2018	0.10	\$17.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	6/03/2018	0.20	\$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	7/03/2018	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	7/03/2018	0.30	\$52.50 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
George Lethbridge	Graduate Accountant	Creditors	7/03/2018	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	7/03/2018	0.20	\$35.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.20	\$35.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.30	\$52.50 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.20	\$35.00 Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.20	\$35.00 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.

George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.50	\$87.50 Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.20	\$35.00 Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.30	\$52.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	8/03/2018	0.10	\$17.50 Review of unread emails sent to the Equititrust enquiries mailbox. Print email for letter response to be updated in the Finpower database. Review and update investor correspondence register accordingly.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.10	\$21.50 Review of letter from investor regarding a change of details request. Review and update investor correspondence register accordingly.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.30	\$64.50 Review of correspondence from investors in relation to a change of details request. Access to FinPower to identify investment. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.10	\$21.50 Review of letter from investor regarding a change of details request. Review and update investor correspondence register accordingly.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.30	\$64.50 Review of correspondence from investors in relation to a change of details request. Access to investor database to identify investment. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.30	\$64.50 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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.10	\$21.50 Review of letter from investor regarding a change of details request. Review and update investor correspondence register accordingly.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.40	\$86.00 Review of correspondence from investors in relation to a change of details request. Access to investor database to identify investment. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.30	\$64.50 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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.10	\$21.50 Review and amendments to letter to investor regarding a change of details request.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.90	\$193.50 Review and amendments to 6 letters to investors regarding change of details requests.

Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	1.10	\$236.50	Review and amendments to 7 letters to investors regarding change of details requests.
Andrew Whittaker	Graduate Accountant	Creditors	9/03/2018	0.40	\$86.00	Review of correspondence from investors in relation to a change of details request. Access to investor database to identify investment. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Jayden Coulston	Manager	Creditors	9/03/2018	1.00	\$430.00	Review draft correspondence to 7 investors and their advisors regarding requests for change of details, transfer of units, transfer upon death etc. Review supporting documentation provided including death certs etc. and requests for further information.
Jayden Coulston	Manager	Creditors	9/03/2018	1.10	\$473.00	Review draft correspondence to 8 investors and their advisors regarding requests for change of details, transfer of units, transfer upon death etc. Review supporting documentation provided including death certs etc. and requests for further information.
Andrew Whittaker	Graduate Accountant	Creditors	12/03/2018	0.20	\$43.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	12/03/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	12/03/2018	0.30	\$64.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate due to an issue with requested documentation. Draft file note summarising conversation.
Andrew Whittaker	Graduate Accountant	Creditors	12/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	12/03/2018	1.10	\$236.50	Review and amendments to 6 letters to investors and advisers regarding change of details requests and a transfer request.
Andrew Whittaker	Graduate Accountant	Creditors	12/03/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	12/03/2018	1.00	\$430.00	Continue review and amendments to David Whyte's draft affidavit for equalisation payment court application.
Jayden Coulston	Manager	Creditors	12/03/2018	0.40	\$172.00	Review correspondence to 3 investors regarding change of details and transfer of units.
Jayden Coulston	Manager	Creditors	12/03/2018	0.60	\$258.00	Review reply correspondence to 6 investors regarding queries raised in relation to 31st update report.
Jayden Coulston	Manager	Creditors	12/03/2018	1.20	\$516.00	Review draft correspondence to 10 investors and their advisors regarding requests for change of details, transfer of units, transfer upon death etc. Review supporting documentation provided including death certs etc. and requests for further information.
Jayden Coulston	Manager	Creditors	12/03/2018	0.90	\$387.00	Review and update affidavit material prepared by Gadens for David Whyte's application to court for distribution of equalisation payment.

Ryan Whyte	Undergraduate	Creditors	12/03/2018	0.10	\$17.50 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 investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	12/03/2018	0.20	\$35.00 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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.20	\$43.00 Review and amendments to letter to investor regarding a change of details request.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.20	\$43.00 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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.20	\$43.00 Review of correspondence from executor in relation to a change of 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 Whittaker	Graduate Accountant	Creditors	13/03/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.40	\$86.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.30	\$64.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.10	\$21.50 Review of correspondence from advisors in relation to a transfer of units request from a SMSF.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.30	\$64.50 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.10	\$21.50 Review of correspondence from advisors in relation to a request for a unit holding balance.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.30	\$64.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.80	\$172.00 Review of authorised internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Access to the investor database to update investment details and action change of details request.
Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.60	\$129.00 Review of authorised internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Access to the investor database to update investment details and action change of details request.

Andrew Whittaker	Graduate Accountant	Creditors	13/03/2018	0.30	\$64.50	Review and amendments to 2 letters to investors regarding change of details requests.
David Whyte	Partner	Creditors	13/03/2018	0.30	\$174.00	reviewed correspondence from nineteen investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	13/03/2018	0.10	\$58.00	reviewed correspondence from investor regarding status of litigation/reviewed and amended letter in response
David Whyte	Partner	Creditors	13/03/2018	0.20	\$116.00	reviewed correspondence from Public Trustee in relation to deceased investor's estate and court documents appointing the Trustee/reviewed transfer documents/approved same
Jayden Coulston	Manager	Creditors	13/03/2018	1.10	\$473.00	Review correspondence to 6 investors regarding transfer of units, change of details, returned mail etc. Review and approve control forms where sufficient documentation provided to make updates in FinPower for 3 investors/authorised parties.
Ryan Whyte	Undergraduate	Creditors	13/03/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	13/03/2018	0.60	\$105.00	Prepare 3 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
Ryan Whyte	Undergraduate	Creditors	13/03/2018	0.10	\$17.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	13/03/2018	0.20	\$35.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	13/03/2018	0.10	\$17.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	13/03/2018	0.20	\$35.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	14/03/2018	0.30	\$64.50	Review of authorised internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Access to the investor database to update investment details and action change of Trustee request.
Andrew Whittaker	Graduate Accountant	Creditors	14/03/2018	0.70	\$150.50	Review of authorised internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Access to the investor database to update investment details and action transfer request (dec estate).
Andrew Whittaker	Graduate Accountant	Creditors	14/03/2018	0.50	\$107.50	Phone call to adviser of estate in regard to an issue processing a request to transfer units from a deceased estate to the beneficiaries of the estate. Draft email to adviser requesting further documentation to process request.
Andrew Whittaker	Graduate Accountant	Creditors	14/03/2018	0.10	\$21.50	Review and amendments to letter adviser regarding a transfer of units request.

Andrew Whittaker	Graduate Accountant	Creditors	14/03/2018	0.10	\$21.50	Review and amendments to letter adviser regarding a transfer of units request (deceased estate).
Andrew Whittaker	Graduate Accountant	Creditors	14/03/2018	0.50	\$107.50	Review of authorised internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Access to the investor database to update investment details and action change of details request (dec estate).
Andrew Whittaker	Graduate Accountant	Creditors	14/03/2018	0.80	\$172.00	Scanned documents and saved to files and database, sent off documents to required investors and advisers via email.
George Lethbridge	Graduate Accountant	Creditors	14/03/2018	0.30	\$52.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	14/03/2018	1.10	\$192.50	Scanned 8 documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	14/03/2018	0.40	\$172.00	Review correspondence to 3 investors regarding change of details and transfer of units requests. Liaise with Andrew Whittaker to make updates to correspondence.
Jayden Coulston	Manager	Creditors	14/03/2018	1.50	\$645.00	Continue review and amendments to David Whyte's draft affidavit for equalisation payment court application. Complete missing sections where required.
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.20	\$43.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.30	\$64.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.40	\$86.00	Review of authorised internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Access to the investor database to update investment details and action change of details request (dec estate).
Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Andrew Whittaker	Graduate Accountant	Creditors	15/03/2018	0.20	\$43.00	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 Fund's policy.
David Whyte	Partner	Creditors	15/03/2018	0.10	\$58.00	reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
George Lethbridge	Graduate Accountant	Creditors	15/03/2018	0.20	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	15/03/2018	0.90	\$387.00	Continue review and amendments to David Whyte's draft affidavit for equalisation payment court application. Complete missing sections where required and add further explanatory notes for Gadens' consideration.
Jayden Coulston	Manager	Creditors	15/03/2018	1.10	\$473.00	Continue review and amendments to David Whyte's draft affidavit for equalisation payment court application. Complete missing sections where required and add further explanatory notes for Gadens' consideration.
Jayden Coulston	Manager	Creditors	15/03/2018	1.80	\$774.00	Continue review and amendments to David Whyte's draft affidavit for equalisation payment court application. Complete missing sections where required and add further explanatory notes for Gadens' consideration.
Jayden Coulston	Manager	Creditors	15/03/2018	0.30	\$129.00	Calculate total amount to be recovered from overpaid hardship investors from estimated final distribution.
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.30	\$64.50	Review of correspondence from investors in relation to a change of details request. Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor database to review current details, advise process to update
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.20	\$43.00	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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.10	\$21.50	Scanned documents and saved to files and database, sent off documents to required investor via email.
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.10	\$21.50	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.10	\$21.50	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.20	\$43.00	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.

Andrew Whittaker	Graduate Accountant	Creditors	16/03/2018	0.30	\$64.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Jayden Coulston	Manager	Creditors	16/03/2018	1.60	\$688.00	Finalise review and updates to David Whyte's draft affidavit material for equalisation payment court application. Email to Gadens re amendments and further considerations.
Andrew Whittaker	Graduate Accountant	Creditors	19/03/2018	0.30	\$64.50	Scanned documents and saved to files and database, sent off documents to required investors via email.
David Whyte	Partner	Creditors	19/03/2018	0.10	\$58.00	reviewed correspondence from five investors/representatives of investors regarding change in details transfer of units/value of units/approved same/reviewed letters in response
Ryan Whyte	Undergraduate	Creditors	19/03/2018	1.80	\$315.00	Review draft application and affidavit for the Equititrust Equalisation payment to investors. Update information in the draft application and give to Jayden Coulston for review.
Ryan Whyte	Undergraduate	Creditors	19/03/2018	0.10	\$17.50	Review of unread emails sent to the Equititrust mailbox. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Ryan Whyte	Undergraduate	Creditors	19/03/2018	0.40	\$70.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.20	\$43.00	Review of correspondence from investors in relation to a change of details request. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.30	\$64.50	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.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.10	\$21.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.10	\$21.50	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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.40	\$86.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details. Prepare letter to request new address details.

Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.20	\$43.00 Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details. Prepare letter to request new address details.
Andrew Whittaker	Graduate Accountant	Creditors	20/03/2018	0.40	\$86.00 Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details. Prepare letter to request new address details.
David Whyte	Partner	Creditors	20/03/2018	0.30	\$174.00 reviewed correspondence from three investors regarding status of winding up/return to investors/reviewed and amended letters in response
Ryan Whyte	Undergraduate	Creditors	20/03/2018	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	20/03/2018	0.40	\$70.00 Review of correspondence from 2 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.
George Lethbridge	Graduate Accountant	Creditors	21/03/2018	0.30	\$52.50 Phone call to an advisor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	21/03/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	21/03/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	22/03/2018	0.30	\$52.50 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	22/03/2018	0.10	\$17.50 Drafting invoice payments for authorisation on NAB connect
George Lethbridge	Graduate Accountant	Creditors	22/03/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	22/03/2018	0.10	\$17.50 Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	22/03/2018	0.20	\$35.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	22/03/2018	0.50	\$87.50 Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
Andrew Whittaker	Graduate Accountant	Creditors	23/03/2018	0.20	\$43.00 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.

Andrew Whittaker	Graduate Accountant	Creditors	23/03/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	23/03/2018	0.10	\$21.50 Update investor correspondence register.
Andrew Whittaker	Graduate Accountant	Creditors	23/03/2018	0.20	\$43.00 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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	23/03/2018	0.20	\$43.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Antoinette Fielding	Graduate Accountant	Creditors	23/03/2018	0.20	\$43.00 Reviewing and updating letter to investor re. unit holdings oversight.
Antoinette Fielding	Graduate Accountant	Creditors	23/03/2018	0.10	\$21.50 scanning, saving to file and sending investor correspondence.
Jayden Coulston	Manager	Creditors	23/03/2018	0.10	\$43.00 Review correspondence to investor re unit holding balance.
Andrew Whittaker	Graduate Accountant	Creditors	26/03/2018	0.60	\$129.00 Review of correspondence from investors in relation to a unit holding balance request. Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	26/03/2018	0.30	\$64.50 Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
Ryan Whyte	Undergraduate	Creditors	26/03/2018	0.40	\$70.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	26/03/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	27/03/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	27/03/2018	0.20	\$43.00 Phone call from adviser seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	27/03/2018	0.30	\$64.50 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.
Jayden Coulston	Manager	Creditors	27/03/2018	0.30	\$129.00 Preparation and background reading for meeting with Gadens re equalisation payment application and affidavit review. Compile documents for meeting.

Jayden Coulston	Manager	Creditors	27/03/2018	1.00	\$430.00 Meeting with Ryan Whyte and Gadens in relation to the draft affidavit for the Equititrust Equalisation Payment to investors.
Jayden Coulston	Manager	Creditors	27/03/2018	0.30	\$129.00 Review further information provided by Ryan Whyte in relation to equalisation payment draft affidavit. Email information to Gadens to assist with finalising affidavit.
Ryan Whyte	Undergraduate	Creditors	27/03/2018	1.00	\$175.00 Meeting with Jayden Coulston and Gadens in relation to the draft affidavit for the Equititrust Equalisation Payment to investors.
Ryan Whyte	Undergraduate	Creditors	27/03/2018	0.60	\$105.00 Review draft application and affidavit for the Equititrust Equalisation payment to investors. Update information in the draft application and give to Jayden Coulston for review.
George Lethbridge	Graduate Accountant	Creditors	28/03/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	28/03/2018	0.20	\$35.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	28/03/2018	0.40	\$70.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise. Also provided an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	28/03/2018	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	28/03/2018	0.30	\$52.50 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 investor management database to review current investor details and advise. Also provided an update.
George Lethbridge	Graduate Accountant	Creditors	28/03/2018	0.40	\$70.00 Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph. calls with investors for new email details & prepare corro to investors to update register
Andrew Whittaker	Graduate Accountant	Creditors	29/03/2018	0.30	\$64.50 Call to deceased estate's solicitor regarding information request from beneficiary.
Andrew Whittaker	Graduate Accountant	Creditors	29/03/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	29/03/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	29/03/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	29/03/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Andrew Whittaker	Graduate Accountant	Creditors	29/03/2018	0.20	\$43.00 Prepare letter to adviser seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	29/03/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	29/03/2018	0.40	\$70.00 Review of correspondence from 2 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.
George Lethbridge	Graduate Accountant	Creditors	29/03/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	29/03/2018	0.30	\$52.50 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
George Lethbridge	Graduate Accountant	Creditors	29/03/2018	0.20	\$35.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	29/03/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	29/03/2018	1.50	\$645.00 Review response letters and supporting documentation in relation to requests for change of details, transfer of units and general enquires for 18 investors and their advisors. Review previous correspondence issued, wills, grants of probate, signatures.
Jayden Coulston	Manager	Creditors	29/03/2018	0.30	\$129.00 Meetings with George Lethbridge and Andrew Whittaker re updates to various investor correspondence.
Jayden Coulston	Manager	Creditors	29/03/2018	0.60	\$258.00 Review of complex request for transfer of units from multiple deceased estates, whereby one estate was the beneficiary to another, to charity. Consider implications of deceased executors, probate and wills.
Andrew Whittaker	Graduate Accountant	Creditors	3/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	3/04/2018	0.20	\$43.00 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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	3/04/2018	0.80	\$172.00 Scanned multiple documents and saved to files and database, sent off documents to required investors via email.
Andrew Whittaker	Graduate Accountant	Creditors	3/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	3/04/2018	0.50	\$290.00 reviewed correspondence from seventeen investors/representatives of investors regarding change in details/transfer of units/winding up of the fund/approved same/reviewed letters in response

David Whyte	Partner	Creditors	3/04/2018	0.20	\$116.00 reviewed correspondence from nine investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	3/04/2018	1.00	\$430.00 Review control forms and supporting documentation for 10 requests from investors to change details and transfer units.
Jayden Coulston	Manager	Creditors	3/04/2018	0.30	\$129.00 Discussions with David Whyte and Ryan Whyte re transfer of units to charity from multiple related deceased estates. Phone call to executor re correct process for transfers. Instructions to Ryan Whyte to prepare file note and letter to executors.
Jayden Coulston	Manager	Creditors	3/04/2018	1.20	\$516.00 Review changes made to Finpower database against authorised control sheets and change of detail/transfer forms from 12 investors. Sign off on control forms to confirm changes have been made correctly.
Jayden Coulston	Manager	Creditors	3/04/2018	0.20	\$86.00 Review letter to executor of investor's estate re additional forms/information required to effectuate transfer. Review file note re same.
Ryan Whyte	Undergraduate	Creditors	3/04/2018	0.10	\$17.50 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 investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	3/04/2018	0.10	\$17.50 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 investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	3/04/2018	0.40	\$70.00 Review of correspondence from 2 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	3/04/2018	0.30	\$52.50 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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00 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.

Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.80	\$172.00	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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.20	\$43.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.30	\$64.50	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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	4/04/2018	0.30	\$64.50	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Jayden Coulston	Manager	Creditors	4/04/2018	0.20	\$86.00	Email to Intersoft regarding details of process undertaken to extract and refine data for equalisation payment.
Andrew Whittaker	Graduate Accountant	Creditors	5/04/2018	0.20	\$43.00	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.
Andrew Whittaker	Graduate Accountant	Creditors	5/04/2018	0.20	\$43.00	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 Fund's policy.
Andrew Whittaker	Graduate Accountant	Creditors	5/04/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
Andrew Whittaker	Graduate Accountant	Creditors	5/04/2018	0.50	\$107.50	Scanned documents and saved to files and database, sent off documents to required investors via email.
George Lethbridge	Graduate Accountant	Creditors	5/04/2018	0.30	\$52.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

George Lethbridge	Graduate Accountant	Creditors	5/04/2018	0.20	\$35.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	6/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	6/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	6/04/2018	0.20	\$43.00 Scanned documents and saved to files and database, sent off documents to required investor via email.
Andrew Whittaker	Graduate Accountant	Creditors	6/04/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	6/04/2018	0.20	\$43.00 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.
Jayden Coulston	Manager	Creditors	6/04/2018	0.20	\$86.00 Review correspondence to investors and their advisors regarding transfer of units and confirmation that transfers/change of details have occurred.
Jayden Coulston	Manager	Creditors	6/04/2018	0.20	\$86.00 Email to Gadens regarding Intersoft's detailed notes for extracting and refining data from FinPower used to calculate the equalisation payments. Compile and email further work papers for reference by Gadens.
Andrew Whittaker	Graduate Accountant	Creditors	9/04/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	9/04/2018	0.20	\$43.00 Call from an adviser in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Andrew Whittaker	Graduate Accountant	Creditors	9/04/2018	0.20	\$43.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	9/04/2018	0.30	\$64.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	9/04/2018	0.30	\$64.50 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.
Andrew Whittaker	Graduate Accountant	Creditors	9/04/2018	0.40	\$86.00 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.
Jayden Coulston	Manager	Creditors	9/04/2018	0.40	\$172.00 Review correspondence to 4 investors/advisors regarding requests to transfer units, confirmation of transfers and change of details.

Jayden Coulston	Manager	Creditors	9/04/2018	0.40	\$172.00 Review correspondence to 3 investors/advisors regarding requests to transfer units, change of details and unit balance requests.
Jayden Coulston	Manager	Creditors	9/04/2018	0.10	\$43.00 Review email from investor. Email to David Whyte with recommended action.
Jayden Coulston	Manager	Creditors	9/04/2018	1.10	\$473.00 Review updated equalisation spreadsheet for amendments made to FinPower database, splits of units etc. Run calculations of totals and reconcile.
Jayden Coulston	Manager	Creditors	9/04/2018	0.30	\$129.00 Review correspondence to 3 investors/advisors regarding requests to transfer units, confirmation of transfers and change of details.
Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.40	\$70.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.40	\$70.00 Prepare 2 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.60	\$105.00 Review of correspondence from 3 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	9/04/2018	0.40	\$70.00 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Undergraduate	Creditors	9/04/2018	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	10/04/2018	0.40	\$86.00 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.
Andrew Whittaker	Graduate Accountant	Creditors	10/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	10/04/2018	0.20	\$43.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	10/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Andrew Whittaker	Graduate Accountant	Creditors	10/04/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Andrew Whittaker	Graduate Accountant	Creditors	10/04/2018	0.30	\$64.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Andrew Whittaker	Graduate Accountant	Creditors	10/04/2018	0.30	\$64.50 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.
Antoinette Fielding	Graduate Accountant	Creditors	10/04/2018	0.20	\$43.00 Processing internal transfer between bank accounts in MYOB. Accessing online banking and preparing transfer.
Antoinette Fielding	Graduate Accountant	Creditors	10/04/2018	0.30	\$64.50 Processing two legal fee invoices in Myob. Accessing online banking and preparing payment of invoices for approval.
David Whyte	Partner	Creditors	10/04/2018	0.10	\$58.00 reviewed correspondence from five investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	10/04/2018	0.20	\$116.00 reviewed letters from investors regarding winding up of the fund/estimated return/legal proceedings on foot/reviewed/amended letters in response
Jayden Coulston	Manager	Creditors	10/04/2018	0.10	\$43.00 Email to Gadens re Intersoft equalisation explanations.
Jayden Coulston	Manager	Creditors	10/04/2018	1.20	\$516.00 Cont. review of updated equalisation spreadsheet for amendments made to FinPower database, splits of units etc. Run calculations of totals and conduct reconciliation against prior spreadsheets to ensure data integrity.
Jayden Coulston	Manager	Creditors	10/04/2018	0.20	\$86.00 Review correspondence to 2 investors regarding requests for change of details on database.
Ryan Whyte	Undergraduate	Creditors	10/04/2018	0.20	\$35.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	10/04/2018	0.60	\$105.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	11/04/2018	0.30	\$52.50 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.
George Lethbridge	Graduate Accountant	Creditors	11/04/2018	0.30	\$52.50 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.
George Lethbridge	Graduate Accountant	Creditors	11/04/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	11/04/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

Andrew Whittaker	Graduate Accountant	Creditors	12/04/2018	0.20	\$43.00	Review and update investor correspondence register accordingly.
Andrew Whittaker	Graduate Accountant	Creditors	12/04/2018	0.20	\$43.00	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.
George Lethbridge	Graduate Accountant	Creditors	12/04/2018	0.30	\$52.50	Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	12/04/2018	0.70	\$122.50	Prepare a letter to an investor with 3 different investment accounts in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	12/04/2018	0.30	\$52.50	Prepare a letter to an investor with 3 different investment accounts in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	12/04/2018	0.20	\$35.00	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 investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.70	\$122.50	cont. Export investor contact details from the investment database for preparing letters to investors re returned payments from the first three distributions. Review and identify complications for the mail merge.
Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.60	\$105.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.80	\$140.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	16/04/2018	0.20	\$35.00	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	16/04/2018	0.20	\$35.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	17/04/2018	0.40	\$70.00	Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	17/04/2018	0.40	\$70.00	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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	17/04/2018	0.40	\$70.00	Review of correspondence from 2 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	17/04/2018	0.90	\$157.50	Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.

Ryan Whyte	Undergraduate	Creditors	17/04/2018	0.80	\$140.00 Review of correspondence from 4 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.
George Lethbridge	Graduate Accountant	Creditors	18/04/2018	0.40	\$70.00 Review of correspondence from 2 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.
George Lethbridge	Graduate Accountant	Creditors	18/04/2018	0.30	\$52.50 Scanned 2 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	18/04/2018	0.30	\$52.50 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	18/04/2018	0.20	\$35.00 Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
David Whyte	Partner	Creditors	19/04/2018	0.10	\$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/value of units/estimated return/reviewed letters in response
Jayden Coulston	Manager	Creditors	19/04/2018	0.10	\$43.00 T/c to Gadens re progress of equalisation payment court application.
Jayden Coulston	Manager	Creditors	19/04/2018	0.30	\$129.00 T/c to Gadens re equalisation payment application timing and progress. Discussion re Intersoft supporting affidavit and mechanics of application and notice.
Ainsley Watt	Senior Accountant - Experienced	Creditors	20/04/2018	1.00	\$350.00 Reviewed and approved 6 letters to investors in relation to a request for a unit holding balance.
David Whyte	Partner	Creditors	23/04/2018	0.10	\$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
Ryan Whyte	Undergraduate	Creditors	23/04/2018	1.20	\$210.00 Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	23/04/2018	0.60	\$105.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	23/04/2018	0.60	\$105.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	24/04/2018	0.10	\$43.00 Review email from Ryan Whyte re request for information from investor's representative.
Ryan Whyte	Undergraduate	Creditors	24/04/2018	0.30	\$52.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.

Ryan Whyte	Undergraduate	Creditors	24/04/2018	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Undergraduate	Creditors	24/04/2018	0.20	\$35.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Creditors	26/04/2018	0.20	\$116.00 reviewed correspondence from investors regarding distributions to date/unit holdings/estimated return to investors/reviewed letters in response
George Lethbridge	Graduate Accountant	Creditors	26/04/2018	0.30	\$52.50 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	26/04/2018	0.30	\$52.50 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.50	\$87.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.30	\$52.50 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.60	\$105.00 Review of correspondence from 3 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	30/04/2018	0.40	\$70.00 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Ryan Whyte	Undergraduate	Creditors	30/04/2018	0.60	\$105.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	1/05/2018	0.30	\$129.00 Email draft affidavit re equalisation payment to external IT consultant with instructions for review and swearing of same.
Jayden Coulston	Manager	Creditors	1/05/2018	0.10	\$43.00 Email instructions to Ryan Whyte to review updated draft affidavit material for equalisation payment for factual accuracy.
Ryan Whyte	Undergraduate	Creditors	1/05/2018	0.40	\$70.00 Review of correspondence from 2 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	1/05/2018	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.

Antoinette Fielding	Graduate Accountant	Creditors	2/05/2018	0.30	\$64.50 Phone call to the ATO re. outstanding BAS. Requesting Running balance account. Brief discussion with JS
Antoinette Fielding	Graduate Accountant	Creditors	2/05/2018	0.30	\$64.50 phone call from investor re. change of address. Adding details into the investor correspondence register. brief disc. with GL.
Antoinette Fielding	Graduate Accountant	Creditors	3/05/2018	0.20	\$43.00 Reviewing 3x scans of legal fee invoices. Printing for processing.
Antoinette Fielding	Graduate Accountant	Creditors	3/05/2018	0.20	\$43.00 reviewing approval from JC re. Hall Chadwick's request. Disc. with GL re. how to export investor listing from EIF database. Drafting and sending email back to Hall Chadwick re. request timing.
George Lethbridge	Graduate Accountant	Creditors	3/05/2018	0.30	\$52.50 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.
George Lethbridge	Graduate Accountant	Creditors	3/05/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	3/05/2018	0.50	\$87.50 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 Fund's policy.
Jayden Coulston	Manager	Creditors	3/05/2018	0.10	\$43.00 Reply email to Antoinette Fielding re Liquidators' request for investor address list.
Charles Haines	Associate Director	Creditors	4/05/2018	0.20	\$94.00 Review 5 letters from investors re change of details, including one for update regarding auditors claim being run by liquidators
Charles Haines	Associate Director	Creditors	4/05/2018	0.40	\$188.00 Review and edit 5 letters to unitholders requesting update in relation to unit balances and estimates in relation to future distributions, check calculations and review to Finpower records
Charles Haines	Associate Director	Creditors	4/05/2018	0.30	\$141.00 Review and update 5 letters from investors regarding change of details and future dividend estimate. One investor three separate holdings.
Charles Haines	Associate Director	Creditors	4/05/2018	0.10	\$47.00 Review Finpower records regarding change of details to two unitholders per written request
Charles Haines	Associate Director	Creditors	4/05/2018	0.10	\$47.00 Review and authorise 3 legal invoices for payment
Charles Haines	Associate Director	Creditors	4/05/2018	0.10	\$47.00 Review letter from investor re change of details review provided will and change of details and request for probate
Charles Haines	Associate Director	Creditors	4/05/2018	0.10	\$47.00 Review request from investor for update and change of details, review letter providing update regarding legal matters and equalisation payment

Charles Haines	Associate Director	Creditors	4/05/2018	0.30	\$141.00 Review change of details form, review letter, review will query regarding variance between will and investor form details
Charles Haines	Associate Director	Creditors	4/05/2018	0.40	\$188.00 Review 6 change of details forms, and supporting documentation, 5 sufficient 1 query documentation regarding will certification
Ryan Whyte	Undergraduate	Creditors	8/05/2018	0.80	\$140.00 Review of correspondence from 4 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	8/05/2018	0.80	\$140.00 Review of correspondence from 4 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.
George Lethbridge	Graduate Accountant	Creditors	9/05/2018	0.40	\$70.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
George Lethbridge	Graduate Accountant	Creditors	9/05/2018	0.50	\$87.50 Review of correspondence from three 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.
George Lethbridge	Graduate Accountant	Creditors	9/05/2018	0.70	\$122.50 Prepare two letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	9/05/2018	0.30	\$52.50 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	10/05/2018	0.20	\$116.00 reviewed correspondence from nine investors/representatives of investors regarding change in details/transfer of units/value of units/approved same/reviewed letters in response
George Lethbridge	Graduate Accountant	Creditors	10/05/2018	0.50	\$87.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	11/05/2018	0.20	\$35.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	11/05/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	11/05/2018	0.20	\$35.00 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.
Jayden Coulston	Manager	Creditors	14/05/2018	0.30	\$129.00 Review correspondence to 2 investors regarding change of details requests.
Jayden Coulston	Manager	Creditors	14/05/2018	0.40	\$172.00 Review control forms and supporting documentation for 3 x change of detail requests.

Ryan Whyte	Undergraduate	Creditors	14/05/2018	0.20	\$35.00 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	14/05/2018	1.20	\$210.00 Review of correspondence from 6 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.
George Lethbridge	Graduate Accountant	Creditors	16/05/2018	0.30	\$52.50 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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	16/05/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	16/05/2018	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	16/05/2018	0.30	\$52.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	16/05/2018	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	17/05/2018	0.20	\$35.00 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.
George Lethbridge	Graduate Accountant	Creditors	17/05/2018	0.30	\$52.50 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	17/05/2018	0.40	\$70.00 Summarising receipts and payments for the whole period of appointment for Equititrust
George Lethbridge	Graduate Accountant	Creditors	17/05/2018	0.90	\$157.50 Summarising receipts and payments for the whole period of appointment for Equititrust
Jayden Coulston	Manager	Creditors	17/05/2018	1.20	\$516.00 Review correspondence to 10 investors/representatives regarding transfer of units, change of details and death of investors. Review supporting documentation and further documents requested.
Jayden Coulston	Manager	Creditors	17/05/2018	1.00	\$430.00 Review correspondence to 8 investors/representatives regarding transfer of units, change of details and death of investors. Review supporting documentation and further documents requested.
George Lethbridge	Graduate Accountant	Creditors	18/05/2018	0.30	\$52.50 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	18/05/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.

George Lethbridge	Graduate Accountant	Creditors	18/05/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	18/05/2018	0.20	\$35.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	18/05/2018	0.30	\$52.50 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
George Lethbridge	Graduate Accountant	Creditors	18/05/2018	0.30	\$52.50 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	18/05/2018	1.10	\$473.00 Review and approve control forms for transfer of units, change of details and transmission to sole surviving party upon death to 8 investors. Review supporting documents.
David Whyte	Partner	Creditors	21/05/2018	0.10	\$58.00 reviewed correspondence from our solicitors regarding realisations to date/estimated return to investors/distributions to date
David Whyte	Partner	Creditors	21/05/2018	0.10	\$58.00 reviewed correspondence from two representatives of investors regarding transfer of units from deceased estates/approved same
Jayden Coulston	Manager	Creditors	21/05/2018	1.50	\$645.00 Review correspondence to 12 investors and their representatives regarding transfer of units, change of details and transmission upon death of investors. Review supporting documentation received and reply correspondence requesting further documents.
Jayden Coulston	Manager	Creditors	21/05/2018	0.50	\$215.00 Review and approve control forms for transfer of units, change of details and transmission to sole surviving party upon death to 5 investors. Review supporting documents received from investors.
Ryan Whyte	Undergraduate	Creditors	21/05/2018	0.20	\$35.00 Analysing Equalisation Payment spreadsheet and reviewing accounts that have been transferred into new accounts from 1 July 2010 onwards. Verify accounts that require the equalisation payment and find the amount required to pay to each investment.
Ryan Whyte	Undergraduate	Creditors	21/05/2018	0.40	\$70.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	21/05/2018	0.80	\$140.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	22/05/2018	0.40	\$232.00 reviewed correspondence from twenty three investors/representatives of investors regarding change in details/transfer of units/units held/distributions to date/estimated return/reviewed letters in response
Jayden Coulston	Manager	Creditors	22/05/2018	0.60	\$258.00 Liaise with Ryan Whyte in relation to 2 complex transfer/change of details requests from investors. Review information received and FinPower records. Instructions to Ryan Whyte to prepare responses to investors and requests for further information.
Antoinette Fielding	Graduate Accountant	Creditors	23/05/2018	0.20	\$43.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.

Antoinette Fielding	Graduate Accountant	Creditors	23/05/2018	0.10	\$21.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Antoinette Fielding	Graduate Accountant	Creditors	23/05/2018	0.50	\$107.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	23/05/2018	0.60	\$129.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	23/05/2018	0.90	\$193.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	23/05/2018	0.40	\$86.00	Scanned documents and saved to files and database, screenshot evidence of saving for review
Antoinette Fielding	Graduate Accountant	Creditors	24/05/2018	0.60	\$129.00	Review of correspondence from 6 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.
Antoinette Fielding	Graduate Accountant	Creditors	24/05/2018	1.20	\$258.00	Review of correspondence from 6 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.
Antoinette Fielding	Graduate Accountant	Creditors	25/05/2018	0.40	\$86.00	Scanned documents and saved to files and database.
Antoinette Fielding	Graduate Accountant	Creditors	25/05/2018	0.50	\$107.50	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 Fund's policy. Brief discussion with JC
Antoinette Fielding	Graduate Accountant	Creditors	25/05/2018	0.40	\$86.00	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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	25/05/2018	0.50	\$107.50	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 Fund's policy. Reviewing instructions.
Antoinette Fielding	Graduate Accountant	Creditors	25/05/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	25/05/2018	0.10	\$21.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	25/05/2018	0.60	\$129.00	Scanned documents and saved to files and database.
Jayden Coulston	Manager	Creditors	25/05/2018	0.30	\$129.00	Review correspondence to 2 parties in relation to change of details.

Antoinette Fielding	Graduate Accountant	Creditors	28/05/2018	0.30	\$64.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	28/05/2018	0.10	\$21.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	28/05/2018	0.40	\$86.00 Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the Finpower database. Review and update investor correspondence register accordingly. Updating register with phone call logs from previous week.
Jayden Coulston	Manager	Creditors	28/05/2018	0.40	\$172.00 Review reply correspondence to 3 investors regarding change of details and transfer of units requests. Review supporting documentation received to date and further information required.
Jayden Coulston	Manager	Creditors	28/05/2018	0.40	\$172.00 Review proposed changes to draft affidavit of external IT consultant for equalisation payment application. Email to Gadens re same. Reply email to consultant re same.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	1.00	\$215.00 Prepare letters to 4 x investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.30	\$64.50 Review of unread email enquiries in response to the Remuneration notice. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.30	\$64.50 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.50	\$107.50 Accessing Myob and online banking and completing bank rec's for the three accounts. Creating file note and letter for term deposit. Brief discussions with JC.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.60	\$129.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. .
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.40	\$86.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.40	\$86.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.60	\$129.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.20	\$43.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.30	\$64.50 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.

Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.30	\$64.50 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	29/05/2018	0.40	\$86.00 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 investor management database to review current investor details and advise.
David Whyte	Partner	Creditors	29/05/2018	0.70	\$406.00 reviewed draft application to court and supporting affidavit in relation to application for directions regarding proof of debt process and determining claims against the fund
Jayden Coulston	Manager	Creditors	29/05/2018	0.90	\$387.00 Review 10 control sheets and confirmation of changes of details/transfers being made on the FinPower database as per requests from investors/investor representatives.
Jayden Coulston	Manager	Creditors	29/05/2018	0.70	\$301.00 Review reply correspondence to 6 investors and their representatives regarding change of details requests, transfer of units etc. Review supporting documentation provided to date and request for further information as per control sheets.
Jayden Coulston	Manager	Creditors	29/05/2018	0.60	\$258.00 Review reply correspondence to 5 investors regarding change of details requests, transfer of units etc. Review supporting documentation, control sheets and requests for further information.
Jayden Coulston	Manager	Creditors	29/05/2018	0.10	\$43.00 Reply email to investor confirming transfer of units has taken place, as requested.
Antoinette Fielding	Graduate Accountant	Creditors	31/05/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	31/05/2018	0.40	\$86.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	31/05/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	31/05/2018	0.30	\$64.50 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 investor management database to review current investor details and advise.
David Whyte	Partner	Creditors	31/05/2018	0.10	\$58.00 reviewed correspondence from investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	31/05/2018	0.10	\$58.00 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	31/05/2018	0.70	\$301.00 Review reply correspondence to 5 investors and their representatives regarding change of details requests, transfer of units etc. Review supporting documentation provided to date and request for further information as per control sheets.
Jayden Coulston	Manager	Creditors	31/05/2018	0.10	\$43.00 Review letter to investor's representative regarding change of details.

Ryan Whyte	Undergraduate	Creditors	4/06/2018	0.40	\$70.00 Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
Ryan Whyte	Undergraduate	Creditors	4/06/2018	0.60	\$105.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	4/06/2018	0.40	\$70.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	4/06/2018	0.60	\$105.00 Review of correspondence from 3 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.
David Whyte	Partner	Creditors	5/06/2018	0.10	\$58.00 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/estimated return/reviewed letters in response
Jayden Coulston	Manager	Creditors	5/06/2018	0.40	\$172.00 Review letters to 4 investors and their advisors regarding transfer of units, change of details etc. Review supporting documentation received and request for further documentation.
Jayden Coulston	Manager	Creditors	5/06/2018	0.40	\$172.00 Liaise with Megan Dopking to prepare draft 32nd update to creditors. Review previous update and provide instructions to Megan in relation to specific sections to be updated.
Megan Dopking	Senior Accountant	Creditors	5/06/2018	1.50	\$465.00 Update specific sections of 32nd report to investors.
Megan Dopking	Senior Accountant	Creditors	5/06/2018	0.30	\$93.00 Reconcile accounts to 31 May 2018 for Update to Investors. Update specific sections of 32nd report to investors.
Ryan Whyte	Undergraduate	Creditors	5/06/2018	0.80	\$140.00 Review of correspondence from 4 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.
Antoinette Fielding	Graduate Accountant	Creditors	6/06/2018	0.10	\$21.50 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	6/06/2018	0.10	\$21.50 Accessing online banking and confirming with JC that the Savills proceeds were received.
Antoinette Fielding	Graduate Accountant	Creditors	6/06/2018	0.20	\$43.00 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 investor management database to review current investor details and advise. Updating correspondence register
Antoinette Fielding	Graduate Accountant	Creditors	6/06/2018	0.20	\$43.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. Updating correspondence register
Antoinette Fielding	Graduate Accountant	Creditors	7/06/2018	0.30	\$64.50 Scanned documents and saved to files and database, sent off documents to required investor via email or post.

Antoinette Fielding	Graduate Accountant	Creditors	8/06/2018	0.20	\$43.00 Call from an investor seeking an update on the winding up of the fund. Updating Investor correspondence register.
Jayden Coulston	Manager	Creditors	8/06/2018	0.40	\$172.00 Cont. draft 32nd update report to investors.
Jayden Coulston	Manager	Creditors	8/06/2018	0.10	\$43.00 Review and approve correspondence to investor regarding completion of transfer forms.
Jayden Coulston	Manager	Creditors	8/06/2018	0.70	\$301.00 Cont. draft 32nd update report to investors.
Jayden Coulston	Manager	Creditors	8/06/2018	0.90	\$387.00 Cont. draft 32nd update report to investors.
Jayden Coulston	Manager	Creditors	8/06/2018	0.40	\$172.00 Review correspondence to 3 investors/representatives regarding change of details and transfer of units requests. Review supporting information provided to date and requests for further information.
Jayden Coulston	Manager	Creditors	11/06/2018	0.90	\$387.00 Cont. draft 32nd update to investors. Review information prepared by Megan Dopking.
Ryan Whyte	Undergraduate	Creditors	12/06/2018	1.00	\$175.00 Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	13/06/2018	0.90	\$387.00 Cont. drafting 32nd report to investors.
George Lethbridge	Graduate Accountant	Creditors	14/06/2018	0.40	\$70.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	14/06/2018	1.10	\$473.00 Phone call from Hall Chadwick re clarification in relation to investor listing produced from FinPower. Review discrepancies between report and FinPower database with George Lethbridge to determine issue. Return phone call to Hall Chadwick.
George Lethbridge	Graduate Accountant	Creditors	15/06/2018	0.40	\$70.00 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	15/06/2018	0.30	\$52.50 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.
Jayden Coulston	Manager	Creditors	15/06/2018	0.70	\$301.00 Cont. drafting 32nd update report to investors.
Jayden Coulston	Manager	Creditors	15/06/2018	0.50	\$215.00 Cont. drafting 32nd update report to investors.

George Lethbridge	Graduate Accountant	Creditors	18/06/2018	0.30	\$52.50 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	18/06/2018	0.20	\$35.00 Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	18/06/2018	0.50	\$215.00 Cont. drafting 32nd update report to investors.
Jayden Coulston	Manager	Creditors	18/06/2018	0.10	\$43.00 Liaise with George Lethbridge re updating correspondence to investor.
Jayden Coulston	Manager	Creditors	18/06/2018	1.30	\$559.00 Cont. drafting 32nd update report to investors. Discussion with David Whyte re progress of report and estimated outcome statement for investors.
David Whyte	Partner	Creditors	19/06/2018	0.90	\$522.00 reviewed report to investors
George Lethbridge	Graduate Accountant	Creditors	19/06/2018	0.30	\$52.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	19/06/2018	0.30	\$52.50 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	19/06/2018	0.40	\$70.00 Review of correspondence from 3 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.
George Lethbridge	Graduate Accountant	Creditors	19/06/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	19/06/2018	0.30	\$52.50 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	19/06/2018	0.20	\$35.00 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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	19/06/2018	0.60	\$258.00 Cont. draft 32nd update report to investors. Prepare estimated outcome statement.
Jayden Coulston	Manager	Creditors	19/06/2018	1.00	\$430.00 Cont. draft 32nd update report to investors. Prepare estimated outcome statement.
Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.30	\$64.50 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 investor management database to review current investor details and advise. reviewing past corro with in

Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.20	\$43.00	Reviewing and updating the investor correspondence register and following up status of drafts.
Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.30	\$64.50	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 investor management database to review current investor details and advise. reviewing past corro with in
Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.30	\$64.50	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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.20	\$43.00	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 investor management database to review current investor details and advise. Reviewing past corro.
Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.20	\$43.00	Printing/ collating letters for JC. Updating corro register.
Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.60	\$129.00	Reviewing correspondence and brief disc. with GL & JC re. Deceased estate where beneficiary has passed. Creating file note for DW. Drafting letter to executor of the estate re. transfer of the units to beneficiary.
Antoinette Fielding	Graduate Accountant	Creditors	20/06/2018	0.30	\$64.50	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 investor management database to review current investor details and advise. reviewing past corro with investor
George Lethbridge	Graduate Accountant	Creditors	20/06/2018	0.40	\$70.00	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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	20/06/2018	0.20	\$35.00	Generate mailing list from FinPower database. Filter excel spreadsheet to only receive mailing addresses for the EIF. Arrange spreadsheet and separate postal addresses from email addresses.
George Lethbridge	Graduate Accountant	Creditors	20/06/2018	0.20	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	20/06/2018	0.40	\$70.00	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 investor management database to review current investor details and advise. Provided an update on the fund
George Lethbridge	Graduate Accountant	Creditors	20/06/2018	0.20	\$35.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Jayden Coulston	Manager	Creditors	20/06/2018	0.50	\$215.00	Finalise 32nd update to investors. Email instructions to George Lethbridge re completing mail out procedures.
Antoinette Fielding	Graduate Accountant	Creditors	21/06/2018	0.20	\$43.00	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 investor management database to review current investor details and advise.
David Whyte	Partner	Creditors	21/06/2018	0.40	\$232.00	reviewed report to investors

George Lethbridge	Graduate Accountant	Creditors	21/06/2018	0.30	\$52.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. Provided update on the winding up of the Fund.
George Lethbridge	Graduate Accountant	Creditors	21/06/2018	0.40	\$70.00	Generate mailing list from FinPower database. Filter excel spreadsheet to only receive mailing addresses for the EIF. Arrange spreadsheet and separate postal addresses from email addresses.
George Lethbridge	Graduate Accountant	Creditors	21/06/2018	0.10	\$17.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	21/06/2018	0.10	\$17.50	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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	21/06/2018	0.40	\$70.00	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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	22/06/2018	0.30	\$64.50	Review report scan and send details of request to worldwide for quote. receive quote, send to JC for approval. further correspondence with WorldWide
Antoinette Fielding	Graduate Accountant	Creditors	22/06/2018	0.20	\$43.00	phone call to world wide printing to advise of report send out and request quote
Antoinette Fielding	Graduate Accountant	Creditors	22/06/2018	1.10	\$236.50	Reviewing and sorting spreadsheet for email. phone call to BING re. mail out platform. Further correspondence re. submitting for send out and confirmation of send out
George Lethbridge	Graduate Accountant	Creditors	22/06/2018	0.10	\$17.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jayden Coulston	Manager	Creditors	22/06/2018	0.50	\$215.00	Liaise with Antoinette Fielding re sorting and filtering investor address list. Confirm proposed recipients in line with previous mail outs. Approve test email-outs and printing quote.
Antoinette Fielding	Graduate Accountant	Creditors	25/06/2018	0.40	\$86.00	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.
Antoinette Fielding	Graduate Accountant	Creditors	25/06/2018	0.30	\$64.50	Review of unread email enquiries in response to the report to creditors. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	25/06/2018	0.30	\$64.50	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 investor management database to review current investor details and advise. Reviewing past correspondence
Antoinette Fielding	Graduate Accountant	Creditors	25/06/2018	0.20	\$43.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	25/06/2018	0.30	\$64.50	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 investor management database to review current investor details and advise.

Jayden Coulston	Manager	Creditors	25/06/2018	0.10	\$43.00 Email to external IT contract re uploading 32nd investor report to websites.
Antoinette Fielding	Graduate Accountant	Creditors	26/06/2018	0.30	\$64.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. Updating Investor correspondence register
Antoinette Fielding	Graduate Accountant	Creditors	26/06/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	26/06/2018	0.20	\$43.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise. Searched for correspondence sent in but not received.
George Lethbridge	Graduate Accountant	Creditors	26/06/2018	0.30	\$52.50 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	26/06/2018	0.20	\$35.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.30	\$64.50 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. Reviewing the past correspondence.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.10	\$21.50 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.20	\$43.00 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.20	\$43.00 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.10	\$21.50 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.10	\$21.50 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.20	\$43.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.30	\$64.50 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	27/06/2018	0.20	\$43.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

George Lethbridge	Graduate Accountant	Creditors	27/06/2018	0.30	\$52.50 Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	27/06/2018	0.40	\$70.00 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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	27/06/2018	0.30	\$52.50 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	28/06/2018	0.20	\$43.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	28/06/2018	0.10	\$21.50 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	28/06/2018	0.10	\$21.50 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	28/06/2018	0.30	\$64.50 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	28/06/2018	0.10	\$17.50 Call from an investor seeking an update on the winding up of the fund.
Jayden Coulston	Manager	Creditors	28/06/2018	0.50	\$215.00 Review correspondence to 5 investors and their representatives re transfer of units, change of details etc. Review supporting documentation provided to date.
George Lethbridge	Graduate Accountant	Creditors	29/06/2018	0.20	\$35.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	2/07/2018	0.30	\$66.00 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	2/07/2018	0.20	\$44.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	2/07/2018	0.50	\$222.50 Draft reply email to Ferrier Hodgson regarding MM Holdings entitlement to equalisation payment. Review equalisation spreadsheet and notes in relation to same.
Antoinette Fielding	Graduate Accountant	Creditors	3/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	3/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Antoinette Fielding	Graduate Accountant	Creditors	3/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	3/07/2018	0.40	\$88.00 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
Antoinette Fielding	Graduate Accountant	Creditors	3/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	3/07/2018	0.40	\$88.00 Prepare two letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	3/07/2018	0.30	\$66.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	3/07/2018	0.40	\$88.00 Review of correspondence from 2 investors in relation to change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
George Lethbridge	Graduate Accountant	Creditors	3/07/2018	0.30	\$66.00 Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Antoinette Fielding	Graduate Accountant	Creditors	4/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	4/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	4/07/2018	0.10	\$22.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	4/07/2018	0.50	\$110.00 Prepare letter to executor of estate in response to request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise. X 2. Reviewing past corro on file
Jayden Coulston	Manager	Creditors	4/07/2018	1.90	\$845.50 Review correspondence to 12 investors re change of details and transfer requests. Review supporting documentation provided to date and requests for further information. Approve transfer and change of details forms for 4 investors.
Antoinette Fielding	Graduate Accountant	Creditors	5/07/2018	1.00	\$220.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post x 8
Antoinette Fielding	Graduate Accountant	Creditors	5/07/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	5/07/2018	0.20	\$44.00 Call from an investor seeking an update on the winding up of the fund.

George Lethbridge	Graduate Accountant	Creditors	6/07/2018	0.30	\$66.00 Review of voicemails from investors. Access investor management database to confirm details and prepare requested information too call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	6/07/2018	0.20	\$44.00 Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	9/07/2018	0.30	\$66.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	9/07/2018	0.20	\$44.00 Review of unread emails sent to the Equititrust enquiries mailbox. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Jayden Coulston	Manager	Creditors	9/07/2018	1.50	\$667.50 Review and update letters to 10 investors and/or their advisors in relation to transfer of units, unit balance requests and requests for details to be updated. Review supporting documentation provided and requests from Receiver for further information.
Antoinette Fielding	Graduate Accountant	Creditors	10/07/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	10/07/2018	0.40	\$88.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	10/07/2018	0.40	\$88.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	10/07/2018	0.30	\$66.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	11/07/2018	0.50	\$110.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	11/07/2018	0.20	\$44.00 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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	11/07/2018	0.40	\$88.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	11/07/2018	0.30	\$66.00 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	12/07/2018	0.20	\$44.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	12/07/2018	0.10	\$22.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

George Lethbridge	Graduate Accountant	Creditors	12/07/2018	0.30	\$66.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	13/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update. Drafting email and sending after approval
Jayden Coulston	Manager	Creditors	13/07/2018	0.20	\$89.00 Review, update and approve draft emails to 2x investors.
Antoinette Fielding	Graduate Accountant	Creditors	16/07/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	16/07/2018	0.40	\$178.00 Review reply correspondence to 3x investors or their representatives regarding change of details, requests for unit balance and transfer of units. Discussion with George Lethbridge re updates to letters.
Antoinette Fielding	Graduate Accountant	Creditors	17/07/2018	0.10	\$22.00 Amending BAS calcs and printing reconciliation reports for JC
Antoinette Fielding	Graduate Accountant	Creditors	17/07/2018	0.20	\$44.00 Processing invoice in MYOB. Accessing online banking and creating payment for authorisation.
Antoinette Fielding	Graduate Accountant	Creditors	17/07/2018	0.20	\$44.00 Phone call with world wide printing re. quotes fro court hearing. Brief discussion with JC.
David Whyte	Partner	Creditors	17/07/2018	0.50	\$297.50 reviewed draft application and supporting affidavit in relation to proof of debt process/email Jayden Coulston regarding amendments to finalise same
David Whyte	Partner	Creditors	17/07/2018	0.40	\$238.00 reviewed application for substituted service orders and supporting affidavit relating to application for directions to establish claims against the fund using a proof of debt process/claims from indemnity from the liquidators of EL
David Whyte	Partner	Creditors	17/07/2018	0.20	\$119.00 reviewed notes prepared by Jayden Coulston in respect of amendments to draft affidavit supporting court application for directions/prepared amendments to draft affidavit
David Whyte	Partner	Creditors	17/07/2018	0.60	\$357.00 reviewed draft affidavit regarding application for directions relating to proof of debt process and indemnity claims/reviewed EL liquidators claims and minutes of creditors meeting
George Lethbridge	Graduate Accountant	Creditors	17/07/2018	0.40	\$88.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	17/07/2018	0.30	\$133.50 Review correspondence to 3 investors regarding change of details and transfer requests. Review supporting documents provided and request for further information.
George Lethbridge	Graduate Accountant	Creditors	18/07/2018	0.60	\$132.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

Jayden Coulston	Manager	Creditors	18/07/2018	0.10	\$44.50 Review correspondence to investor requesting change of details request be accompanied by signature.
Jayden Coulston	Manager	Creditors	18/07/2018	0.20	\$89.00 Review investor correspondence and discussion with Ryan Whyte regarding responding to aggrieved parties.
Ryan Whyte	Undergraduate	Creditors	18/07/2018	0.40	\$72.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	18/07/2018	0.40	\$72.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	18/07/2018	0.40	\$72.00 Review of correspondence from 2 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	18/07/2018	0.20	\$36.00 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	18/07/2018	0.40	\$72.00 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	19/07/2018	0.30	\$66.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	19/07/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	19/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	19/07/2018	1.20	\$534.00 Review correspondence to 8 investors/representatives in relation to transfer of units, change of details and requests for unit holding information. Review supporting documents provided to date and requests for further information from investors.
Jayden Coulston	Manager	Creditors	19/07/2018	0.40	\$178.00 Review correspondence to 3 investors/representatives in relation to transfer of units, change of details and requests for unit holding information. Review supporting documents provided to date and requests for further information from investors.
Ryan Whyte	Undergraduate	Creditors	19/07/2018	1.20	\$216.00 Prepare 6 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	19/07/2018	0.40	\$72.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	20/07/2018	0.10	\$44.50 Review draft reply email to investor.

Ryan Whyte	Undergraduate	Creditors	20/07/2018	0.80	\$144.00 Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	20/07/2018	0.30	\$54.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	23/07/2018	0.20	\$44.00 Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current details.
David Whyte	Partner	Creditors	23/07/2018	0.10	\$59.50 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	23/07/2018	0.10	\$59.50 reviewed correspondence from investor's representative regarding estimated return to investors and distributions paid to date/reviewed letter in response
David Whyte	Partner	Creditors	23/07/2018	0.20	\$119.00 reviewed correspondence from investor regarding recent report to investors/matters to finalise the administration/reviewed report and draft letter in response
George Lethbridge	Graduate Accountant	Creditors	23/07/2018	0.60	\$132.00 Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
George Lethbridge	Graduate Accountant	Creditors	25/07/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	26/07/2018	0.30	\$66.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Finding past correspondence for DW review.
Antoinette Fielding	Graduate Accountant	Creditors	26/07/2018	0.70	\$154.00 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. x 3,, reviewing past correspondence for DW review.
Antoinette Fielding	Graduate Accountant	Creditors	26/07/2018	0.20	\$44.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Antoinette Fielding	Graduate Accountant	Creditors	26/07/2018	0.40	\$88.00 Prepare letters to 2 x investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	26/07/2018	0.40	\$88.00 Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Updating the status of drafted correspondence in the register
Antoinette Fielding	Graduate Accountant	Creditors	26/07/2018	0.20	\$44.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	26/07/2018	0.20	\$44.00 Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Updating the status of drafted correspondence in the register

Antoinette Fielding	Graduate Accountant	Creditors	27/07/2018	0.20	\$44.00	Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Following up status of transfer request per advisor request.
George Lethbridge	Graduate Accountant	Creditors	27/07/2018	0.40	\$88.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	31/07/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Creditors	2/08/2018	0.30	\$178.50	reviewed draft affidavit in support of court application for directions for the liquidators of Equititrust Ltd to establish claims against the fund
David Whyte	Partner	Creditors	2/08/2018	0.60	\$357.00	attend our solicitors offices/review and swear two affidavits in relation to court application for directions in respect of establishing claims against the fund
Antoinette Fielding	Graduate Accountant	Creditors	6/08/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Creditors	6/08/2018	0.10	\$59.50	reviewed correspondence from our solicitors regarding court application to establish claims against the fund served on the liquidators of Equititrust Ltd/hearing date 30 August
Antoinette Fielding	Graduate Accountant	Creditors	7/08/2018	0.20	\$44.00	Review of unread emails sent to the enquiries mailbox. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Creditors	7/08/2018	0.10	\$59.50	reviewed correspondence from EL liquidators regarding creditor claim against the fund/drafted response
Jayden Coulston	Manager	Creditors	7/08/2018	0.70	\$311.50	Review control forms to approve updates/transfers of units in Finpower for 5 investors.
Jayden Coulston	Manager	Creditors	7/08/2018	0.70	\$311.50	Review control forms to approve updates/transfers of units in Finpower for 5 investors.
Jayden Coulston	Manager	Creditors	7/08/2018	0.70	\$311.50	Review and update reply correspondence to 5 investors and their representatives in relation to change of details/transfer/information requests. Review supporting documentation provided to date and confirm further documentation required.
Jayden Coulston	Manager	Creditors	7/08/2018	0.30	\$133.50	Review email from Hall Chadwick requesting information in relation to specific creditor claim. Liaise with David Whyte and Antoinette Fielding in relation to obtaining purported claim details and responding to Hall Chadwick.
Antoinette Fielding	Graduate Accountant	Creditors	8/08/2018	0.20	\$44.00	Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
Antoinette Fielding	Graduate Accountant	Creditors	9/08/2018	0.30	\$66.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.

David Whyte	Partner	Creditors	9/08/2018	0.20	\$119.00 reviewed correspondence from our solicitors including draft court order and counsel's submissions in respect of application to court to approve service of application relating to the liquidators identifying claims against the fund
Ryan Whyte	Undergraduate	Creditors	9/08/2018	0.60	\$108.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	10/08/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Antoinette Fielding	Graduate Accountant	Creditors	10/08/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	10/08/2018	0.60	\$108.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	13/08/2018	0.20	\$44.00 Disc. with Jayden Coulston regarding notice to be sent out. Preparing email to World Wide printing as notification. and requesting quote
Jayden Coulston	Manager	Creditors	13/08/2018	1.00	\$445.00 Review correspondence to 8 investors and their representatives re change of details, transfer of units and information requests. Review information provided to assist with actioning their requests and approve our requests for further information.
Jayden Coulston	Manager	Creditors	13/08/2018	0.10	\$44.50 Liaise with Worldwide Printing to obtain updated quote for mail out.
Jayden Coulston	Manager	Creditors	13/08/2018	1.00	\$445.00 Review control sheets and supporting information from 10 investors requesting change of details, transfer of units etc. Approve for processing.
Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	0.20	\$44.00 Call from an investor seeking an update on the winding up of the fund
Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	0.40	\$88.00 Discussion with Jack Yang regarding exporting the investor listing from database. Downloading software to be able to extract and working through steps to extract.
Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	0.30	\$66.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy. Discussion with Jayden Coulston as Misc. request.
Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	0.30	\$66.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	1.40	\$308.00 Review of correspondence from 7 x investors in relation to a change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	0.50	\$110.00 Filtering the investors into post and email for Jayden Coulston. Brief Discussions with Jayden.

Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	0.10	\$22.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
Antoinette Fielding	Graduate Accountant	Creditors	14/08/2018	0.30	\$66.00 Continued discussion with Jack Yang regarding exporting the investor listing from database. Downloading software to be able to extract and working through steps to extract.
David Whyte	Partner	Creditors	14/08/2018	0.20	\$119.00 reviewed correspondence from ten investors/representatives of investors regarding change in details/value of units/estimated return/approved same/reviewed letters in response
Jayden Coulston	Manager	Creditors	14/08/2018	0.30	\$133.50 Review and approve all proofs for publishing of investor notice in newspapers. Reply email to Browns re same.
Jayden Coulston	Manager	Creditors	14/08/2018	0.50	\$222.50 Review investor listing and filter data to determine appropriate recipients for email, post or both. Liaise w/ Antoinette Fielding re discrepancies between total investors and filtered results. Email list and instructions to Worldwide to mail out.
Jayden Coulston	Manager	Creditors	14/08/2018	0.20	\$89.00 Email instructions to Browns to publish notices in Australian, Gold Coast Bulletin and Courier Mail.
Jayden Coulston	Manager	Creditors	14/08/2018	0.30	\$133.50 Review quote from Worldwide Printing for mail out of investor notice. Accept quote and email instructions to Worldwide to commence mail out.
Jayden Coulston	Manager	Creditors	14/08/2018	0.40	\$178.00 Draft notice re application for directions to appear on landing page of both EIF websites. Email instructions to external IT contractor to include additional notice.
Jayden Coulston	Manager	Creditors	14/08/2018	0.20	\$89.00 Email to external IT consultant instructing to add additional notice on landing page of both websites. Prepare notice wording.
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.20	\$44.00 Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.30	\$66.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.30	\$66.00 Further phone call to email service providers re. updating template for send out. receiving email and preparing tester again due to error in template update.
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.20	\$44.00 Phone call to email service providers re. updating template for send out. receiving email and preparing tester.
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.30	\$66.00 Updating email template for service provider to update. Reviewing Notice to go out.
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.20	\$44.00 Review of unread email enquiries re. notice sent out. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.

Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.30	\$66.00 Merging full investor listing and submitting emails for notice send out.
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.30	\$66.00 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 Fund's policy. Finding status of request
Antoinette Fielding	Graduate Accountant	Creditors	16/08/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Jayden Coulston	Manager	Creditors	16/08/2018	1.00	\$445.00 Review and approve 10 x control forms and for updates to FinPower from investors (details, transfer of units etc.). Review supporting documentation and confirm documentation is sufficient to enable updates to be made.
Jayden Coulston	Manager	Creditors	16/08/2018	0.10	\$44.50 Review and approve mass email out of notice to investors.
Jayden Coulston	Manager	Creditors	16/08/2018	1.00	\$445.00 Draft sections of affidavit of service for service of notice of court hearing on investors. Compile supporting documentation evidencing service for affidavit.
Jayden Coulston	Manager	Creditors	16/08/2018	0.30	\$133.50 Review and approve email out of notice re court application to 700+ investors. Review and approve list of emails.
Jayden Coulston	Manager	Creditors	16/08/2018	0.40	\$178.00 Review both websites and screenshot evidence of notices and application material posted to websites. Compile documents, instructions, emails etc. as evidence for affidavit of service.
Antoinette Fielding	Graduate Accountant	Creditors	17/08/2018	0.10	\$22.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. & sent notice receipt to Jayden Coulston for his affidavit material.
Antoinette Fielding	Graduate Accountant	Creditors	17/08/2018	0.30	\$66.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	17/08/2018	0.20	\$44.00 Processing Invoice through MYOB. Preparing payment on online banking and submitting for approval
Jayden Coulston	Manager	Creditors	17/08/2018	0.50	\$222.50 Review and approve 5x control forms and for updates to FinPower from investors (details, transfer of units etc.). Review supporting documentation and confirm documentation is sufficient to enable updates to be made.
Jayden Coulston	Manager	Creditors	17/08/2018	1.50	\$667.50 Finalise sections of affidavit of service for service of notice of court hearing on investors. Compile supporting documentation evidencing service for affidavit.
Jayden Coulston	Manager	Creditors	17/08/2018	0.20	\$89.00 Phone call from Gadens re further information to assist with preparation of affidavit of service. Email further information to Gadens.
Ryan Whyte	Undergraduate	Creditors	17/08/2018	1.00	\$180.00 Review of correspondence from 5 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	17/08/2018	0.40	\$72.00 Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	17/08/2018	0.80	\$144.00 Scanned 18 documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Creditors	20/08/2018	0.10	\$59.50 reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding court hearing on 30 August in relation to proof of debt process and identification of indemnity claims against the fund
David Whyte	Partner	Creditors	20/08/2018	0.10	\$59.50 reviewed correspondence from our solicitors and Jayden Coulston regarding service requirements for court application in respect of Hall Chadwick calling for proofs of debt and identifying claims against the fund
Jayden Coulston	Manager	Creditors	20/08/2018	0.30	\$133.50 Review reply correspondence from creditors in relation to notice for court hearing. Instructions to staff to address and respond to correspondence.
Jayden Coulston	Manager	Creditors	20/08/2018	1.40	\$623.00 Review and approve 12x control forms and correspondence for updates to FinPower from investors (details, transfer of units etc.). Review supporting documentation and confirm documentation is sufficient to enable updates to be made.
Jayden Coulston	Manager	Creditors	20/08/2018	0.40	\$178.00 Review draft affidavit for service of notice to investors. Email to Gadens to finalise draft for swearing.
Antoinette Fielding	Graduate Accountant	Creditors	21/08/2018	0.20	\$44.00 Reviewing invoices received for payment of legal fees or other essential services to process. Processed invoice in Myob. Accessed online banking and prepared payment for approval.
Antoinette Fielding	Graduate Accountant	Creditors	21/08/2018	0.40	\$88.00 Reviewing invoices received for payment of legal fees or other essential services to process. Processed two legal fee invoices in Myob. Accessed online banking and prepared payment for approval.
Antoinette Fielding	Graduate Accountant	Creditors	21/08/2018	0.30	\$66.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	21/08/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	21/08/2018	0.30	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	21/08/2018	1.50	\$667.50 Review and update correspondence to 12 investors and their representatives regarding change of details, transfer of units and general information requests. Review supporting documentation provided to date to assist with actioning requests and cont. forms.
Jayden Coulston	Manager	Creditors	21/08/2018	0.60	\$267.00 Attend the Gadens office to swear affidavit of service for notice sent to investors regarding the court hearing on 30 August 2018.
Antoinette Fielding	Graduate Accountant	Creditors	22/08/2018	0.10	\$22.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Antoinette Fielding	Graduate Accountant	Creditors	22/08/2018	0.20	\$44.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	22/08/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Jayden Coulston	Manager	Creditors	22/08/2018	0.50	\$222.50	Review and update correspondence to 5 investors and their representatives regarding change of details, transfer of units and general information requests. Review supporting documentation provided to date to assist with actioning requests and cont. forms.
Jayden Coulston	Manager	Creditors	22/08/2018	0.90	\$400.50	Review and confirm that updates/transfers of 15 investor accounts have been correctly made on the database. Compare against signed-off/approved control sheets and original request.
Antoinette Fielding	Graduate Accountant	Creditors	23/08/2018	0.20	\$44.00	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.
Antoinette Fielding	Graduate Accountant	Creditors	23/08/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	23/08/2018	0.10	\$22.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Eloise Carroll	Graduate Accountant	Creditors	23/08/2018	0.20	\$44.00	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 investor management database to review current investor details and advise.
Eloise Carroll	Graduate Accountant	Creditors	23/08/2018	0.30	\$66.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Eloise Carroll	Graduate Accountant	Creditors	23/08/2018	0.20	\$44.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Eloise Carroll	Graduate Accountant	Creditors	23/08/2018	0.20	\$44.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	23/08/2018	0.20	\$44.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	23/08/2018	0.50	\$222.50	Review updated reply correspondence to investors.
Antoinette Fielding	Graduate Accountant	Creditors	24/08/2018	0.30	\$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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	24/08/2018	0.30	\$66.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

Antoinette Fielding	Graduate Accountant	Creditors	24/08/2018	0.30	\$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. Reviewing past correspondence.
Antoinette Fielding	Graduate Accountant	Creditors	24/08/2018	0.20	\$44.00 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.
Eloise Carroll	Graduate Accountant	Creditors	24/08/2018	0.20	\$44.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	24/08/2018	0.70	\$311.50 Review control forms for contact detail and transfer of unit changes in FinPower. Confirm that changes have been made in accordance with the signed control forms for 10 separate investors.
Jayden Coulston	Manager	Creditors	24/08/2018	1.80	\$801.00 Review correspondence to 15 investors and their representatives regarding requests for change of details, transfer of units and unitholding information. Review supporting documentation and control forms for further info required.
Jayden Coulston	Manager	Creditors	24/08/2018	0.10	\$44.50 Review and approve reply email to investor re updated details.
David Whyte	Partner	Creditors	27/08/2018	0.30	\$178.50 reviewed correspondence from nineteen investors/representatives of investors regarding change in details/transfer of units/distributions to date/estimated return to investors/reviewed letters in response
David Whyte	Partner	Creditors	27/08/2018	0.10	\$59.50 reviewed correspondence from an investor regarding court application for directions in respect of proof of debt process and indemnity claims/forward to our solicitors to review
David Whyte	Partner	Creditors	27/08/2018	0.10	\$59.50 reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding request to adjourn hearing on Thursday in respect of court application for directions regarding calling for proofs of debt and claims for indemnity/sent response
Eloise Carroll	Graduate Accountant	Creditors	27/08/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Eloise Carroll	Graduate Accountant	Creditors	27/08/2018	0.30	\$66.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Eloise Carroll	Graduate Accountant	Creditors	27/08/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	28/08/2018	0.20	\$119.00 telephone conversation with our solicitors regarding court hearing on Thursday/correspondence received from Hall Chadwick's solicitors/proposed way forward
Eloise Carroll	Graduate Accountant	Creditors	29/08/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	30/08/2018	0.10	\$59.50 reviewed correspondence from investors regarding value of units/distributions paid and estimated amount to be paid/reviewed letter in response

David Whyte	Partner	Creditors	30/08/2018	0.10	\$59.50 reviewed correspondence from our solicitors regarding court hearing in respect of application for Hall Chadwick to undertake the proof of debt process and identify claims against the fund/reviewed court order made in respect of same
David Whyte	Partner	Creditors	30/08/2018	0.20	\$119.00 reviewed draft court order prepared by Hall Chadwick's solicitors regarding court application to conduct proof of debt process and identify claims against the fund/reviewed draft order to adjourn proceedings
Eloise Carroll	Graduate Accountant	Creditors	30/08/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	30/08/2018	0.20	\$89.00 Review correspondence to 2 investors regarding unit holding information request and transfer of units request. Review documentation provided.
Ryan Whyte	Undergraduate	Creditors	30/08/2018	0.60	\$108.00 Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.40	\$88.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.40	\$88.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.30	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.30	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.30	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.30	\$66.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.40	\$88.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	31/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email.
Jayden Coulston	Manager	Creditors	31/08/2018	0.80	\$356.00 Review control sheets for amendments to be made to FinPower investor database for 6 change of details and transfer of units. Review supporting documentation and approve control sheets.
Jayden Coulston	Manager	Creditors	31/08/2018	0.60	\$267.00 Review control sheets for amendments to be made to FinPower investor database for 5 change of details and transfer of units. Review supporting documentation and approve control sheets.

Jayden Coulston	Manager	Creditors	31/08/2018	0.50	\$222.50	Review letters to 4 Investors regarding transfer of units and update of details requests.
David Whyte	Partner	Creditors	3/09/2018	0.20	\$119.00	reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Eloise Carroll	Graduate Accountant	Creditors	3/09/2018	0.30	\$66.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Eloise Carroll	Graduate Accountant	Creditors	3/09/2018	0.30	\$66.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Eloise Carroll	Graduate Accountant	Creditors	3/09/2018	0.20	\$44.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Eloise Carroll	Graduate Accountant	Creditors	3/09/2018	0.40	\$88.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Jayden Coulston	Manager	Creditors	3/09/2018	1.50	\$667.50	Review correspondence to 8 investors regarding change of details, transfer of units requests etc. Review supporting documentation provided to date and reconcile against control sheets. Review letters to investors who raised queries re Court application.
David Whyte	Partner	Creditors	4/09/2018	0.10	\$59.50	reviewed correspondence from our solicitors regarding investor's request for further information on Hall Chadwick's claim/drafted response to Investor
Eloise Carroll	Graduate Accountant	Creditors	4/09/2018	0.30	\$66.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	5/09/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Eloise Carroll	Graduate Accountant	Creditors	5/09/2018	0.20	\$44.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	5/09/2018	0.20	\$44.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Creditors	6/09/2018	0.30	\$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 investor management database to review current investor details and advise.
Eloise Carroll	Graduate Accountant	Creditors	6/09/2018	0.30	\$66.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	6/09/2018	0.30	\$133.50	Emails to external IT consultant requesting notice of adjournment be placed on the EIF websites.

Ryan Whyte	Undergraduate	Creditors	6/09/2018	0.60	\$108.00	Review of correspondence from 3 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	6/09/2018	0.30	\$54.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	6/09/2018	0.20	\$36.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	6/09/2018	0.10	\$18.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	7/09/2018	0.30	\$66.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	7/09/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	7/09/2018	0.20	\$44.00	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 Fund's policy.
Eloise Carroll	Graduate Accountant	Creditors	7/09/2018	0.20	\$44.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Eloise Carroll	Graduate Accountant	Creditors	7/09/2018	0.20	\$44.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	7/09/2018	0.90	\$400.50	Review letters to 7 investors and their representatives re change of details requests, transfer requests and general information requests. Review supporting documentation and query missing documents.
Jayden Coulston	Manager	Creditors	7/09/2018	0.60	\$267.00	Review letters to 4 investors and their representatives re change of details requests, transfer requests and general information requests. Review supporting documentation and query missing documents.
Jayden Coulston	Manager	Creditors	7/09/2018	0.60	\$267.00	Review changes made to investor database, Finpower, and confirm they were made in accordance with 6 approved control forms.
Jayden Coulston	Manager	Creditors	7/09/2018	0.10	\$44.50	Reply email to Gadens regarding notices placed on EIF websites.
Jayden Coulston	Manager	Creditors	7/09/2018	0.40	\$178.00	Review notice placed on websites by external IT contractor. Email further instructions to update notice on websites and to include sealed order of adjournment of directions hearing.
Ryan Whyte	Undergraduate	Creditors	7/09/2018	0.80	\$144.00	Review of correspondence from 4 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	7/09/2018	0.40	\$72.00 Review of correspondence from 2 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 Fund's policy.
Ryan Whyte	Undergraduate	Creditors	7/09/2018	0.60	\$108.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Creditors	10/09/2018	0.10	\$59.50 reviewed correspondence from two investors regarding change in details/value of units/reviewed letters in response
David Whyte	Partner	Creditors	10/09/2018	0.10	\$59.50 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.20	\$44.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	10/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Jayden Coulston	Manager	Creditors	10/09/2018	1.00	\$445.00 Prepare updated instructions to external IT contractor requesting notices on EIF websites be updated and orders uploaded. Liaise with David Whyte to clarify instructions. Email intended website updates to Gadens for review. Call Gadens to discuss same.
Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.40	\$88.00 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 x 2.

Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required 2 investors via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.30	\$66.00 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 Fund's policy. Attempting to contact advisors.
Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.20	\$44.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Antoinette Fielding	Graduate Accountant	Creditors	11/09/2018	0.30	\$66.00 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 Fund's policy.
David Whyte	Partner	Creditors	11/09/2018	0.10	\$59.50 reviewed correspondence from three investors/representatives of investors regarding change in details/approved same/reviewed letters in response
David Whyte	Partner	Creditors	11/09/2018	0.10	\$59.50 reviewed correspondence from two investors regarding status of winding up/timing of next distribution/reviewed letters in response
Eloise Carroll	Graduate Accountant	Creditors	11/09/2018	0.30	\$66.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Eloise Carroll	Graduate Accountant	Creditors	11/09/2018	0.20	\$44.00 Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Eloise Carroll	Graduate Accountant	Creditors	11/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Jayden Coulston	Manager	Creditors	11/09/2018	0.10	\$44.50 Review updates made to websites by external IT contractors and save screenshots of same.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.30	\$66.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.30	\$66.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.20	\$44.00 Review of correspondence from investor 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.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.30	\$66.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.30	\$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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.10	\$22.00 Reviewing correspondence from NAB re. term deposit. Entering expiry date into team calendars for future action.
Antoinette Fielding	Graduate Accountant	Creditors	12/09/2018	0.60	\$132.00 Review of correspondence from 3 x 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.
Jayden Coulston	Manager	Creditors	12/09/2018	1.30	\$578.50 Review proof of updates made to FinPower and confirm all details updates/transfers have been made in accordance with signed control sheets for 16 investors.
Antoinette Fielding	Graduate Accountant	Creditors	13/09/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	13/09/2018	0.20	\$44.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	13/09/2018	0.10	\$22.00 Call from an investor seeking an update on the winding up of the fund.
Antoinette Fielding	Graduate Accountant	Creditors	13/09/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	13/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Brief discussion with Jayden Coulston.
David Whyte	Partner	Creditors	13/09/2018	0.20	\$119.00 reviewed correspondence from seven investors/representatives of investors regarding change in details/transfer of units/approved same/reviewed letters in response
David Whyte	Partner	Creditors	13/09/2018	0.40	\$238.00 reviewed affidavit of Hall Chadwick's solicitor regarding court application relating to undertaking proof of debt process and identifying indemnity claims/email our solicitors regarding material provided by Hall Chadwick's solicitors

David Whyte	Partner	Creditors	13/09/2018	0.90	\$535.50 reviewed correspondence from our solicitors regarding court application in respect of Hall Chadwick undertaking proof of debt process and establishing indemnity claims/reviewed submissions prepared by their solicitors and liquidator's affidavit
David Whyte	Partner	Creditors	13/09/2018	0.10	\$59.50 email our solicitors regarding proposed court orders made in relation to undertaking POD process and identification of indemnity claims
David Whyte	Partner	Creditors	13/09/2018	0.20	\$119.00 telephone conversation with our solicitors regarding court application for Hall Chadwick to undertake the proof of debt process and make an indemnity claim against the fund
Jayden Coulston	Manager	Creditors	13/09/2018	1.00	\$445.00 Review 8 control forms for requests from investors and their representatives regarding change of details and transfer of units. Review documentation provided by investors and confirm sufficient documentation has been provided to effect requests.
Jayden Coulston	Manager	Creditors	13/09/2018	0.80	\$356.00 Review letters to 5 investors and their representatives regarding change of details and transfer of units requests. Review documentation provided by investors and requests for further documentation to effect requests.
Jayden Coulston	Manager	Creditors	13/09/2018	0.20	\$89.00 Review Liquidators' submissions in relation to directions application.
Eloise Carroll	Graduate Accountant	Creditors	14/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	14/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Jayden Coulston	Manager	Creditors	14/09/2018	0.70	\$311.50 Review correspondence to 5 investors and their representatives requesting further documentation in relation to change of details and transfer of unit requests.
Ryan Whyte	Undergraduate	Creditors	14/09/2018	0.60	\$108.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Ryan Whyte	Undergraduate	Creditors	14/09/2018	1.00	\$180.00 Review of correspondence from 5 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	14/09/2018	0.80	\$144.00 Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	14/09/2018	0.40	\$72.00 Review of correspondence from 2 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.
Antoinette Fielding	Graduate Accountant	Creditors	17/09/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	17/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Forwarding complaint emails to David Whyte re. complaints. Discussion with Jayden C.

Antoinette Fielding	Graduate Accountant	Creditors	17/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	17/09/2018	0.30	\$66.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
David Whyte	Partner	Creditors	17/09/2018	0.30	\$178.50 reviewed counsel's submissions in relation to court hearing on Thursday in respect of application for directions regarding Hall Chadwick undertaking the proof of debt process and identifying indemnity claims against the fund
David Whyte	Partner	Creditors	17/09/2018	0.10	\$59.50 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
David Whyte	Partner	Creditors	17/09/2018	0.80	\$476.00 meeting with our solicitors and telephone conversation with counsel relating to court application for directions in respect of Hall Chadwick calling for proofs of debt and preparing indemnity claim against the fund/proposed adjournment of hearing
David Whyte	Partner	Creditors	17/09/2018	0.20	\$119.00 reviewed correspondence from our solicitors regarding court hearing on Thursday for directions in relation to Hall Chadwick undertaking the POD process and identifying indemnity claims against the fund/reviewed report to investors regarding proceedings
Jayden Coulston	Manager	Creditors	17/09/2018	0.50	\$222.50 Review control sheets for 7 investors where FinPower has been updated to reflect requested changes. Confirm changes to FinPower are in accordance with approved control sheets.
Antoinette Fielding	Graduate Accountant	Creditors	18/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	19/09/2018	0.20	\$44.00 Meeting investor's executive to receive paperwork for transfer.
Antoinette Fielding	Graduate Accountant	Creditors	19/09/2018	0.30	\$66.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Creditors	19/09/2018	0.10	\$59.50 telephone conversation with our solicitors regarding three issues in respect of court application in relation to Hall Chadwick undertaking the proof of debt process and identifying claims against the fund
David Whyte	Partner	Creditors	19/09/2018	0.20	\$119.00 reviewed correspondence from our solicitors and Hall Chadwick's solicitors regarding response to queries on affidavit material and proposed adjournment of hearing relating to proof of debt process and identifying claims against the fund/sent response
David Whyte	Partner	Creditors	19/09/2018	0.10	\$59.50 reviewed correspondence from our solicitors regarding proposed orders for tomorrow's hearing in respect of Hall Chadwick undertaking the proof of debt process and identifying indemnity claims against the fund/confirmed instructions
David Whyte	Partner	Creditors	20/09/2018	0.10	\$59.50 reviewed correspondence from our solicitors regarding outcome of court hearing in respect of application for directions for Hall Chadwick to undertake the proof of debt process and identify indemnity claims against the fund/reviewed notice for website
David Whyte	Partner	Creditors	20/09/2018	0.10	\$59.50 reviewed correspondence from our solicitors and consent order in relation to court hearing today in respect of Hall Chadwick undertaking the proof of debt process and identifying indemnity claims against the fund

Jayden Coulston	Manager	Creditors	20/09/2018	0.40	\$178.00 Draft email to external IT consultant requesting further notices to be placed on websites regarding the adjourned directions hearing.
Ryan Whyte	Undergraduate	Creditors	21/09/2018	0.40	\$72.00 Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Ryan Whyte	Undergraduate	Creditors	21/09/2018	0.60	\$108.00 Review of correspondence from 3 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	21/09/2018	0.20	\$36.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	21/09/2018	1.20	\$216.00 Prepare letter to 6 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	24/09/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jayden Coulston	Manager	Creditors	24/09/2018	0.60	\$267.00 Review control forms and supporting documentation for requests from 3 investors to update details and transfer unitholdings. Approve forms and review corro to 1 investor requesting forms via post.
Jayden Coulston	Manager	Creditors	24/09/2018	0.50	\$222.50 Review letters to 3 investors and their representatives regarding change of details and requests for information in relation to unitholdings for tax purposes.
Antoinette Fielding	Graduate Accountant	Creditors	25/09/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
David Whyte	Partner	Creditors	25/09/2018	0.10	\$59.50 reviewed correspondence to two investors/representatives of investors regarding distributions to date/estimated return/transfer of units/approved change in details for one investor
Eloise Carroll	Graduate Accountant	Creditors	25/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	25/09/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Jayden Coulston	Manager	Creditors	25/09/2018	0.60	\$267.00 Review and update draft letters to investors where distributions had been returned/not presented. Liaise with Ryan Whyte to make updates to letters for mail merge. Consider potential issues with mail merge for investors with multiple deposit IDs.
Jayden Coulston	Manager	Creditors	25/09/2018	0.20	\$89.00 Review correspondence to investors re confirmation of updates to FinPower database.
Jayden Coulston	Manager	Creditors	25/09/2018	0.20	\$89.00 Consider email from Gadens re sealed order and process to notify creditors of adjournments to hearing. Email further instructions to external IT contractor to upload sealed order dated 20 September 2018 to both EIF websites.

Jayden Coulston	Manager	Creditors	26/09/2018	0.10	\$44.50 Review updated balancing transaction in FinPower and confirm made in accordance with instructions from Intersoft.
Jayden Coulston	Manager	Creditors	26/09/2018	0.30	\$133.50 Meeting with Ryan Whyte in relation to the returned payments from the 3 distributions paid to investors since our appointment. Prepare correspondence to investors to redistribute the payments. Initial review of data spreadsheet for mail merge.
Jayden Coulston	Manager	Creditors	26/09/2018	0.10	\$44.50 Email to external IT contractor following up on posting of notices to websites.
Ryan Whyte	Undergraduate	Creditors	26/09/2018	0.30	\$54.00 Meeting with Jayden Coulston in relation to the returned payments from the 3 distributions paid to investors since our appointment. Prepare information to contact the investors to make payment of the distributions.
Ryan Whyte	Undergraduate	Creditors	26/09/2018	0.70	\$126.00 Reconcile and make payments in MYOB. Export reconciliation to obtain a list of creditors returned payments. Prepare information to contact the investors to make payment of the distributions.
Antoinette Fielding	Graduate Accountant	Creditors	27/09/2018	0.10	\$22.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Eloise Carroll	Graduate Accountant	Creditors	27/09/2018	0.50	\$110.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	27/09/2018	0.20	\$89.00 Take screenshots of websites and confirm notices have been placed correctly by external IT contractor.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.50	\$110.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.20	\$44.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.50	\$110.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.50	\$110.00 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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.70	\$154.00 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 Fund's policy. Split two to trustees.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.20	\$44.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.20	\$44.00 Review of correspondence from investors in relation to a transfer of unit's request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	28/09/2018	0.70	\$154.00 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.
Eloise Carroll	Graduate Accountant	Creditors	28/09/2018	0.40	\$88.00 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.
Eloise Carroll	Graduate Accountant	Creditors	28/09/2018	0.50	\$110.00 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.
Eloise Carroll	Graduate Accountant	Creditors	28/09/2018	0.20	\$44.00 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.
Jayden Coulston	Manager	Creditors	28/09/2018	0.10	\$44.50 Email to Gadens confirming website notices have been uploaded in accordance with instructions.
Jayden Coulston	Manager	Creditors	28/09/2018	0.10	\$44.50 Review historical accounts on FinPower, transfer of units and email to David Whyte confirming investor units transferred.
Jayden Coulston	Manager	Creditors	28/09/2018	0.20	\$89.00 Review and approve 2 x investor change of details requests and sign cover sheets. Review supporting docs.
Jayden Coulston	Manager	Creditors	28/09/2018	0.10	\$44.50 Review letter to investor providing details of unitholding balance and future estimated distributions.
Jayden Coulston	Manager	Creditors	28/09/2018	0.40	\$178.00 Review letters to 3 investors regarding change of details and unitholding balance requests. Review supporting documentation provided and further documentation required.
Ryan Whyte	Undergraduate	Creditors	28/09/2018	0.10	\$18.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	2/10/2018	0.40	\$88.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	2/10/2018	0.40	\$88.00 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 x 2.
David Whyte	Partner	Creditors	2/10/2018	0.10	\$59.50 reviewed correspondence from three investors/representatives of investors regarding change in details/transfer of units/approved same
Eloise Carroll	Graduate Accountant	Creditors	2/10/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email.

Jayden Coulston	Manager	Creditors	2/10/2018	0.20	\$89.00	Review correspondence to 2 investors and representatives regarding change of detail requests.
Antoinette Fielding	Graduate Accountant	Creditors	3/10/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	3/10/2018	0.50	\$110.00	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. x 2
Antoinette Fielding	Graduate Accountant	Creditors	4/10/2018	0.30	\$66.00	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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	4/10/2018	0.30	\$66.00	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 Fund's policy.
Antoinette Fielding	Graduate Accountant	Creditors	4/10/2018	0.10	\$22.00	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.
Antoinette Fielding	Graduate Accountant	Creditors	4/10/2018	0.20	\$44.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Brief Discussion with George Lethbridge regarding pending correspondence.
Antoinette Fielding	Graduate Accountant	Creditors	4/10/2018	0.30	\$66.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Creditors	4/10/2018	0.10	\$59.50	reviewed correspondence from EL liquidators regarding investor holding/sent response
Jayden Coulston	Manager	Creditors	4/10/2018	0.10	\$44.50	Review control form and supporting documents for transfer of units request.
Jayden Coulston	Manager	Creditors	4/10/2018	0.30	\$133.50	Review of proposed orders and material for upcoming directions hearing in relation to POD adjudication and Liquidators' fees.
Jayden Coulston	Manager	Creditors	4/10/2018	0.70	\$311.50	Review updates made to FinPower database for transfers/change of details and confirm changes made in accordance with approved control sheets for 12 investor accounts.
Jayden Coulston	Manager	Creditors	4/10/2018	0.10	\$44.50	Review change of details request and control form.
George Lethbridge	Graduate Accountant	Creditors	5/10/2018	0.40	\$88.00	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 investor management database to review current investor details and advise.
Jayden Coulston	Manager	Creditors	5/10/2018	0.20	\$89.00	Consider requirement for additional letter template for returned investor payments where investors have transferred units and email to Ryan Whyte re same.

Jayden Coulston	Manager	Creditors	5/10/2018	1.10	\$489.50 Review schedule of investors who had bounced or returned distribution payments to approx. 80 investors. Reconcile against supporting documentation and bank reconciliation to verify amounts remain outstanding.
Jayden Coulston	Manager	Creditors	5/10/2018	0.40	\$178.00 Review change of details requests and supporting documentation from 2 investors.
Jayden Coulston	Manager	Creditors	5/10/2018	0.50	\$222.50 Review change of details requests and supporting documentation from 3 investors.
Jayden Coulston	Manager	Creditors	5/10/2018	0.40	\$178.00 Review transfer of unit requests and supporting documentation from 2 investors.
Ryan Whyte	Undergraduate	Creditors	5/10/2018	1.10	\$198.00 Review the returned payments from the 3 distributions paid to investors since our appointment. Prepare information to contact the investors to make payment of the distributions. Draft letter for Jayden Coulston review.
Antoinette Fielding	Graduate Accountant	Creditors	8/10/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
George Lethbridge	Graduate Accountant	Creditors	8/10/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Jayden Coulston	Manager	Creditors	8/10/2018	0.20	\$89.00 Review responses received from investors re directions application. Locate responses and email to staff to review further.
Jayden Coulston	Manager	Creditors	8/10/2018	0.40	\$178.00 Review and approve 3 change of details requests. Review of supporting documents.
Antoinette Fielding	Graduate Accountant	Creditors	9/10/2018	0.30	\$66.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	9/10/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	9/10/2018	0.20	\$44.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	9/10/2018	0.40	\$178.00 Liaise with BDO staff re responses received from investors in relation to directions hearing. Summarise and compile responses received in relation to directions application and email to Gadens for review.
Antoinette Fielding	Graduate Accountant	Creditors	10/10/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Jayden Coulston	Manager	Creditors	10/10/2018	0.50	\$222.50 Review change of details and transfer of units made in FinPower investor database and confirm changes made in accordance with approved control forms for 7 investor accounts.

Eloise Carroll	Graduate Accountant	Creditors	11/10/2018	0.30	\$66.00	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 Fund's policy.
Eloise Carroll	Graduate Accountant	Creditors	11/10/2018	0.40	\$88.00	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 Fund's policy.
Eloise Carroll	Graduate Accountant	Creditors	11/10/2018	0.40	\$88.00	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 Fund's policy.
Eloise Carroll	Graduate Accountant	Creditors	11/10/2018	0.30	\$66.00	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 Fund's policy.
Eloise Carroll	Graduate Accountant	Creditors	11/10/2018	0.30	\$66.00	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 Fund's policy.
Eloise Carroll	Graduate Accountant	Creditors	11/10/2018	0.30	\$66.00	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 Fund's policy.
Jayden Coulston	Manager	Creditors	11/10/2018	0.70	\$311.50	Review letters to 5 investors regarding change of details, unitholding information and transfer of units requests. Review supporting documentation and liaise with staff re amendments to correspondence.
Ryan Whyte	Undergraduate	Creditors	11/10/2018	1.60	\$288.00	Export investor mailing list for the mail out of letters and emails to investors whose payments were returned from the 3 BDO distributions. Prepare excel spreadsheet with payment amounts and mailing details.
George Lethbridge	Graduate Accountant	Creditors	12/10/2018	0.30	\$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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	12/10/2018	0.20	\$44.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Jayden Coulston	Manager	Creditors	12/10/2018	0.30	\$133.50	Review and approve correspondence to 3 investors re change of details and transfer of units requests.
Ryan Whyte	Undergraduate	Creditors	12/10/2018	1.40	\$252.00	Review investor mailing list for the mail out of letters and emails to investors whose payments were returned from the 3 BDO distributions. Prepare and sort excel spreadsheet with payment amounts and mailing details.
Ryan Whyte	Undergraduate	Creditors	12/10/2018	1.60	\$288.00	Review investor mailing list for the mail out of letters and emails to investors whose payments were returned from the 3 BDO distributions. Prepare and sort excel spreadsheet with payment amounts and mailing details.
Antoinette Fielding	Graduate Accountant	Creditors	15/10/2018	0.10	\$22.00	Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	15/10/2018	0.20	\$44.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

George Lethbridge	Graduate Accountant	Creditors	15/10/2018	0.40	\$88.00 Prepare letter to 2 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	15/10/2018	0.30	\$66.00 Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	15/10/2018	0.20	\$44.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Jayden Coulston	Manager	Creditors	15/10/2018	0.70	\$311.50 Review correspondence to 5 investors re change of details, POA and transfer of units requests and supporting docs. Review and approve control sheets and supporting documentation for change of details for 2 investors.
Antoinette Fielding	Graduate Accountant	Creditors	16/10/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. & contacting IT re. Database issue
Antoinette Fielding	Graduate Accountant	Creditors	16/10/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
David Whyte	Partner	Creditors	16/10/2018	0.10	\$59.50 reviewed correspondence from seven investors/representatives of investors regarding change in details/transfer of units/reviewed letters in response
George Lethbridge	Graduate Accountant	Creditors	16/10/2018	0.80	\$176.00 Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
Antoinette Fielding	Graduate Accountant	Creditors	17/10/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Antoinette Fielding	Graduate Accountant	Creditors	17/10/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly with phone calls also.
Eloise Carroll	Graduate Accountant	Creditors	17/10/2018	0.30	\$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
George Lethbridge	Graduate Accountant	Creditors	17/10/2018	0.30	\$66.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	17/10/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	18/10/2018	0.40	\$72.00 Review investor mailing list for the mail out of letters and emails to investors whose payments were returned from the 3 BDO distributions. Prepare and sort excel spreadsheet with payment amounts and mailing details.
Ryan Whyte	Undergraduate	Creditors	18/10/2018	1.00	\$180.00 Review investor mailing list for the mail out of letters and emails to investors whose payments were returned from the 3 BDO distributions. Prepare and sort excel spreadsheet with payment amounts and mailing details.

Ryan Whyte	Undergraduate	Creditors	18/10/2018	0.60	\$108.00 Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Ryan Whyte	Undergraduate	Creditors	18/10/2018	0.30	\$54.00 Review investor mailing list for the mail out of letters and emails to investors whose payments were returned from the 3 BDO distributions. Prepare and sort excel spreadsheet with payment amounts and mailing details.
Antoinette Fielding	Graduate Accountant	Creditors	19/10/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	19/10/2018	0.20	\$44.00 Reconciling bank accounts for September and preparing September BAS and paperwork.
Ryan Whyte	Undergraduate	Creditors	19/10/2018	1.40	\$252.00 Prepare 7 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Ryan Whyte	Undergraduate	Creditors	19/10/2018	0.60	\$108.00 Review of correspondence from 3 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.
Antoinette Fielding	Graduate Accountant	Creditors	22/10/2018	0.20	\$44.00 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.
Antoinette Fielding	Graduate Accountant	Creditors	22/10/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
Antoinette Fielding	Graduate Accountant	Creditors	22/10/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	22/10/2018	0.50	\$110.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	23/10/2018	0.30	\$66.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly. Reviewing register and brief discussion with EC re. status of correspondence.
George Lethbridge	Graduate Accountant	Creditors	23/10/2018	0.30	\$66.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	24/10/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	24/10/2018	0.20	\$44.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Jayden Coulston	Manager	Creditors	24/10/2018	1.70	\$756.50 Review correspondence to 10 investors and their authorised representatives in relation to unit balances, transfer of units and change of details requests and further info required. Review supporting docs already provided to assist with requests.

Jayden Coulston	Manager	Creditors	24/10/2018	0.40	\$178.00 Review and approve change of details and transfer forms and supporting docs for 3 investors.
Charles Haines	Associate Director	Creditors	25/10/2018	0.10	\$51.00 Ph. call to Investor in relation to value of holdings and adjustments in relation to distributions made pre and post Receivers appointment.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.20	\$44.00 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.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.20	\$44.00 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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.20	\$44.00 Reconciling investor register to check if any investor requests have been missed.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.50	\$110.00 Prepare letter to 2 executors of estates in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.30	\$66.00 Call from an investor seeking an update on the winding up of the fund.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.90	\$198.00 Prepared 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.30	\$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 investor management database to review current investor details and advise.
George Lethbridge	Graduate Accountant	Creditors	25/10/2018	0.20	\$44.00 Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
George Lethbridge	Graduate Accountant	Creditors	26/10/2018	0.20	\$44.00 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 Fund's policy.
George Lethbridge	Graduate Accountant	Creditors	26/10/2018	0.20	\$44.00 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
George Lethbridge	Graduate Accountant	Creditors	26/10/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
George Lethbridge	Graduate Accountant	Creditors	26/10/2018	0.20	\$44.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
George Lethbridge	Graduate Accountant	Creditors	26/10/2018	0.40	\$88.00 Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

George Lethbridge	Graduate Accountant	Creditors	26/10/2018	0.40	\$88.00 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 investor management database to review current investor details and advise.
Antoinette Fielding	Graduate Accountant	Creditors	29/10/2018	0.20	\$44.00 Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
David Whyte	Partner	Creditors	29/10/2018	0.10	\$59.50 reviewed correspondence from four investors/representatives of investors regarding change in details/transfer of units/value of units/approved same/reviewed letters in response
Eloise Carroll	Graduate Accountant	Creditors	29/10/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	29/10/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Creditors	29/10/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Antoinette Fielding	Graduate Accountant	Creditors	30/10/2018	0.10	\$22.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly
Antoinette Fielding	Graduate Accountant	Creditors	30/10/2018	0.20	\$44.00 Reviewed a voicemail from investor. Phone call to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update
Antoinette Fielding	Graduate Accountant	Creditors	30/10/2018	0.30	\$66.00 Discussion with Jayden Coulston regarding the term deposit correspondence. Updating file note with changes made by JC. Reviewing bank reconciliations.
Antoinette Fielding	Graduate Accountant	Creditors	30/10/2018	0.20	\$44.00 Review of unread email enquiries. Print email for letter response to be updated in the FinPower database. Review and update investor correspondence register accordingly.
David Whyte	Partner	Trade On	2/11/2017	0.50	\$290.00 reviewed Corporations Act regarding request for copy of members register/drafted email to investor regarding request
David Whyte	Partner	Trade On	9/11/2017	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	15/11/2017	0.10	\$58.00 reviewed correspondence from ASIC confirming extension of suspended AFSL to 30 November 2018
David Whyte	Partner	Trade On	5/12/2017	0.20	\$116.00 reviewed invoices/logon to internet banking/authorised payments
Antoinette Fielding	Graduate Accountant	Trade On	6/12/2017	0.10	\$17.50 Creating payment for invoice on NAB connect.

Antoinette Fielding	Graduate Accountant	Trade On	12/12/2017	0.30	\$52.50 Processing Legal Fee Invoice through Myob. Creating payment for approval online.
David Whyte	Partner	Trade On	12/12/2017	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	12/12/2017	1.00	\$580.00 reviewed summary relating to calculations of equalisation payments to investors and adjustments required to determine same/reviewed payments
David Whyte	Partner	Trade On	18/12/2017	0.10	\$58.00 reviewed invoice/logon to internet banking/authorised payment
Antoinette Fielding	Graduate Accountant	Trade On	21/12/2017	0.30	\$52.50 Processing It Service Fee invoice In Myob. Creating payment in online banking for approval.
David Whyte	Partner	Trade On	21/12/2017	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	21/12/2017	0.20	\$116.00 reviewed correspondence relating to outstanding distributions payable to investor/reconciliation of cheques returned/log on to internet banking/authorised payments
David Whyte	Partner	Trade On	15/01/2018	0.20	\$116.00 authorised payments
David Whyte	Partner	Trade On	25/01/2018	0.10	\$58.00 reviewed letter to nab regarding renewal of term deposit/calculations regarding amount to be transferred to working account to meet operational expenses
David Whyte	Partner	Trade On	6/02/2018	0.10	\$58.00 authorised payments
Antoinette Fielding	Graduate Accountant	Trade On	8/02/2018	0.30	\$64.50 Processing Legal Invoices x2 in Myob, creating payment online for approval.
David Whyte	Partner	Trade On	15/02/2018	0.20	\$116.00 authorised payments
David Whyte	Partner	Trade On	22/02/2018	0.20	\$116.00 reviewed solicitors costs agreement in relation to court application for directions in respect of payment of equalisation payment
David Whyte	Partner	Trade On	12/03/2018	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	3/04/2018	0.20	\$116.00 authorised payments

David Whyte	Partner	Trade On	3/04/2018	0.10	\$58.00 authorised payment
David Whyte	Partner	Trade On	10/04/2018	0.10	\$58.00 authorised payment
David Whyte	Partner	Trade On	19/04/2018	0.10	\$58.00 reviewed correspondence from consultant regarding process to extract data and calculate equalisation payments
David Whyte	Partner	Trade On	23/04/2018	0.10	\$58.00 authorised payments
David Whyte	Partner	Trade On	8/05/2018	0.10	\$58.00 email Jayden Coulston regarding court application relating to equalisation payment
David Whyte	Partner	Trade On	8/05/2018	0.60	\$348.00 meeting with our solicitors regarding equalisation payment/matters to finalise administration
David Whyte	Partner	Trade On	10/05/2018	0.20	\$116.00 authorised payments
David Whyte	Partner	Trade On	15/05/2018	0.40	\$232.00 reviewed monthly BAS's from August 2016 to April 2018
David Whyte	Partner	Trade On	15/05/2018	0.30	\$174.00 reviewed report to creditors from the liquidators of Equititrust Ltd
David Whyte	Partner	Trade On	31/05/2018	0.10	\$58.00 reviewed correspondence from bank regarding term deposit rates/reviewed summary of cash at bank and funds required over next 90 days/reviewed instruction letter to bank to renew term deposit
David Whyte	Partner	Trade On	5/06/2018	0.10	\$58.00 authorised payment
David Whyte	Partner	Trade On	7/06/2018	0.90	\$522.00 preparation for and meeting with our solicitors and counsel regarding court application in relation to proof of debt process and draft material in respect of same
David Whyte	Partner	Trade On	19/07/2018	0.20	\$119.00 reviewed invoices/logon to internet banking/authorised payments
David Whyte	Partner	Trade On	30/07/2018	0.60	\$357.00 reviewed updated affidavit relating to court application in respect of determining claims against the fund including liquidators remuneration and expenses
David Whyte	Partner	Trade On	14/08/2018	0.30	\$178.50 reviewed correspondence from Investor regarding court application relating to proof of debt process and identification of indemnity claims by the liquidators of Equititrust Ltd/reviewed documents to be uploaded to website in respect of application/replied

David Whyte	Partner	Trade On	27/08/2018	0.10	\$59.50 reviewed BAS
David Whyte	Partner	Trade On	27/08/2018	0.10	\$59.50 authorised payments
Eloise Carroll	Graduate Accountant	Trade On	30/08/2018	0.20	\$44.00 Scanned and saved the July BAS to file.
David Whyte	Partner	Trade On	3/09/2018	0.10	\$59.50 reviewed term deposit renewals and instruction letter to renew same
David Whyte	Partner	Trade On	4/09/2018	0.10	\$59.50 reviewed correspondence from bank regarding renewal of two term deposits/forward to Jayden Coulston querying position
David Whyte	Partner	Trade On	4/09/2018	0.10	\$59.50 reviewed correspondence from our solicitors regarding update of websites required to confirm outcome of court hearing relating to proof of debt process and identification of indemnity claims
David Whyte	Partner	Trade On	10/09/2018	0.10	\$59.50 reviewed draft update to websites regarding further documents filed and status of court application for directions in respect of Hall Chadwick identifying and submitting claims against the fund
David Whyte	Partner	Trade On	13/09/2018	0.20	\$119.00 authorised payments
David Whyte	Partner	Trade On	17/09/2018	0.10	\$59.50 reviewed correspondence from our solicitors and draft letter to Hall Chadwick in relation to request to adjourn court hearing on Thursday and requesting further information
David Whyte	Partner	Trade On	17/09/2018	0.10	\$59.50 reviewed BAS
David Whyte	Partner	Trade On	2/10/2018	0.10	\$59.50 reviewed correspondence from our solicitors regarding court application in respect of proof of debt process and identification of indemnity claims against the fund/request for information in respect of same and proposed response
David Whyte	Partner	Trade On	3/10/2018	0.20	\$119.00 reviewed correspondence from our solicitors regarding draft court order in respect of court application for directions for Equititrust liquidators to undertake proof of debt process and identify indemnity claims against the fund/provided instructions
David Whyte	Partner	Trade On	4/10/2018	0.10	\$59.50 authorised payments
David Whyte	Partner	Trade On	4/10/2018	0.10	\$59.50 reviewed correspondence from our solicitors/tax invoices
David Whyte	Partner	Trade On	9/10/2018	0.30	\$178.50 reviewed affidavits and submissions lodged in relation to the application for directions in respect of the EL liquidators undertaking the proof of debt process and identifying indemnity claims against the fund/forward to party to the proceedings

David Whyte	Partner	Trade On	9/10/2018	0.30	\$178.50 reviewed correspondence from our solicitors and EL liquidators solicitors regarding draft court order relating to undertaking the proof of debt process and identifying indemnity claims against the fund/reviewed two proposed orders
David Whyte	Partner	Trade On	9/10/2018	0.30	\$178.50 reviewed counsels draft submissions and court order relating to hearing on Friday in respect of application for directions for the EL liquidators to undertake the proof of debt process and identify indemnity claims against the fund
David Whyte	Partner	Trade On	11/10/2018	0.10	\$59.50 reviewed correspondence from our solicitors and EL liquidators solicitors regarding court hearing tomorrow in respect of application for directions to undertake the proof of debt process and identify indemnity claims against the fund/submissions lodged
David Whyte	Partner	Trade On	11/10/2018	0.30	\$178.50 reviewed affidavit and submissions lodged in the application for directions relating to proof of debt process and identification of claims against the fund
David Whyte	Partner	Trade On	11/10/2018	0.20	\$119.00 reviewed correspondence from investor's representative and our solicitors regarding information supplied in relation to EL liquidators and objections to orders sought by them/agreement with orders sought by me in respect of court application
David Whyte	Partner	Trade On	11/10/2018	0.20	\$119.00 reviewed invoices/authorised payments
David Whyte	Partner	Trade On	12/10/2018	0.10	\$59.50 telephone conversation with our solicitors regarding court hearing in respect of EL liquidators undertaking the proof of debt process and identifying indemnity claims against the fund/provided instructions regarding same
David Whyte	Partner	Trade On	15/10/2018	0.20	\$119.00 reviewed correspondence from our solicitors and draft orders relating to proof of debt process and claims for indemnity against the fund/sent response
David Whyte	Partner	Trade On	15/10/2018	0.30	\$178.50 telephone conversation with our solicitors and counsel regarding proposed draft orders in respect of application for directions regarding EL liquidators undertaking the proof of debt process and identifying indemnity claims against the fund
David Whyte	Partner	Trade On	16/10/2018	0.30	\$178.50 reviewed correspondence from our solicitors and including submissions made by our counsel and EL liquidators counsel about proposed orders from hearing about undertaking the proof of debt process and identifying indemnity claims against the fund/replied
Jayden Coulston	Manager	Investigation	2/11/2017	0.30	\$129.00 Review contract of sale for Windsor Turf and liaise with Charles Haines regarding response to claim for employee entitlements. Finalise letter in response to claim for purported entitlements owing.
Jayden Coulston	Manager	Investigation	8/11/2017	0.30	\$129.00 Finalise letter to solicitors regarding rejection of claim by former employee against circulating assets for unpaid entitlements.
Jayden Coulston	Manager	Investigation	13/11/2017	1.30	\$559.00 Cont. explanatory notes to solicitors for equalisation payment calculations, rationale and Court application based on review with Charles Haines and Ryan Whyte. Expand on notes and provide examples of all issues encountered in preparing calculations.
Jayden Coulston	Manager	Investigation	13/11/2017	1.50	\$645.00 Update explanatory notes to solicitors for equalisation payment calculations, rationale and Court application based on review with Charles Haines and Ryan Whyte. Expand on notes and provide examples of all issues encountered in preparing calculations.
Jayden Coulston	Manager	Investigation	14/11/2017	0.90	\$387.00 Cont. draft explanatory notes to solicitors for equalisation payment calcs, rationale and Court application based on review with Charles Haines and Ryan Whyte. Expand on notes and provide examples of all issues encountered in preparing calculations.

Jayden Coulston	Manager	Investigation	14/11/2017	1.90	\$817.00	Cont. draft explanatory notes to solicitors for equalisation payment calcs, rationale and Court application based on review with Charles Haines and Ryan Whyte. Expand on notes and provide examples of all issues encountered in preparing calculations.
Jayden Coulston	Manager	Investigation	14/11/2017	0.70	\$301.00	Cont. review and test formulas on equalisation payment spreadsheet in relation to \$33k identified discrepancy for calculations involving new deposits/added funds. Add further comments on explanatory notes in relation to discrepancy and reasons for same.
Jayden Coulston	Manager	Investigation	14/11/2017	0.90	\$387.00	Review and test formulas on equalisation payment spreadsheet in relation to \$33k identified discrepancy for calculations involving new deposits/added funds.
Jayden Coulston	Manager	Investigation	15/11/2017	1.70	\$731.00	Cont. draft explanatory notes to solicitors for equalisation payment calcs, rationale and Court application based on review with Charles Haines and Ryan Whyte. Expand on notes and provide examples of all issues encountered in preparing calculations.
Jayden Coulston	Manager	Investigation	15/11/2017	1.20	\$516.00	Cont. draft explanatory notes to solicitors for equalisation payment calcs, rationale and Court application based on review with Charles Haines and Ryan Whyte. Expand on notes and provide examples of all issues encountered in preparing calculations.
Jayden Coulston	Manager	Investigation	15/11/2017	1.50	\$645.00	Update equalisation payment spreadsheet to include new data insights (i.e. totals/counts of various categories and discrepancies of data) to be referenced in the explanatory notes for the court application.
Jayden Coulston	Manager	Investigation	15/11/2017	0.20	\$86.00	Liaise with Ryan Whyte regarding his review and further recommended updates to the draft explanatory notes for equalisation payment court application.
Jayden Coulston	Manager	Investigation	16/11/2017	1.30	\$559.00	Cont. draft explanatory notes to solicitors for equalisation payment calculations, rationale and Court application.
Jayden Coulston	Manager	Investigation	16/11/2017	0.40	\$172.00	Cont. draft explanatory notes to solicitors for equalisation payment calculations, rationale and Court application.
Jayden Coulston	Manager	Investigation	16/11/2017	0.60	\$258.00	Cont. draft explanatory notes to solicitors for equalisation payment calculations, rationale and Court application.
Jayden Coulston	Manager	Investigation	16/11/2017	0.90	\$387.00	Cont. draft explanatory notes to solicitors for equalisation payment calculations, rationale and Court application. Update equalisation payment spreadsheet with additional key metrics and calculations referred to in explanatory notes.
Jayden Coulston	Manager	Investigation	17/11/2017	0.60	\$258.00	Cont. draft explanatory notes to solicitors for equalisation payment calculations, rationale and Court application. Update equalisation payment spreadsheet with additional key metrics and calculations referred to in explanatory notes.
Jayden Coulston	Manager	Investigation	20/11/2017	0.90	\$387.00	Finalise summary calculations for amounts/numbers referred to in explanatory notes for equalisation payments. Cross reference and error check calculations.
Jayden Coulston	Manager	Investigation	21/11/2017	0.10	\$43.00	Email to David Whyte advising EIF has no interest in properties subject to Receiver sale.
Jayden Coulston	Manager	Investigation	22/11/2017	0.50	\$215.00	Telephone call to Receivers of the EPF regarding interest in properties subject to Receiver sale. Draft email to Receivers of borrowing entity and provide details of EPF Receivers to action releases. Explain EIF has no interest in properties.

Jayden Coulston	Manager	Investigation	29/11/2017	0.20	\$86.00 Phone call to SPB requesting an update in relation to multiple proceedings on foot. Email to David Whyte providing update as per phone conversation.
Jayden Coulston	Manager	Investigation	13/12/2017	0.60	\$258.00 Liaise with Ryan Whyte to identify any unpaid investor entitlements prior to 1 July 2010. Review financial statement located and reconcile amount reported against funds previously paid to investors. Instructions to Ryan to investigate further.
Charles Haines	Associate Director	Investigation	9/01/2018	0.20	\$94.00 Investigations and review of documentation regarding asset recoveries and payments to secured creditor.
Jayden Coulston	Manager	Investigation	9/01/2018	0.50	\$215.00 Liaise with Ryan Whyte to identify and download documents in relation to related party transactions. Review downloaded documents and email to David Whyte.
Ryan Whyte	Undergraduate	Investigation	9/01/2018	0.30	\$52.50 Locate and download documents in relation to related party transactions. Review and investigate documents and reply to email to Jayden Coulston regarding findings.
Jayden Coulston	Manager	Investigation	10/01/2018	0.50	\$215.00 Review file and draft reply letter to trustee of bankrupt former borrower of the EIF re statutory request for loan related information.
Jayden Coulston	Manager	Investigation	10/01/2018	0.20	\$86.00 Return telephone call to trustee of bankrupt former borrower of the EIF re request for loan related information.
Jayden Coulston	Manager	Investigation	15/01/2018	0.70	\$301.00 Review file note and supporting documentation/calculations prepared by Ryan Whyte in relation to balance of interest payments proposed to investors. Liaise with Ryan Whyte re compiling further documentation required to effect payments.
Jayden Coulston	Manager	Investigation	16/01/2018	0.30	\$129.00 Email to Gadens re documentation request from trustee of former borrower's bankrupt estate and Receiver's obligations to provide requested information to trustee.
Jayden Coulston	Manager	Investigation	17/01/2018	0.10	\$43.00 Phone call to Gadens regarding documentation request from trustee of former borrower's bankrupt estate and provision of requested information.
Antoinette Fielding	Graduate Accountant	Investigation	19/01/2018	0.60	\$105.00 Reviewing database set up for the Equalisation Payment investigation
Jayden Coulston	Manager	Investigation	30/01/2018	1.00	\$430.00 Review file notes and advice received in relation to interest payments and liabilities of the fund. Review liability for unpaid entitlements as per FY2011 balance sheet. Reconcile against interest paid to investors since.
David Whyte	Partner	Investigation	6/02/2018	0.70	\$406.00 reviewed receipts and payments for the EPF for four and half years ended 26 August 2017 to identify major receipts
Jayden Coulston	Manager	Investigation	6/02/2018	0.50	\$215.00 Review updated equalisation spreadsheet and reconcile changes to totals with previous versions of spreadsheet.
David Whyte	Partner	Investigation	8/02/2018	0.60	\$348.00 telecon with consultant regarding several loan recoveries by the EPF/potential recoveries for the fund

Jayden Coulston	Manager	Investigation	15/02/2018	0.50	\$215.00 Review file for Checkling Turf Farm loan account statement for response to employee claim. Liaise with Ryan Whyte and former employee to access software to produce report. Email to former employee requesting report.
Jayden Coulston	Manager	Investigation	16/02/2018	0.10	\$43.00 Liaise with Ryan Whyte re obtaining Checkling loan statement.
Jayden Coulston	Manager	Investigation	16/02/2018	0.40	\$172.00 Review file and calculate expenses paid to experts for claim against valuer. Email summary to solicitors.
Jayden Coulston	Manager	Investigation	19/02/2018	0.20	\$86.00 Review interest calculations for loan statement in relation to valuer claim.
Jayden Coulston	Manager	Investigation	19/02/2018	0.10	\$43.00 Telephone conversation with former employee re producing loan statements for certain debtors from database.
Jayden Coulston	Manager	Investigation	19/02/2018	0.10	\$43.00 Email to solicitors providing loan account for Checkling employee claim matter.
Jayden Coulston	Manager	Investigation	19/02/2018	0.20	\$86.00 Phone call to former employee regarding loan account queries for Checkling employee claim matter. Email to David Whyte explaining loan account position.
Jayden Coulston	Manager	Investigation	21/02/2018	0.10	\$43.00 Email to SPB re update in relation to liquidators' litigation.
David Whyte	Partner	Investigation	26/02/2018	0.10	\$58.00 reviewed correspondence from liquidators of Equititrust Ltd regarding investigations being undertaken and potential recoveries/email the liquidators for an update on progress and if any expected return to the EIF investors
Jayden Coulston	Manager	Investigation	17/05/2018	0.10	\$43.00 Review settlement deed for valuer claim, save to file and set calendar reminder for receipt of funds as per settlement deed.
Jayden Coulston	Manager	Investigation	17/05/2018	0.90	\$387.00 Review compilation of receipts and payments for entire receivership period for court application for directions in relation to liquidator remuneration/indemnity claim. Reconciliation of same. Liaise with George Lethbridge re certain calculations.
Jayden Coulston	Manager	Investigation	18/05/2018	0.80	\$344.00 Reconciliation of distributions paid to date, including re-issued cheques and amounts returned to bank account for inclusion in application to court.
Jayden Coulston	Manager	Investigation	18/05/2018	0.20	\$86.00 Liaise with George Lethbridge to calculate receipts and payments for entire receivership period for inclusion in court application.
Jayden Coulston	Manager	Investigation	18/05/2018	1.00	\$430.00 Calculation and reconciliation of receipts and payments for entire receivership period. Reply email to Gadens with further information to include in affidavit to court for directions in relation to liquidator remuneration.
Jayden Coulston	Manager	Investigation	21/05/2018	0.40	\$172.00 Email to Gadens re clarification in relation to distributions paid on a reducing capital basis and explanation to be included in affidavit to court for liquidator remuneration directions. Discussion with David Whyte re equalisation payment timing.

Jayden Coulston	Manager	Investigation	7/06/2018	1.10	\$473.00 Attend chambers of counsel to discuss strategy, affidavit material and application to court in relation to Liquidator proceedings and dealing with Liquidator indemnity claims against the fund.
George Lethbridge	Graduate Accountant	Investigation	14/06/2018	0.40	\$70.00 discussions with Jayden Coulston in regards to the discrepancies that were found when comparing the client listing to the FinPower unit balances
Jayden Coulston	Manager	Investigation	14/06/2018	0.10	\$43.00 Email to Liquidators' solicitors requesting update in relation to proceedings.
Jayden Coulston	Manager	Investigation	3/07/2018	0.60	\$267.00 Review change of details forms and supporting documents for 5 x investors.
Jayden Coulston	Manager	Investigation	5/07/2018	1.50	\$667.50 Search system & review deeds of settlement for litigation matters referred in application material for directions re liquidators' claims. Phone call to former employees re background to litigation matters and deeds. Reply email to Gadens providing deeds
Jayden Coulston	Manager	Investigation	5/07/2018	2.10	\$934.50 Cont. Review of affidavit and application material for directions sought in relation to Liquidators' indemnity claim. Amend material with updated receipts and payments amounts, background information etc. Email tracked changes document to David Whyte.
Jayden Coulston	Manager	Investigation	5/07/2018	1.10	\$489.50 Review affidavit and application material for directions sought in relation to Liquidators' indemnity claim. Phone call to Gadens to clarify Deed information requested for inclusion in affidavit.
Jayden Coulston	Manager	Investigation	11/07/2018	0.10	\$44.50 Email to Gadens regarding review of application material for Liquidators' claims.
Antoinette Fielding	Graduate Accountant	Investigation	17/07/2018	0.20	\$44.00 drafting and sending request for quotes from printing suppliers for court application.
Jayden Coulston	Manager	Investigation	17/07/2018	0.10	\$44.50 Conduct search for minutes of Liquidators' meeting for inclusion with court application.
Jayden Coulston	Manager	Investigation	17/07/2018	0.20	\$89.00 Update affidavit for court application as per David Whyte's comments. Discussion with David re finalising affidavit.
Jayden Coulston	Manager	Investigation	17/07/2018	0.60	\$267.00 Finalise amendments to affidavit and application to court for dealing with liquidators' claims. Peruse minutes of Liquidators' AGM for EL and email all material to Gadens requesting they consider including material in the application.
Antoinette Fielding	Graduate Accountant	Investigation	19/07/2018	0.20	\$44.00 Phone call to Worldwide printing re. follow up of quotes for court application.
Antoinette Fielding	Graduate Accountant	Investigation	7/08/2018	0.80	\$176.00 Reviewing response from Hall Chadwick. forwarding information to team for response. Searching database for investor's original application form for David Whyte.
Antoinette Fielding	Graduate Accountant	Investigation	7/08/2018	0.30	\$66.00 Phone call from Hall Chadwick re. investor's Proof of debt claim. Disc. with Charles Haines, Jayden Coulston and David Whyte re. response to questions.

Antoinette Fielding	Graduate Accountant	Investigation	4/10/2018	0.20	\$44.00	Review of email from hall Chadwick requesting info on previous investor. Brief discussion with Jayden Coulston
Antoinette Fielding	Graduate Accountant	Administration	1/11/2017	0.10	\$17.50	Scanning & saving paid FinPower invoice to Myob.
Ryan Whyte	Undergraduate	Administration	1/11/2017	0.40	\$70.00	Briefing with Jayden Coulston and Antoinette Fielding regarding key sections in 30th update to investors and addressing anticipated telephone queries from investors.
Ryan Whyte	Undergraduate	Administration	2/11/2017	0.20	\$35.00	Paid invoice in MYOB and on NAB connect for printing services from Worldwide printing for the mail out via post for the 30th update report to investors.
Sarah Cunningham	Accounting Assistant	Administration	6/11/2017	0.10	\$21.50	Reconciling account to 31 Oct.
Jayden Coulston	Manager	Administration	7/11/2017	0.90	\$387.00	Review and amendments to annexures to affidavit supporting the application to court for remuneration approval for the period 1 November 2016 to 31 October 2017.
Jayden Coulston	Manager	Administration	7/11/2017	0.50	\$215.00	Review and amendments to annexures to affidavit supporting the application to court for remuneration approval for the period 1 November 2016 to 31 October 2017.
Jayden Coulston	Manager	Administration	7/11/2017	0.50	\$215.00	Draft email to solicitors regarding preparation of affidavit material for application to court for remuneration approval for the period 1 November 2016 to 31 October 2017. Compile and attach documents to assist with drafting affidavit material.
Jayden Coulston	Manager	Administration	7/11/2017	0.70	\$301.00	Review and amendments to annexures to affidavit supporting the application to court for remuneration approval for the period 1 November 2016 to 31 October 2017.
Jayden Coulston	Manager	Administration	7/11/2017	0.40	\$172.00	Review and amendments to annexures to affidavit supporting the application to court for remuneration approval for the period 1 November 2016 to 31 October 2017.
Antoinette Fielding	Graduate Accountant	Administration	8/11/2017	0.20	\$35.00	Processing legal fees invoice in Myob. Accessing Nab connect and creating payment to be approved.
Jayden Coulston	Manager	Administration	8/11/2017	0.20	\$86.00	Settle email to solicitors regarding preparation of affidavit material for application to court for remuneration approval for the period 1 November 2016 to 31 October 2017.
Jayden Coulston	Manager	Administration	8/11/2017	0.10	\$43.00	Review and approve payment requisition for external printing/postage.
Jayden Coulston	Manager	Administration	9/11/2017	0.30	\$129.00	Liaise with Antoinette Fielding re responding to postage cost query raised by investor. Review previous postage quotes, labour costs and letter size cost options to assist with articulating response.
Molra Hattingh	Practice Assistant	Administration	10/11/2017	0.40	\$38.00	Filing

Jayden Coulston	Manager	Administration	16/11/2017	0.60	\$258.00 Review investor detail updates and transfers made to Finpower account keeping software and confirm they are in line with approved paperwork.
Maira Hattingh	Practice Assistant	Administration	16/11/2017	0.10	\$9.50 Filing
Jayden Coulston	Manager	Administration	20/11/2017	0.10	\$43.00 Liaise with Ryan Whyte in relation to updates to investor database.
Jayden Coulston	Manager	Administration	21/11/2017	0.20	\$86.00 Provide instructions to Sarah Cunningham in relation to the preparation of the Form 524.
Jayden Coulston	Manager	Administration	21/11/2017	0.30	\$129.00 Liaise with Ryan Whyte regarding investor mailing list discrepancies/issues and rectifying same with IT.
Jayden Coulston	Manager	Administration	21/11/2017	0.70	\$301.00 Review change of detail forms and supporting documents for 5 investors.
Jayden Coulston	Manager	Administration	21/11/2017	0.40	\$172.00 Review change of detail/transfer forms and supporting documents for 3 investors.
Maira Hattingh	Practice Assistant	Administration	21/11/2017	0.10	\$9.50 Filing
Sarah Cunningham	Accounting Assistant	Administration	21/11/2017	0.20	\$43.00 Reconciling accounts to 524 period.
Jayden Coulston	Manager	Administration	22/11/2017	0.10	\$43.00 Telephone call to solicitors in relation to timing and further documentation required for remuneration application for fees.
Jayden Coulston	Manager	Administration	22/11/2017	0.80	\$344.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	22/11/2017	0.30	\$129.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	22/11/2017	0.50	\$215.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	22/11/2017	0.20	\$86.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	22/11/2017	0.60	\$258.00 Review and update annexures to affidavit material for remuneration application to court.

Jayden Coulston	Manager	Administration	22/11/2017	0.60	\$258.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	22/11/2017	0.50	\$215.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	23/11/2017	0.70	\$301.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	23/11/2017	0.30	\$129.00 Review Form 524 for lodgement with ASIC. Review supporting documents.
Jayden Coulston	Manager	Administration	23/11/2017	0.50	\$215.00 Review email from Gadens and draft affidavit material for remuneration application.
Jayden Coulston	Manager	Administration	23/11/2017	0.60	\$258.00 Review and update annexures to affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	23/11/2017	0.60	\$258.00 Review and update annexures to affidavit material for remuneration application to court.
Moir Hattingh	Practice Assistant	Administration	23/11/2017	1.50	\$142.50 Filing
Sarah Cunningham	Accounting Assistant	Administration	23/11/2017	0.30	\$64.50 Drafting ASIC form 524. Reviewing against previous 524. Ensuring figures balance.
David Whyte	Partner	Administration	27/11/2017	0.30	\$174.00 reviewed draft application in relation to court application for remuneration approval and queries raised by our solicitors in respect of same
David Whyte	Partner	Administration	27/11/2017	0.10	\$58.00 reviewed ASIC form 524 receipts and payments
Jayden Coulston	Manager	Administration	27/11/2017	1.80	\$774.00 Cont. line by line review of affidavit drafted by solicitors for remuneration application. Complete missing information and make updates where required.
Jayden Coulston	Manager	Administration	27/11/2017	2.60	\$1,118.00 Review and update affidavit drafted by solicitors for remuneration application to Court. Review file and add missing information/references. Calculate amounts where required to be referenced.
David Whyte	Partner	Administration	28/11/2017	3.10	\$1,798.00 reviewed annexures to affidavit in support of court application for remuneration approval for the year ended 31 October 2017
Jayden Coulston	Manager	Administration	28/11/2017	0.10	\$43.00 Phone call from Gadens regarding updates to the draft affidavit for the remuneration application to court.

Jayden Coulston	Manager	Administration	28/11/2017	0.90	\$387.00	Review updated affidavit settled by counsel and changes made to the draft. Discuss changes made and timing of application with David Whyte.
Jayden Coulston	Manager	Administration	28/11/2017	0.80	\$344.00	Cont. line by line review of affidavit drafted by solicitors for remuneration application. Complete missing information and make updates where required.
Jayden Coulston	Manager	Administration	28/11/2017	0.80	\$344.00	Cont. line by line review of affidavit drafted by solicitors for remuneration application. Complete missing information and make updates where required.
Jayden Coulston	Manager	Administration	28/11/2017	0.40	\$172.00	Cont. line by line review of affidavit drafted by solicitors for remuneration application. Complete missing information and make updates where required.
Jayden Coulston	Manager	Administration	28/11/2017	0.40	\$172.00	Cont. line by line review of affidavit drafted by solicitors for remuneration application. Complete missing information and make updates where required.
Ryan Whyte	Undergraduate	Administration	28/11/2017	1.20	\$210.00	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.
Antoinette Fielding	Graduate Accountant	Administration	29/11/2017	0.60	\$105.00	Reviewing and clearing the scanned mail folder.
Jayden Coulston	Manager	Administration	29/11/2017	0.70	\$301.00	Review term deposit rates and previous corro to NAB re rollover of funds. Calculate what funds will be required over the next two months and draft email to NAB providing instructions to rollover majority of funds and deposit balance to EIF's account.
Jayden Coulston	Manager	Administration	29/11/2017	0.20	\$86.00	Review letter to NAB regarding instructions to rollover term deposit. Approval letter for signing. Email letter to NAB.
Jayden Coulston	Manager	Administration	29/11/2017	0.80	\$344.00	Reconcile and update receipts and payments for entire receivership period to be included in receiver's remuneration application to court.
Jayden Coulston	Manager	Administration	29/11/2017	0.80	\$344.00	Finalise reconciliation and updating of receipts and payments for entire receivership period to be included in receiver's remuneration application to court. Format spreadsheet.
Jayden Coulston	Manager	Administration	29/11/2017	0.20	\$86.00	Liaise with John Somerville in relation to methodology in allocating of receipts and payments amounts.
Jayden Coulston	Manager	Administration	29/11/2017	0.50	\$215.00	Preparation and review of supporting affidavit material for remuneration application to court.
Jayden Coulston	Manager	Administration	29/11/2017	0.60	\$258.00	Preparation and review of supporting affidavit material for remuneration application to court.
Ryan Whyte	Undergraduate	Administration	29/11/2017	1.10	\$192.50	Review and amend annexures to affidavit supporting court application for remuneration approval for the period ended 30 October 2017.

Charles Haines	Associate Director	Administration	30/11/2017	0.40	\$188.00	Review amendments regarding court application
Charles Haines	Associate Director	Administration	30/11/2017	0.30	\$141.00	Meeting regarding finalisation of court material, lodgement on website and mailing
David Whyte	Partner	Administration	30/11/2017	0.60	\$348.00	meeting with our solicitors/reviewed and swore affidavit in support of court application for remuneration approval for the year ended 31 October 2017
David Whyte	Partner	Administration	30/11/2017	2.60	\$1,508.00	reviewed annexures to affidavit in support of court application for remuneration approval for the year ended 31 October 2017
David Whyte	Partner	Administration	30/11/2017	1.50	\$870.00	reviewed draft affidavit in support of court application for remuneration approval for the year ended 31 October 2017
David Whyte	Partner	Administration	30/11/2017	0.10	\$58.00	telecon with our solicitors regarding finalisation of affidavit in relation to court application for remuneration approval
David Whyte	Partner	Administration	30/11/2017	0.10	\$58.00	reviewed correspondence from our solicitors regarding court application for remuneration approval/notice to investors to be signed/process to advertise application
Jayden Coulston	Manager	Administration	30/11/2017	0.90	\$387.00	Make amendments to draft affidavit for remuneration application to court as per David Whyte's review.
Jayden Coulston	Manager	Administration	30/11/2017	0.10	\$43.00	Phone call to solicitors regarding remuneration application and timing of providing supporting material for their review.
Jayden Coulston	Manager	Administration	30/11/2017	0.60	\$258.00	Review amendments made by Ryan Whyte to supporting affidavit material and forward to solicitors to compile for inclusion with application to court for remuneration.
Jayden Coulston	Manager	Administration	30/11/2017	1.10	\$473.00	Finalise amendments to draft affidavit for remuneration application to court as per David Whyte's review. Compile and format all annexures to affidavit and email instructions to finalise affidavit ready for swearing to solicitors.
Jayden Coulston	Manager	Administration	30/11/2017	0.10	\$43.00	Phone call from solicitors regarding clarification on equalisation payment amounts disclosed in affidavit.
Jayden Coulston	Manager	Administration	30/11/2017	0.10	\$43.00	Review investor change of details form and updates made to FinPower to details have been recorded correctly.
Jayden Coulston	Manager	Administration	30/11/2017	0.20	\$86.00	Review 2 payment requisitions for legal fees and IT fees.
Charles Haines	Associate Director	Administration	1/12/2017	0.20	\$94.00	Remuneration application review in relation to upload to website, database management and mailing list procedures

Jayden Coulston	Manager	Administration	1/12/2017	0.40	\$172.00 Email to IT consultant providing instructions to upload Court application material for remuneration application to both Equititrust websites. Compile and file all documents on system.
Jayden Coulston	Manager	Administration	1/12/2017	0.10	\$43.00 Phone call to IT consultant regarding request to upload remuneration application affidavit material to EL websites.
Jayden Coulston	Manager	Administration	1/12/2017	0.20	\$86.00 Review and confirm 2 change of detail requests have been performed correctly in FinPower as per change of detail forms. Sign off on control forms.
Jayden Coulston	Manager	Administration	1/12/2017	0.20	\$86.00 Review and approve 2 change of details request forms for updating in FinPower. Review and confirm sufficient supporting documentation has been provided.
Jayden Coulston	Manager	Administration	1/12/2017	0.20	\$86.00 Review and approve payment requisitions for legal fees and IT fees.
Moir Hattingh	Practice Assistant	Administration	1/12/2017	0.10	\$9.50 Filing
Jayden Coulston	Manager	Administration	4/12/2017	0.20	\$86.00 Provide instructions via email to IT consultant regarding placing notice on landing page of EL websites for the remuneration application to Court.
Jayden Coulston	Manager	Administration	4/12/2017	0.20	\$86.00 Review 2 change of details request forms and specimen signatures. Approve change of details updates to be made to FinPower.
Jayden Coulston	Manager	Administration	4/12/2017	0.30	\$129.00 Review procedure to notify investors of remuneration application to court. Provide instructions for notice to be advertised in The Australian, Courier Mail and Gold Coast Bulletin.
Jayden Coulston	Manager	Administration	4/12/2017	0.30	\$129.00 Review and approve template email out for notification to members of remuneration application. Review email address listing to confirm it includes EIF investors only.
Jayden Coulston	Manager	Administration	4/12/2017	0.30	\$129.00 Review and approve quote for postage of investor notice for remuneration application. Review member address listing and confirm EIF investors included only.
Jayden Coulston	Manager	Administration	4/12/2017	0.10	\$43.00 Review email from solicitors providing update in relation to service of application and affidavit material on interested parties.
Ryan Whyte	Undergraduate	Administration	4/12/2017	1.90	\$332.50 Generate investor mailing list from the Fund's database. Filter excel spreadsheet to only receive mailing addresses for the EIF. Arrange spreadsheet and separate postal addresses from email addresses.
David Whyte	Partner	Administration	5/12/2017	0.10	\$58.00 reviewed correspondence from our solicitors regarding service of court application for remuneration approval
Jayden Coulston	Manager	Administration	5/12/2017	0.10	\$43.00 Email to IT consultant regarding uploading notice to members to EL websites.

Jayden Coulston	Manager	Administration	5/12/2017	0.20	\$86.00 Review draft newspaper advertisements from The Australian, Courier Mail and Gold Coast Bulletin for notice of remuneration application. Email to David Whyte for approval to publish adverts.
Jayden Coulston	Manager	Administration	5/12/2017	0.30	\$129.00 Review uploaded remuneration application and supporting material to the EL websites and confirm uploads have been completed correctly. Screenshot notices on websites for affidavit of service.
Jayden Coulston	Manager	Administration	5/12/2017	0.10	\$43.00 Review payment requisition and invoice for printing costs.
Ryan Whyte	Undergraduate	Administration	5/12/2017	1.60	\$280.00 Reconcile receipts and payments for BDO distributions to investors for entire receivership period to be included in receiver's remuneration application to court.
Ryan Whyte	Undergraduate	Administration	5/12/2017	0.90	\$157.50 Reconcile receipts and payments for BDO distributions to investors for entire receivership period to be included in receiver's remuneration application to court.
Ryan Whyte	Undergraduate	Administration	5/12/2017	0.90	\$157.50 Prepare mail out to investors and check all investors have been included for the notice of the remuneration application. Send mail via post.
Ryan Whyte	Undergraduate	Administration	5/12/2017	0.10	\$17.50 Paid invoice in MYOB for the mail out of the notice to investors of the remuneration application.
Jayden Coulston	Manager	Administration	6/12/2017	0.10	\$43.00 Phone call to solicitors regarding the drafting of affidavit of service for the remuneration application and provision of documentation for same.
Jayden Coulston	Manager	Administration	6/12/2017	1.30	\$559.00 Compile documentation for affidavit of service of remuneration application. Email to solicitors setting out process and steps taken to serve notice on investors, including publishing advertisements, placing notices on websites and mailing of letters.
Jayden Coulston	Manager	Administration	6/12/2017	0.10	\$43.00 Review email from Ryan Whyte re distribution reconciliation.
Jayden Coulston	Manager	Administration	7/12/2017	0.40	\$172.00 Review updates made to FinPower database for 5 investors were in accordance with the change of details forms approved by the Receiver.
Jayden Coulston	Manager	Administration	7/12/2017	0.30	\$129.00 Create spreadsheet calculations to assist with reporting prior distribution amounts in correspondence to investors. Circulate with instructions to EIF team.
Charles Haines	Associate Director	Administration	8/12/2017	0.10	\$47.00 Review bank reconciliation report and scheduled payments
Moir Hattingh	Practice Assistant	Administration	8/12/2017	2.20	\$209.00 Filing
David Whyte	Partner	Administration	11/12/2017	0.20	\$116.00 reviewed correspondence from our solicitors regarding service of court application for remuneration approval/correspondence received from three parties that were served/reviewed draft affidavit confirming service of application

Jayden Coulston	Manager	Administration	11/12/2017	0.10	\$43.00 Review payment requisition and invoice for legal fees.
Jayden Coulston	Manager	Administration	11/12/2017	0.10	\$43.00 Review and confirm that investor details updated in FinPower are in accordance with the approved control form.
Jayden Coulston	Manager	Administration	11/12/2017	0.40	\$172.00 Review and update draft affidavit of service for Jayden Coulston in relation to the remuneration application.
Jayden Coulston	Manager	Administration	11/12/2017	0.40	\$172.00 Review correspondence to 4 investors regarding queries in relation to remuneration application.
Jayden Coulston	Manager	Administration	11/12/2017	0.30	\$129.00 Consider update to mailing method preferences on change of details form. Liaise with Ryan Whyte re FinPower system functionality and ability to adhere to preferences if provided for.
Jayden Coulston	Manager	Administration	13/12/2017	0.20	\$86.00 Phone call and email to our solicitors in relation to swearing affidavit of service and supporting material.
Jayden Coulston	Manager	Administration	13/12/2017	0.10	\$43.00 Consider email from investor regarding service of notice of remuneration application. Email David Whyte proposed response.
Jayden Coulston	Manager	Administration	13/12/2017	0.10	\$43.00 Review proposed update to change of details forms for mail preference election.
Ryan Whyte	Undergraduate	Administration	13/12/2017	0.30	\$52.50 Review correspondence from an investor in relation to an outstanding distribution. Access MYOB and Nab to pay the outstanding BDO distribution for an investor.
Jayden Coulston	Manager	Administration	14/12/2017	0.40	\$172.00 Attend offices of solicitors and swear affidavit of service for remuneration application.
David Whyte	Partner	Administration	18/12/2017	0.10	\$58.00 reviewed correspondence from our solicitors and including affidavit sworn by Jayden Coulston relating to service of remuneration application
Jayden Coulston	Manager	Administration	18/12/2017	0.30	\$129.00 Email to our solicitors regarding investor responses to notice of application for remuneration. Compile emails received and responses provided to investors.
Jayden Coulston	Manager	Administration	18/12/2017	0.40	\$172.00 Update correspondence to 4 investors addressing queries in relation to remuneration application.
David Whyte	Partner	Administration	19/12/2017	0.10	\$58.00 reviewed correspondence from Equititrust' s liquidators' solicitors regarding court application for remuneration approval/reviewed breakdown from Jayden Coulston on costs dealing with the dispute with the liquidators
Jayden Coulston	Manager	Administration	19/12/2017	0.40	\$172.00 Review and summarise time costs incurred in dealing with Hall Chadwick indemnity claim for inclusion in rem application hearing. Email to David Whyte re same.

Jayden Coulston	Manager	Administration	19/12/2017	0.10	\$43.00 Review and approve proposed amendments to change of details form to be sent to investors.
Jayden Coulston	Manager	Administration	19/12/2017	0.10	\$43.00 Review and confirm that updates made to FinPower were in accordance with approved control form for 1 investor.
Jayden Coulston	Manager	Administration	19/12/2017	0.20	\$86.00 Email to our solicitors regarding further responses from investors regarding remuneration application. Compile correspondence and forward to solicitors.
Jayden Coulston	Manager	Administration	19/12/2017	0.90	\$387.00 Review completed change of details forms, supporting documentation and control forms recommending updates to FinPower for nine (9) investors.
George Lethbridge	Graduate Accountant	Administration	20/12/2017	1.10	\$192.50 Undertook payment of 12 invoices in MYOB
Jayden Coulston	Manager	Administration	20/12/2017	0.30	\$129.00 Attend offices of our solicitors to supplementary affidavit in relation to service of notice to members.
Moira Hattingh	Practice Assistant	Administration	20/12/2017	0.20	\$19.00 Filing
Jayden Coulston	Manager	Administration	8/01/2018	0.20	\$86.00 Email instructions to IT consultant requesting that Order from Justice Mullins for remuneration approval be uploaded to both EIF websites.
Charles Haines	Associate Director	Administration	9/01/2018	0.10	\$47.00 Review GST position and refunds due from ATO
Charles Haines	Associate Director	Administration	9/01/2018	0.10	\$47.00 Review payment of invoice and update from Bank in relation to term deposit terms for future investments
Jayden Coulston	Manager	Administration	9/01/2018	0.40	\$172.00 Review updates of details made in FinPower database are in accordance with approved control forms for 5 investor accounts.
Jayden Coulston	Manager	Administration	9/01/2018	0.30	\$129.00 Review payment requisitions for advertising and IT costs.
Jayden Coulston	Manager	Administration	9/01/2018	0.50	\$215.00 Review change of details requests, control sheets and supporting documentation for 5 investors and deceased estates.
Jayden Coulston	Manager	Administration	9/01/2018	0.10	\$43.00 Instructions to Ryan Whyte and Ashley Richardson re payment of advertising invoices. Review MYOB for previous payments.
Ryan Whyte	Undergraduate	Administration	9/01/2018	0.20	\$35.00 Created payment in MYOB and on NAB connect for 3 invoices in relation to advertising.

Charles Haines	Associate Director	Administration	10/01/2018	0.10	\$47.00 Review legal invoices and description of works performed for payment
Jayden Coulston	Manager	Administration	10/01/2018	0.10	\$43.00 Review payment requisition for legal fees.
Jayden Coulston	Manager	Administration	10/01/2018	0.10	\$43.00 Review legal fees invoices and provide payment instructions to staff.
Jayden Coulston	Manager	Administration	10/01/2018	0.10	\$43.00 Confirm IT consultant has followed directions and uploaded remuneration court order to both EIF websites. Reply email to IT consultant confirming uploads correctly completed.
George Lethbridge	Graduate Accountant	Administration	11/01/2018	0.10	\$17.50 Creating payments in NAB Connect
George Lethbridge	Graduate Accountant	Administration	11/01/2018	0.20	\$35.00 Drafting invoices in MYOB
Charles Haines	Associate Director	Administration	15/01/2018	0.10	\$47.00 Follow up BAS and BAS refunds
Jayden Coulston	Manager	Administration	15/01/2018	0.10	\$43.00 Review BAS position and email instructions to Ryan Whyte to reconcile/complete outstanding BAS.
Jayden Coulston	Manager	Administration	15/01/2018	0.60	\$258.00 Review control forms for transfer of units and updating of details for 6 separate investors. Review supporting documentation and approve changes to be made to database in line with requests.
Jayden Coulston	Manager	Administration	16/01/2018	0.10	\$43.00 Consider offered term deposit rates for renewal of \$6m term deposit.
Antoinette Fielding	Graduate Accountant	Administration	17/01/2018	0.10	\$17.50 Phone call to Bank requesting confirmation on new term deposit rate.
Antoinette Fielding	Graduate Accountant	Administration	17/01/2018	0.10	\$17.50 Discussion with Jayden Coulston re. new Term Deposit rate and period.
Jayden Coulston	Manager	Administration	17/01/2018	0.10	\$43.00 Review change of details form and supporting documentation lodged by investor.
Jayden Coulston	Manager	Administration	17/01/2018	0.50	\$215.00 Review 9 separate updates made to FinPower database and confirm updates were made in accordance with respective signed control forms.
Jayden Coulston	Manager	Administration	17/01/2018	0.10	\$43.00 Consider term deposit renewal rates and provide instructions to Antoinette Fielding regarding renewal letter.

Moira Hattingh	Practice Assistant	Administration	17/01/2018	0.80	\$76.00 Filing
Ryan Whyte	Undergraduate	Administration	22/01/2018	0.30	\$52.50 Prepare file note in relation to payments that require to be paid in the next 3 months in response to Jayden Coulston's email. Prepare letter to NAB to rollover the balance for the term deposit.
Ainsley Watt	Senior Accountant - Experienced	Administration	24/01/2018	0.50	\$175.00 undertook bank reconciliation on Bank account and investigated cheque deposits
Antoinette Fielding	Graduate Accountant	Administration	25/01/2018	0.60	\$105.00 Reviewing and editing file note for term deposit for Jayden Coulston. Accessing NAB connect for Bank statements and MYOB for cash book estimates.
Jayden Coulston	Manager	Administration	25/01/2018	0.40	\$172.00 Review and update file note for term deposit renewal and calculation of estimated expenses over the renewal term of 3 months. Consider amount to be withdrawn from term deposit to cover anticipated expenses.
Jayden Coulston	Manager	Administration	25/01/2018	0.20	\$86.00 Liaise with Antoinette Fielding re completion of outstanding BAS and calculating manual adjustment for entities providing financial services.
Jayden Coulston	Manager	Administration	25/01/2018	0.10	\$43.00 Email NAB re term deposit renewal instructions.
Moira Hattingh	Practice Assistant	Administration	25/01/2018	0.60	\$57.00 Filing
Jayden Coulston	Manager	Administration	29/01/2018	0.10	\$43.00 Reply email to NAB re confirmation of renewal of term deposit.
Antoinette Fielding	Graduate Accountant	Administration	30/01/2018	2.00	\$350.00 Preparing BAS for period of 08/2016-10/2017
Jayden Coulston	Manager	Administration	30/01/2018	0.40	\$172.00 Review documentation and approve control sheets for 4 update of details requests from investors.
Jayden Coulston	Manager	Administration	30/01/2018	0.20	\$86.00 Review supporting documentation from executor of deceased estate to transfer units. Confirm supporting documentation in order and sign off on control form.
Ryan Whyte	Undergraduate	Administration	30/01/2018	0.40	\$70.00 Review 2011 financial accounts and determine the amount that is outstanding for distribution payments. Prepare email to Jayden Coulston with findings.
Antoinette Fielding	Graduate Accountant	Administration	31/01/2018	1.70	\$297.50 Reviewing and preparing BAS for 2016-2018 Period. Including the 75% claimable calculation
Antoinette Fielding	Graduate Accountant	Administration	31/01/2018	1.70	\$297.50 Reviewing and preparing BAS for 2016-2018 Period.

Jayden Coulston	Manager	Administration	31/01/2018	0.20	\$86.00 Liaise with Antoinette Fielding to complete outstanding BAS.
Jayden Coulston	Manager	Administration	31/01/2018	0.70	\$301.00 Review and confirm that changes to investor database for 9 investors were in accordance with control forms signed by Receiver.
Jayden Coulston	Manager	Administration	31/01/2018	0.10	\$43.00 Reconcile term deposit bank account.
Moira Hattingh	Practice Assistant	Administration	1/02/2018	0.80	\$76.00 Filing
Antoinette Fielding	Graduate Accountant	Administration	2/02/2018	0.30	\$64.50 Completing bank rec for two accounts, accessing online banking for statements. Preparing Jan Bas.
Antoinette Fielding	Graduate Accountant	Administration	2/02/2018	0.10	\$21.50 Generating BAS control Form
Jayden Coulston	Manager	Administration	6/02/2018	0.20	\$86.00 Review payment requisitions for 2 x IT expense invoices.
Ryan Whyte	Undergraduate	Administration	7/02/2018	0.10	\$17.50 Made payment in MYOB and on NAB Connect for legal fees.
Antoinette Fielding	Graduate Accountant	Administration	8/02/2018	0.20	\$43.00 Scanning and saving documents for employee claim for JC
Moira Hattingh	Practice Assistant	Administration	8/02/2018	0.60	\$57.00 Filing
Jayden Coulston	Manager	Administration	14/02/2018	0.20	\$86.00 Review payment requisitions for payment of 3 x legal fee invoices.
Ryan Whyte	Undergraduate	Administration	14/02/2018	0.10	\$17.50 Made a payment on Nab Connect and in MYOB for legal fees.
Moira Hattingh	Practice Assistant	Administration	16/02/2018	0.50	\$47.50 Filing
Jayden Coulston	Manager	Administration	21/02/2018	0.40	\$172.00 Review updates of details in FinPower database and confirm updates for 5 investors have been made in accordance with control forms/change of detail forms.
Moira Hattingh	Practice Assistant	Administration	21/02/2018	0.20	\$19.00 Filing

Ryan Whyte	Undergraduate	Administration	27/02/2018	0.40	\$70.00 Generate Fee WIP for the period 1 October 2017 to 31 January 2018. Filter and adjust spreadsheet to complete the fee review. Create billing summary for the report to investors as at 28 February 2018.
Ryan Whyte	Undergraduate	Administration	27/02/2018	0.80	\$140.00 Generate investor mailing list from the Fund's database. Filter excel spreadsheet to only receive mailing addresses for the EIF. Arrange spreadsheet and separate postal addresses from email addresses.
Ryan Whyte	Undergraduate	Administration	27/02/2018	0.50	\$87.50 Generate investor mailing list from the Fund's database. Filter excel spreadsheet to only receive mailing addresses for the EIF. Arrange spreadsheet and separate postal addresses from email addresses.
Jayden Coulston	Manager	Administration	1/03/2018	0.20	\$86.00 Testing of new centralised mailbox for investor corro. Liaise with Antoinette Fielding to use new mailbox for issuing of 31st update to investors.
Antoinette Fielding	Graduate Accountant	Administration	2/03/2018	0.40	\$86.00 Completing reconciliations on the three bank accounts. Exporting BAS documents & preparing BAS for review. Calculating the statutory percent allowed to be refunded for a fund in a excel.
George Lethbridge	Graduate Accountant	Administration	2/03/2018	0.30	\$52.50 Payment of invoice in MYOB
Moira Hattingh	Practice Assistant	Administration	2/03/2018	0.20	\$19.00 Filing
Antoinette Fielding	Graduate Accountant	Administration	6/03/2018	0.10	\$21.50 Reviewing Myob to confirm pending invoices and Printing invoices for processing
Antoinette Fielding	Graduate Accountant	Administration	6/03/2018	0.60	\$129.00 Entering 3x legal fee invoices into MYOB. Accessing Online banking and creating payment request for approval. Scanning and saving documents to file.
Jayden Coulston	Manager	Administration	6/03/2018	0.10	\$43.00 Review payment requisition for IT fees.
Ryan Whyte	Undergraduate	Administration	6/03/2018	0.30	\$52.50 Review draft application and affidavit for the Equititrust Equalisation payment to investors. Update information in the draft application and give to Jayden Coulston for review.
Ryan Whyte	Undergraduate	Administration	6/03/2018	1.40	\$245.00 Review draft application and affidavit for the Equititrust Equalisation payment to investors. Update information in the draft application and give to Jayden Coulston for review.
Moira Hattingh	Practice Assistant	Administration	7/03/2018	0.20	\$19.00 Filing
Jayden Coulston	Manager	Administration	9/03/2018	0.20	\$86.00 Review payment requisitions for legal fees.
Jayden Coulston	Manager	Administration	12/03/2018	0.10	\$43.00 Email instructions to staff regarding approved processes for sending/receiving emails from equititrust@bdo.com.au mailbox.

Moira Hattingh	Practice Assistant	Administration	14/03/2018	0.30	\$28.50 Filing
Antoinette Fielding	Graduate Accountant	Administration	15/03/2018	0.20	\$43.00 Processing Invoice through Myob.
Moira Hattingh	Practice Assistant	Administration	21/03/2018	0.20	\$19.00 Filing
George Lethbridge	Graduate Accountant	Administration	22/03/2018	0.20	\$35.00 Corresponding with IT service desk to get access to the Equititrust server back
Moira Hattingh	Practice Assistant	Administration	23/03/2018	0.10	\$9.50 Filing
Moira Hattingh	Practice Assistant	Administration	29/03/2018	0.40	\$38.00 Filing
Andrew Whittaker	Graduate Accountant	Administration	3/04/2018	0.20	\$43.00 Access to MYOB to process accounts payable for IT expense. Access to NAB to draft payment. Print docs.
Antoinette Fielding	Graduate Accountant	Administration	3/04/2018	0.70	\$150.50 Accessing MYOB summaries and drafting BAS. Exporting statements from online banking and completing three bank reconciliations on Myob. Calculating 75% claimable refund on spreadsheet for JC.
Jayden Coulston	Manager	Administration	3/04/2018	2.20	\$946.00 Review 20x monthly BAS and coding of cashbook entries. Liaise with Antoinette Fielding to make updates where required.
Antoinette Fielding	Graduate Accountant	Administration	4/04/2018	0.10	\$21.50 Reviewing Term deposit date.
Jayden Coulston	Manager	Administration	4/04/2018	0.10	\$43.00 Review requisition for payment of IT fees.
George Lethbridge	Graduate Accountant	Administration	5/04/2018	0.30	\$52.50 Drafting invoices in MYOB and NAB connect
Moira Hattingh	Practice Assistant	Administration	5/04/2018	0.20	\$19.00 Filing
Jayden Coulston	Manager	Administration	6/04/2018	0.10	\$43.00 Review payment requisition for payment of legal fee invoice.
Jayden Coulston	Manager	Administration	9/04/2018	0.70	\$301.00 Review amendments made to FinPower database for 9x investor change of details/tfr of units and confirm amendments have been made in accordance with signed control forms.

Jayden Coulston	Manager	Administration	9/04/2018	0.40	\$172.00 Review amendments made to FinPower database for 4x investor change of details/tfr of units and confirm amendments have been made in accordance with signed control forms.
Jayden Coulston	Manager	Administration	10/04/2018	0.10	\$43.00 Review draft email to NAB re term deposit interest rates and renewal.
Ryan Whyte	Undergraduate	Administration	10/04/2018	0.20	\$35.00 Export and review data from the MYOB bank reconciliation for 31/03/2018 in regards to uncleared payments.
Ryan Whyte	Undergraduate	Administration	10/04/2018	1.70	\$297.50 Export investor contact details from the investment database for preparing letters to investors re returned payments from the first three distributions. Filter and adjust spreadsheet to obtain contact details.
Ryan Whyte	Undergraduate	Administration	10/04/2018	0.90	\$157.50 cont. export investor contact details from the investment database for preparing letters to investors re returned payments from the first three distributions. Filter and adjust spreadsheet to obtain contact details.
Ryan Whyte	Undergraduate	Administration	10/04/2018	0.80	\$140.00 cont. export investor contact details from the investment database for preparing letters to investors re returned payments from the first three distributions. Filter and adjust spreadsheet to obtain contact details.
Jayden Coulston	Manager	Administration	19/04/2018	0.10	\$43.00 Liaise with David Whyte re renewal of term deposit.
Moira Hattingh	Practice Assistant	Administration	19/04/2018	0.70	\$66.50 Filing
Ryan Whyte	Undergraduate	Administration	23/04/2018	1.00	\$175.00 Prepare file note with information on current bank balances, future payments and recommendation of the rollover term for the NAB term deposit. Prepare Letter to NAB to rollover the term deposit.
Moira Hattingh	Practice Assistant	Administration	27/04/2018	0.20	\$19.00 Filing
Antoinette Fielding	Graduate Accountant	Administration	1/05/2018	0.20	\$43.00 Preparing BAS. Calculating amount receivable in excel.
Antoinette Fielding	Graduate Accountant	Administration	1/05/2018	0.20	\$43.00 Processing Invoice through Myob. Accessing online banking and creating and submitting payment for approval
Moira Hattingh	Practice Assistant	Administration	1/05/2018	0.10	\$9.50 Filing
Ryan Whyte	Undergraduate	Administration	1/05/2018	0.60	\$105.00 Review and amend annexures to affidavit supporting court application for the Equalisation Payment to investors. Provide Jayden Coulston with update.
Antoinette Fielding	Graduate Accountant	Administration	3/05/2018	0.30	\$64.50 Processing 3 x legal fee invoices in Myob. Accessing online banking and creating payments for approval. Printing for JC.

Antoinette Fielding	Graduate Accountant	Administration	4/05/2018	0.20	\$43.00	Reviewing mail folder with legal fee invoices - checking MYOB for payment. Moving scan to relevant folder.
Charles Haines	Associate Director	Administration	4/05/2018	0.60	\$282.00	Review 21 BAS forms and supporting documentation, GST codes and adjustment for BAS amounts in relation to 75% calc.
Charles Haines	Associate Director	Administration	4/05/2018	0.10	\$47.00	review and approve FinPower payment for database management costs
Moira Hattingh	Practice Assistant	Administration	4/05/2018	0.20	\$19.00	Filing
Moira Hattingh	Practice Assistant	Administration	10/05/2018	0.10	\$9.50	Filing
Moira Hattingh	Practice Assistant	Administration	11/05/2018	0.70	\$66.50	Filing
Moira Hattingh	Practice Assistant	Administration	16/05/2018	0.20	\$19.00	Filing
George Lethbridge	Graduate Accountant	Administration	18/05/2018	0.40	\$70.00	Reconciling the receipts and payments from the Equititrust reports to investors with the receipts and payments summary obtained from MYOB. Summarising this on a spreadsheet for Jayden's review.
Moira Hattingh	Practice Assistant	Administration	18/05/2018	0.20	\$19.00	Filing
Jayden Coulston	Manager	Administration	21/05/2018	0.30	\$129.00	Liaise with Ryan Whyte to manually update equalisation payment spreadsheet for transfer of units from one investor to three new investors.
Jayden Coulston	Manager	Administration	21/05/2018	0.10	\$43.00	Review email from Ryan Whyte to Intersoft regarding FinPower transaction reversal query.
Jayden Coulston	Manager	Administration	25/05/2018	0.10	\$43.00	Review Form 524 position in preparation for form completion/lodgement.
Moira Hattingh	Practice Assistant	Administration	25/05/2018	0.90	\$85.50	Filing
Jayden Coulston	Manager	Administration	28/05/2018	0.10	\$43.00	Email to Antoinette Fielding requesting information for renewal of term deposit.
Jayden Coulston	Manager	Administration	31/05/2018	0.20	\$86.00	Review file note and letter to NAB re term deposit renewal. Discuss amount to be rolled with AF.

Moira Hattingh	Practice Assistant	Administration	31/05/2018	0.50	\$47.50 Filing
Moira Hattingh	Practice Assistant	Administration	31/05/2018	0.50	\$47.50 Filing
Antoinette Fielding	Graduate Accountant	Administration	4/06/2018	0.20	\$43.00 Processing Finpower invoice in MYOB. Accessing online banking and creating payment for approval. Printing.
Jayden Coulston	Manager	Administration	4/06/2018	0.10	\$43.00 Review payment requisition for legal fees.
Jayden Coulston	Manager	Administration	8/06/2018	1.00	\$430.00 Review updates made to FinPower database and ensure the updates are in accordance with approved control forms for change of details/transfers etc. for 10 investor accounts. Liaise with Antoinette where further updates required.
Moira Hattingh	Practice Assistant	Administration	8/06/2018	0.60	\$57.00 Filing
Moira Hattingh	Practice Assistant	Administration	13/06/2018	0.50	\$47.50 Filing
George Lethbridge	Graduate Accountant	Administration	14/06/2018	0.50	\$87.50 Investigating the client listing supplied to the solicitors and its discrepancies with the unit balances in FinPower
Jayden Coulston	Manager	Administration	15/06/2018	0.20	\$86.00 Enter legal recovery asset and realisation of same in MYOB for settlement funds received in relation to valuer claim.
Moira Hattingh	Practice Assistant	Administration	21/06/2018	0.60	\$57.00 Filing
Moira Hattingh	Practice Assistant	Administration	29/06/2018	0.50	\$47.50 Filing
Jayden Coulston	Manager	Administration	3/07/2018	1.60	\$712.00 Review and approve control sheets and supporting documentation for updates to Finpower investor database (transfers, update of contact details etc.) for 13 x investors.
Jayden Coulston	Manager	Administration	5/07/2018	0.10	\$44.50 Email to Antoinette Fielding requesting reconciliation of GST.
Megan Dopking	Senior Accountant	Administration	5/07/2018	0.30	\$96.00 reconcile bank accounts, provide J Coulston with figures for report
Moira Hattingh	Practice Assistant	Administration	5/07/2018	0.30	\$30.00 Filing

Jayden Coulston	Manager	Administration	6/07/2018	0.10	\$44.50 Email to Antoinette Fielding requesting payment of legal fees.
Antoinette Fielding	Graduate Accountant	Administration	10/07/2018	0.30	\$66.00 Drafting June 2018 BAS.
Moira Hattingh	Practice Assistant	Administration	11/07/2018	0.20	\$20.00 Filing
Antoinette Fielding	Graduate Accountant	Administration	13/07/2018	0.50	\$110.00 Processing 4x invoices through Myob. Creating payment for approval on online banking.
Jayden Coulston	Manager	Administration	13/07/2018	0.10	\$44.50 Request Antoinette obtain quotes for print out of 583 page report.
Antoinette Fielding	Graduate Accountant	Administration	16/07/2018	0.20	\$44.00 Accessing NAB connect and creating x 3 payments for approval re. invoices for legal and database fees.
Jayden Coulston	Manager	Administration	16/07/2018	0.10	\$44.50 Review cash position and provide instructions for excess funds to be put into term deposit.
Jayden Coulston	Manager	Administration	16/07/2018	1.30	\$578.50 Review and approve control sheets and supporting documentation for updates to Finpower investor database (transfers, update of contact details etc.) for 10 x investors.
Jayden Coulston	Manager	Administration	16/07/2018	0.50	\$222.50 Review and approve control sheets and supporting documentation for updates to Finpower investor database (transfers, update of contact details etc.) for 4 x investors.
Jayden Coulston	Manager	Administration	17/07/2018	0.20	\$89.00 Review payment requisitions for payment of 3 x invoices (legal fees, IT expenses and printing expenses).
Jayden Coulston	Manager	Administration	17/07/2018	0.20	\$89.00 Review 2 x BAS and supporting documents. Discussion with AF re certain transactions.
Jayden Coulston	Manager	Administration	17/07/2018	1.00	\$445.00 Review control forms against updates/transfers made to FinPower database. Confirm updates/transfers have been made in line with approved control forms for 10 x Investors.
Antoinette Fielding	Graduate Accountant	Administration	19/07/2018	0.40	\$88.00 Reviewing Past Indicative rates and preparing file note and letter for term deposit. Reconciling the account.
Jayden Coulston	Manager	Administration	19/07/2018	0.10	\$44.50 Review letter to NAB for new \$1.5m term deposit investment.
Moira Hattingh	Practice Assistant	Administration	19/07/2018	0.40	\$40.00 Filing

Moira Hattingh	Practice Assistant	Administration	25/07/2018	0.20	\$20.00 Filing
Moira Hattingh	Practice Assistant	Administration	31/07/2018	0.10	\$10.00 Filing
Moira Hattingh	Practice Assistant	Administration	1/08/2018	0.20	\$20.00 Filing
Moira Hattingh	Practice Assistant	Administration	3/08/2018	0.10	\$10.00 Filing
Moira Hattingh	Practice Assistant	Administration	8/08/2018	0.20	\$20.00 Filing
Sarah Cunningham	Accounting Assistant	Administration	9/08/2018	0.10	\$22.00 Reconciling account to 31 July.
Jayden Coulston	Manager	Administration	10/08/2018	0.50	\$222.50 Compile notice, order and affidavit material. Draft email to external IT contractor to upload documents to websites under specific headings. Instructions to Ryan Whyte to update notice.
Jayden Coulston	Manager	Administration	10/08/2018	0.50	\$222.50 Review service requirements and instructions from Gadens for service of notice re Liquidators' claims application to investors. Provide instructions to Ryan Whyte to prepare investor listing and notice to investors for mail out. Reply email to Gadens.
Jayden Coulston	Manager	Administration	13/08/2018	0.60	\$267.00 Phone call and emails to external IT consultant providing instructions to upload documents to websites to effect service to creditors for application to court for directions, as per court order.
Antoinette Fielding	Graduate Accountant	Administration	16/08/2018	0.40	\$88.00 Exporting the BAS records from Myob and preparing July BAS. Accessing online banking and preparing bank reconciliation x 3.
Moira Hattingh	Practice Assistant	Administration	16/08/2018	0.10	\$10.00 Filing
Antoinette Fielding	Graduate Accountant	Administration	21/08/2018	0.10	\$22.00 Reviewed and updated BAS calculation sheet.
Moira Hattingh	Practice Assistant	Administration	21/08/2018	0.20	\$20.00 Filing
Jayden Coulston	Manager	Administration	22/08/2018	0.20	\$89.00 Review and update August 2018 BAS calculations.
Jayden Coulston	Manager	Administration	22/08/2018	0.30	\$133.50 Review payment requisitions, invoices and uploaded files for payment of IT, printing and legal fee invoices.

Antoinette Fielding	Graduate Accountant	Administration	24/08/2018	0.20	\$44.00 Updating GST codes for certain transactions and re-running BAS documents.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via post.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.20	\$44.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via post.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email.
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .

Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.20	\$44.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Eloise Carroll	Graduate Accountant	Administration	27/08/2018	0.10	\$22.00 Scanned documents and saved to files and database, sent off documents to required investor via email .
Moira Hattingh	Practice Assistant	Administration	30/08/2018	1.10	\$110.00 Filing
Ryan Whyte	Undergraduate	Administration	30/08/2018	0.40	\$72.00 Prepare letter to the bank in relation to rolling over the term deposit. Create budget of expenses for the next 2 months and reconcile the bank accounts in MYOB.
Antoinette Fielding	Graduate Accountant	Administration	5/09/2018	0.30	\$66.00 Processing three notice advertising invoices through MYOB. Accessing online banking and creating payment for approval.
Antoinette Fielding	Graduate Accountant	Administration	5/09/2018	0.20	\$44.00 Processing database management invoice through MYOB. Accessing online banking and creating payment for approval.
Jayden Coulston	Manager	Administration	5/09/2018	0.30	\$133.50 Review confirmations of renewal of term deposits. Liaise with Antoinette Fielding to obtain updated confirmations from NAB with correct rates/amounts. Review bank account reconciliations to confirm interest amounts entered into MYOB.
Jayden Coulston	Manager	Administration	5/09/2018	0.20	\$89.00 Review and approve payment requisitions for payment of 3x advertising and legal fee invoices.
Moira Hattingh	Practice Assistant	Administration	5/09/2018	0.70	\$70.00 Filing
Moira Hattingh	Practice Assistant	Administration	6/09/2018	0.10	\$10.00 Filing
Antoinette Fielding	Graduate Accountant	Administration	11/09/2018	0.30	\$66.00 Preparing August 2018 BAS. Accessing MYOB and running activity. Reconciling 2x accounts. Preparing amount claimable calculation in Excel.

Jayden Coulston	Manager	Administration	11/09/2018	0.10	\$44.50 Review and approve payment requisition for legal fees invoice.
Moira Hattingh	Practice Assistant	Administration	14/09/2018	1.10	\$110.00 Filing
Moira Hattingh	Practice Assistant	Administration	20/09/2018	0.70	\$70.00 Filing
Jayden Coulston	Manager	Administration	25/09/2018	0.10	\$44.50 Check EIF websites for updates in accordance with instructions to IT consultant.
Jayden Coulston	Manager	Administration	26/09/2018	0.10	\$44.50 Reply email to Ryan Whyte in relation to BAS and bank reconciliation queries.
Moira Hattingh	Practice Assistant	Administration	27/09/2018	0.70	\$70.00 Filing
Antoinette Fielding	Graduate Accountant	Administration	28/09/2018	0.30	\$66.00 Processing service provider invoice in MYOB. Accessing online bank account and preparing payment for approval.
Antoinette Fielding	Graduate Accountant	Administration	2/10/2018	0.20	\$44.00 Processing invoice in MYOB. Accessing online banking and creating payment for DW approval.
Jayden Coulston	Manager	Administration	2/10/2018	0.10	\$44.50 Review FinPower fee invoice payment.
Jayden Coulston	Manager	Administration	4/10/2018	0.20	\$89.00 Liaise with Ryan Whyte to reconcile and pay outstanding legal invoices.
Jayden Coulston	Manager	Administration	4/10/2018	0.30	\$133.50 Review payment requisitions and reconciliation for payment of 5 legal fee invoices. Review reconciliation of previous short payment.
Moira Hattingh	Practice Assistant	Administration	4/10/2018	0.60	\$60.00 Filing
Ryan Whyte	Undergraduate	Administration	4/10/2018	0.70	\$126.00 Payment of 5 invoices in MYOB and on NAB for legal fees for the ongoing legal proceedings and matters.
George Lethbridge	Graduate Accountant	Administration	9/10/2018	0.10	\$22.00 Reviewing emails for investors responses in regards to a directions application to provide to lawyers.
Moira Hattingh	Practice Assistant	Administration	9/10/2018	0.20	\$20.00 Filing

Moira Hattingh	Practice Assistant	Administration	11/10/2018	0.60	\$60.00 Filing
Moira Hattingh	Practice Assistant	Administration	17/10/2018	0.10	\$10.00 Filing
Moira Hattingh	Practice Assistant	Administration	18/10/2018	0.60	\$60.00 Filing
Moira Hattingh	Practice Assistant	Administration	24/10/2018	0.10	\$10.00 Filing
George Lethbridge	Graduate Accountant	Administration	29/10/2018	0.30	\$66.00 Updating Equititrust investor correspondence register to ensure no investor requests are missed.
Jayden Coulston	Manager	Administration	30/10/2018	0.20	\$89.00 Email to Gadens requesting extension of AFSL licence suspension and correspondence with ASIC re same.
Jayden Coulston	Manager	Administration	31/10/2018	0.10	\$44.50 Reply email to Gadens re extension of AFSL suspension.

\$247,081.50

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BDO Business Restructuring

SCALE OF INSOLVENCY HOURLY CHARGE OUT RATES

FEES	\$ (Exc GST)	\$ (Inc GST)
Partner	580	638
Associate Director	495	545
Senior Manager	470	517
Manager	430	473
Assistant Manager	390	429
Senior Accountant I	350	385
Senior Accountant II	310	341
Accountant I	255	281
Accountant II	215	237
Financial Assistant	215	237
Undergraduate	175	193
Practice Assistant	170	187
Administration Assistant	95	105

DISBURSEMENTS		
Postage	At cost	At cost
Phone	At cost	At cost
Photocopying	30c a copy	33c a copy
Fax	\$1 per page	\$1.10 per page
Company Search	At cost	At cost
Property Search	25	27.50
File Setup & Document Storage	60	66

These rates are current from 1 July 2017.

The Partners of BDO Business Restructuring Pty Ltd follow the Australian Restructuring, Insolvency and Turnaround Association's (ARITA) code of Professional Practice.

A copy of the code may be found on the ARITA website (www.arita.com.au).

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

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BDO Business Restructuring Pty Ltd

SCALE OF INSOLVENCY HOURLY CHARGE OUT RATES

FEES	\$ (Exc GST)	\$ (Inc GST)
Partner	595	655
Associate Director	510	561
Senior Manager	485	534
Manager	445	490
Assistant Manager	400	440
Senior Accountant I	360	396
Senior Accountant II	320	352
Accountant I	265	292
Accountant II	220	242
Financial Assistant	220	242
Undergraduate	180	198
Practice Assistant	175	193
Administration Assistant	100	110

DISBURSEMENTS		
Postage	At cost	At cost
Phone	At cost	At cost
Photocopying	30c a copy	33c a copy
Fax	\$1 per page	\$1.10 per page
Company Search	At cost	At cost
Property Search	25	27.50
File Setup & Document Storage	60	66

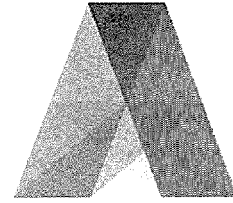
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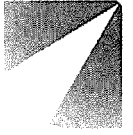
ARITA

**ARITA
CODE OF
PROFESSIONAL PRACTICE
3RD EDITION**

AUSTRALIAN RESTRUCTURING
INSOLVENCY & TURNAROUND
ASSOCIATION



Code of Professional Practice
for Insolvency Practitioners
Third Edition – 1 January 2014
(as amended 18 August 2014)



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14 Necessary and Proper Remuneration

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

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

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

14.1 Necessary Work

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

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

Example

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

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

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

Example

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

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

Example

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

14.2 Properly performed

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

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

Example

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

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

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

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

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

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

14.3 Deciding what work to undertake

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

Example

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

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

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

14.4 Outsourcing

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

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

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

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

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

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

14.5 Work that cannot be remunerated

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

Example

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

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

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

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

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

14.6 Staff levels and numbers

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

Example

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

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

Example

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

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

14.7 Setting hourly rates

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

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

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

14.8 Costs of claiming Remuneration

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

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

Example

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

14.9 Costs of communicating with Regulators or professional bodies

A Practitioner must not claim Remuneration for time spent:

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

14.10 Disbursements

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

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

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

14.10.1 What is a Disbursement?

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

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

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

Table 2: Disbursement types

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

14.10.2 What are not Disbursements?

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

A. Overheads

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

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

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

Example

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

B. Internal non-insolvency professional costs

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

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

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

Example

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

C. External insolvency professional costs

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

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

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

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

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

Example

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

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

D. Late lodgement fees

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

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

E. Unreasonable Travel Costs

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

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

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

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

Example

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

F. Pre-appointment expenses

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

14.10.3 Necessarily and properly incurred

A. Professional Disbursements

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

The Practitioner should consider issues of:

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

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

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

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

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

Example

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

B. Non-professional Disbursements

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

For internal Disbursements:

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

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

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

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

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

15 Meaningful disclosure in Remuneration claims

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

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

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

15.1 Recording of Work Done

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

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

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

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

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

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

15.2 Bases of calculation

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

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

15.2.1 Time based charging

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

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

15.2.2 Prospective Fee Approval

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

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

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

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

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

15.2.3 Fixed fee

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

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

Examples

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

15.2.4 Percentage

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

15.2.5 Success or Contingency Fees

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

This is based on the principles that:

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

Example

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

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

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

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

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

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

Example

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

15.3 Information to be disclosed and when

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

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

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

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

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

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

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

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

15.3.1 Court requirements

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

15.3.2 Information to be provided for all Remuneration bases

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

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

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

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

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

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

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

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

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

15.4 Sources of Funding

15.4.1 Department of Employment payments

A. Corporate Administrations

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

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

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

B. Personal insolvency Administrations

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

15.4.2 Assetless Administration funding

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

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

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

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

15.4.3 Litigation funding

Remuneration from litigation funding from any source, must be:

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

15.4.4 Creditor funding

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

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

15.4.5 Secured creditor funding

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

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

15.4.6 Indemnities and up-front payments

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

15.5 General guidance on reporting

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

The information provided to creditors must be:

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

A Practitioner should:

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

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

Questions from creditors should be anticipated and not discouraged.

Additional information should be provided if requested.

15.6 At the meeting

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

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

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

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

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

Refer to Chapter 24 for further information about meeting requirements.

15.7 Changing basis of Remuneration

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

Example

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

16 Approval before drawing Remuneration

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

16.1 Drawing of Remuneration

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

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

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

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

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

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

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

16.2 Monies received in advance

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

16.3 Remuneration drawn inappropriately

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



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

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



TO INVESTORS AS ADDRESSED

28 February 2018

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

1. Introduction

I refer to my previous reports and now provide my 31st update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011. This report should be read in conjunction with my previous reports to Investors.

In summary, there have been three distributions to Investors to date totalling 11 cents in the dollar and based on the reducing number of units held. This equates to 10.6 cents in the dollar of the units held at the date of my appointment on 21 November 2011. The current total estimated return to Investors is between 12.2 and 12.3 cents in the dollar as detailed at Section 5 of this report.

The remaining matters to be completed in order to finalise the winding up, are as follows:

- Finalise the proceedings against the valuers (refer Section 2).
- Resolve the claims by the Liquidators (refer Section 3.2).
- Apply to Court for authority to pay an equalisation payment to Investors who did not receive a return of capital in the 2011 financial year (refer Section 5.2).
- The Liquidators of Equititrust Lid (In Liquidation) (Receivers and Managers Appointed) (EL) to resolve the proceedings against the directors of EL and the auditors of the fund. If successful, funds will be paid to the Fund after deducting the costs of the proceedings and a payment to the litigation funder (refer Section 2.2)
- Pay a final distribution to Investors.

The timing of the final distribution to Investors is uncertain principally because it is unknown when the proceedings against the directors of EL and the auditors of the Fund will be resolved.

2. Legal Proceedings

2.1 Valuer Legal Proceedings

I refer to my previous update and milestones in relation to the claim filed against a valuer for negligence and damages.

The proceedings have continued to progress with the key matters addressed since my last report on 31 October 2017 being as follows:



- The mediation set down for 7 December 2017 was deferred due to the unavailability of the parties and was held on 19 February 2018
- An offer to settle the proceedings was made by me at the mediation and the defendants are liaising with the relevant parties to determine if this is acceptable to them
- In the event mediation is unsuccessful, a request for trial date is to be lodged with the Court by no later than 23 March 2018.

Should the matter settle, I will advise Investors by way of letter and upload to the websites www.equitytrust.com.au and www.equitytrustincomefund.com.au. The letter will not be mailed to Investors in order to save the costs of doing so. Otherwise I will update Investors by 30 June 2018 when my next report is due.

2.2 Liquidators' claim against the Auditors and Directors and Officers

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

I have received an update from the Liquidators' solicitors and note the following in relation to the proceedings:

- On 17 January 2018, Foster J handed down his judgment concerning the application by the Liquidators of EL to amend the statement of claim and on 21 February 2018, the Court indicated that it will allow the amendments. Those amendments include a pleading that the auditor failed to comply with section 1041E of the *Corporations Act 2001* (the Act), which is a non-apportionable claim. Orders to that effect will be made by his Honour shortly
- The Court will also make timetabling orders for the Respondents to file and serve defences to the amended pleading in late March or early April 2018. After that, the proceeding will return to Court for a further case management conference, at which time we expect that the Court will make orders for discovery and, possibly evidence.

As previously advised, the Liquidators entered into a litigation funding deed with a litigation funder, which has been approved by the Court, to fund the action against the Auditors, Directors and EL in its own capacity.

Therefore, the Fund is not bearing any costs of the litigation; however any funds realised from this claim that relate to the EIF will be paid to the Fund (after deducting the costs of the litigation). Please note that I will not be in a position to make a final distribution and finalise the winding up of the Fund until this litigation has been resolved.

I will provide a further update to Investors in my next report.

3. Creditor Claims

3.1 Other Creditors

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

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund
- Potential claims against the Fund made by the Liquidators of EL (refer Section 3.2 below)



- Any other creditors outstanding at the date of my appointment
- Receiver's remuneration and outlays.

3.2 Claims by the Liquidators of EL

As advised in my last report to Investors, repeated attempts have been made to resolve all claims between the Fund and the Liquidators in respect of a costs order awarded against EL in the proof of debt proceedings and the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

As previously advised, the Liquidators' total claims are for approximately \$2.1M (remuneration of \$1.2M and disbursements of \$0.9M), which seems unreasonable as I have been in control of the Fund since before their appointment, and Receivers have been appointed to the second mortgage fund, Equititrust Premium Fund. Therefore, in my opinion, there has been little for them to do other than pursue the proceedings against the Auditors and Directors, which is subject to litigation funding.

A detailed review of their claim has been undertaken however has been hampered by no timesheets being provided for the Voluntary Administration period and the invoices provided on the disbursements being redacted to the point there is insufficient information to make a proper assessment as to the extent they are justifiable expenses.

I have undertaken a detailed review of the Liquidators timesheet entries totalling \$1.2M however have been only been able to identify approximately \$8,000 as directly relating to the Fund.

The Liquidators have not separated the narrations to differentiate the work done on the following distinct matters:

- general Liquidators' work for the corporate entity, EL
- the EIF
- the EPF
- the EPCIF
- the Sophisticated Fund.

Given that there has been no material progress made since my last report, I have instructed my solicitors to make an application to Court for directions in order to resolve the matter.

In order to save costs, this will be done at the same time as the Court application seeking the authority for me to make the equalisation payment as discussed at Section 5.2.

3.3 Claims by former employee of borrowing entity

A former employee of a borrower of the Fund commenced proceedings against the Receiver of the Fund and the Receiver and Manager previously appointed by the Fund to realise the Fund's security over the borrower. The former employee's claim totals approximately \$330,000 and is in respect of unpaid employee entitlements that they believe are payable from the realisation of circulating assets that were subject to the Fund's security over the borrower pursuant to section 433 of the Act.



I believe this claim has little prospects of success for the following reasons:

- The proceedings have been brought against the wrong parties
- The former employee has failed to obtain the consent of the former Liquidators of the borrowing entity to sue for compensation pursuant to section 596AF of the Act. I note the borrowing entity is now deregistered
- The Fund advanced monies to the Receiver and Manager of the borrowing entity so it could continue trading and to fund day-to-day operations
- The monies advanced by the Fund and referred to above were in excess of the realisations from circulating assets
- The Fund is entitled to offset funds advanced to the Receiver and Manager from the circulating assets in priority to the entitlements of employees (*Waters v Widdows [1984] VR 503 at 520*).

Following provision of further information to the employee's solicitors it has been agreed that the proceedings will be discontinued with no order as to costs.

4. Receipts and Payments

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 October 2017 to 31 January 2018.

Summary of Receipts and Payments for the period 1 October 2017 to 31 January 2018	
	(\$)
Opening Cashbook Balance	6,863,719.02
Receipts	
Interest Income	47,033.90
Loan Recoveries - Wirrina Cove	180.00
Overpaid Investor Distributions	944.41
Total Receipts	48,158.31
Payments	
Advertising Fees	(2,704.65)
Bank Charges	(40.00)
IT Expenses	(9,669.00)
Legal Fees	(109,635.40)
Printing & Stationery Expenses	(3,817.69)
Appointee Fees	(318,561.65)
Appointee Disbursements	(5,820.65)
Total Payments	(450,249.04)
Closing Cashbook Balance	6,461,628.29



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

- The loan recovery relates to minor debtor collections for an outstanding water bill on Wirrina Cove.
- The return of overpaid Investor distributions relates to a clerical error whereby an Investor was overpaid in the cashbook. This amount was never physically paid and the refund results from the reversal of this payment in the cashbook.
- Advertising fees relate to the advertising of the Receivers remuneration application to Court.
- IT expenses include the cost of hosting and maintaining the Equititrust server and licence fees for the Investor management database.
- Legal fees primarily relate to the costs in pursuing the remaining valuer claim, dealing with the claims by the Liquidators of EL and preparing and attending the Receiver's remuneration application to Court, as outlined in sections 1.2, 2.2 and 5 of this report, respectively.
- Printing and stationary expenses relate to the external cost of copying and issuing correspondence to Investors.
- Appointee Fees relate to the Receiver's Court approved remuneration for the period 1 November 2016 to 31 October 2017, which were approved by the Court on 20 December 2017.
- Appointee Disbursements primarily relate to postage costs associated with issuing updates to Investors for the period 1 November 2016 to 31 October 2017.

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

5. Estimated Return to Investors

To date the following distributions have been paid to Investors:

- First interim distribution of 5 cents per unit paid in June 2014 totalling \$9.678 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.516 million
- Third interim distribution of 3 cents per unit paid in September 2015 totalling \$5.36 million.

As previously advised, the Fund recorded an accounting and tax loss for the year ended 30 June 2011. Accordingly, the Fund had no surplus income available to distribute to Investors in the 2011 financial year. All payments to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital.

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



In light of the above, I provide below the overall estimated return to Investors of between 12.2 cents and 12.3 cents per unit as at 31 January 2018 as follows:

	Low \$000's	High \$000's
Net Estimated Value of Fund Assets as at 31 January 2018	6,462	6,462
Less:		
Estimated Creditors and Other Payables	(540)	(290)
Estimated Equalisation Payment	(2,924)	(2,924)
Estimated net amount available to Investors at 31 January 2018	2,998	3,248
Add:		
3 cent interim distribution paid September 2015	5,360	5,360
3 cent interim distribution paid June 2015	5,526	5,526
5 cent interim distribution paid June 2014	9,696	9,696
Total Funds Available for Distribution to Investors	23,580	23,830
Total investor units as at 21 November 2011	193,912	193,912
Overall Estimated Return to Investors per Unit	12.2 cents	12.3 cents

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

The estimated return also excludes potential legal recoveries against valuers or other third parties as outlined in sections 2.1 and 2.2 of this report and therefore, the overall return to Investors may be higher than this estimate.

5.1 Future Updates and Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors, other than the proposed equalisation payment, until the remaining legal proceedings currently on foot (refer sections 2.1 and 2.2 of this report) and the claims with the Liquidators of EL have been resolved.

I anticipate that the winding up of the Fund may take a further twelve months or more to finalise unless out of Court settlements can be reached on the valuer and Liquidators' claims.

I will continue to provide updates to Investors on its progress and the timing of future distributions. I will issue my next update to Investors by 30 June 2018.

5.2 Equalisation Payment to Investors

As previously advised, an equalisation payment is proposed to Investors, and will be the subject of an application to Court to approve same, who did not receive a partial repayment of capital during the period from 1 July 2010 up until the cessation of distribution payments in March 2011. These Investors include Investors that elected to receive distribution payments annually and where their investments did not mature during this period.



The equalisation payment is also proposed to ensure an equitable return of capital is paid to all Investors given the different interest rates applicable for each class of unit which was used in calculating the partial return of capital paid at the relevant time.

I have calculated the total equalisation payment to Investors to be \$2.924M across 2,447 separate Investor accounts. An adjustment for the equalisation payment is reflected in the estimated return to Investors at Section 5 and is in line with the estimate in my 30th report to Investors.

I have instructed my solicitors to prepare an application to Court to approve the equalisation payment to Investors and anticipate this application will be made by 30 April 2018. Subject to receiving Court directions approving the payment, I anticipate that the equalisation payment will be distributed to Investors in the 2018 financial year.

Investors will be advised of the application in due course and a copy of the relevant documentation will be uploaded to the websites www.equitytrustincomefund.com.au and www.equitytrust.com.au.

6. Receiver's Remuneration and Expenses

I attach a summary of my current remuneration and outlays incurred since my last report to Investors, which covers the period from 1 October 2017 to 31 January 2018 totalling \$134,929.00 plus outlays of \$4,528.57 (excluding GST).

The last Court approval of my remuneration covering the 12 months ended 31 October 2017 was heard on 20 December 2017 and approved in the amount of \$289,601.50 (excluding GST), equating to \$24,133 (excluding GST) per month. My unbilled remuneration since then, covering the period from 1 November 2017 to 31 January 2018 (including the period detailed above), totals \$89,717.00 (excluding GST), equating to \$29,906 plus GST per month.

The main tasks undertaken during the period were:

- Correspondence with Investors, including:
 - Confirmation of unit holding balance
 - Change of details
 - Transfer of units.
- Ongoing maintenance and updating of the Investor database.
- Correspondence with Investors' financial advisors seeking updates in relation to the Fund.
- Reviewing expert reports and documentation in relation to the valuer claim. Meetings and correspondence with my solicitors in relation to the claim.
- Reviewing correspondence from the Liquidators and their solicitors in relation to the claim against the Auditors, Directors and EL.
- Preparing and lodging statutory returns.
- Preparing my remuneration application to Court and supporting material for the period 1 November 2016 to 31 October 2017.
- Liaising with my solicitors in relation to the remuneration application to Court for the period 1 November 2016 to 31 October 2017.
- Review claim and Court application made by former employee in respect of the realisation of assets subject to the Fund's security over a borrower. Liaise with my solicitors in relation to responding to the claim.



- Finalisation of equalisation payment calculations.
- Preparation of explanatory notes to the equalisation payment to assist in the preparation of the Court application, including reference to issues where manual review and adjustments were required. These included where:
 - New units were acquired and reinvestments took place during FY2011
 - Units were transferred to different/new unit holdings during FY2011 and at a later date
 - Hardship and redemption payments were made during FY2011.
- Correspondence with the Liquidators regarding insufficient documentation provided to support claim for remuneration from the Fund and request for undertaking in relation to dealing with any funds received from their proceedings.

I anticipate that my next application for approval of my remuneration will be heard in November or December 2018 and will cover the period from 1 November 2017 to 31 October 2018.

7. Updating your contact details

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

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

8. Queries

All queries should be directed to this office, as follows:

Phone: (07) 3237 5999
Email: equititrust@bdo.com.au

Yours faithfully

David Whyte
Receiver

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 October 2017 to 31 January 2018

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	34.7	20,126.00	10.2	5,916.00	10.8	6,264.00	4.5	2,610.00	0.3	174.00	8.9	5,162.00
Charles Haines	Senior Manager	470	14.9	7,003.00	4.7	2,209.00	7.9	3,713.00	0.6	282.00	0.2	94.00	1.5	705.00
Jayden Coulston	Manager	430	175.3	75,379.00	4.7	2,021.00	51.9	22,317.00	0.2	86.00	72.2	31,046.00	46.3	19,909.00
Ainsley Watt	Senior Accountant I	350	4.1	1,435.00			3.6	1,260.00					0.5	175.00
Andrew Whittaker	Accountant II	215	0.5	107.50			0.3	64.50					0.2	43.00
Sarah Cunningham	Team Assistant	215	1.3	279.50									1.3	279.50
Eloise Carroll	Accountant II	215	0.1	21.50			0.1	21.50						
Ryan Whyte	Undergraduate	175	92.8	16,240.00			70.9	12,407.50			11.6	2,030.00	10.3	1,802.50
George Lethbridge	Undergraduate	175	26.2	4,585.00	0.5	87.50	22.1	3,867.50					3.6	630.00
Antoinette Fielding	Undergraduate	175	52.2	9,135.00	0.1	17.50	38.2	6,685.00	0.7	122.50	0.6	105.00	12.6	2,205.00
Moira Hattingh	Team Assistant	95	6.5	617.50									6.5	617.50
TOTALS			408.6	134,929.00	20.2	10,251.00	205.3	56,600.00	6.0	3,100.50	84.9	33,449.00	91.7	31,528.50
			GST	13,492.90										
			TOTAL INC GST	148,421.90										
			AVERAGE HOURLY RATE	330	507	275	517	394	344					

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 October 2017 to 31 January 2018

Equititrust Income Fund (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Postage	3,957.31
Search Fee	571.26
TOTAL	4,528.57
GST	452.86
TOTAL INC GST	4,981.43

"ON-11"



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TO INVESTORS AS ADDRESSED

21 June 2018

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

1. INTRODUCTION

I refer to my previous reports and provide my 32nd update to Investors since my appointment as Court appointed Receiver and person responsible for winding up the EIF on 21 November 2011. This report should be read in conjunction with my previous reports to Investors.

In summary:

- There have been three distributions to Investors to date totalling 11 cents in the dollar and based on the reducing number of units held. This equates to 10.6 cents in the dollar of the units held at the date of my appointment on 21 November 2011
- The current total estimated return to Investors is between 12.6 and 12.8 cents in the dollar as detailed at Section 5 of this report, with the further estimated distributions of between 2 and 2.2 cents in the dollar.

The remaining matters to be completed in order to finalise the winding up, are as follows:

- Resolve the claims by the Liquidators (refer Section 3.2)
- The Liquidators of Equitrust Ltd (In Liquidation) (Receivers and Managers Appointed) (EL) to resolve the proceedings against the directors of EL and the auditors of the fund. If successful, any balance of funds will be paid to the Fund after deducting the costs of the proceedings and a payment to the litigation funder (refer Section 2.2)
- Apply to Court for authority to pay an equalisation payment to Investors who did not receive a return of capital in the 2011 financial year (refer Section 5.2) and pay a final distribution (including the equalisation payment) to Investors to finalise the receivership.

As I am required to seek orders from the Court in relation to the equalisation payment and for the finalisation of the winding up of the Fund (including the payment of a final distribution), I have determined, in conjunction with my solicitors, that they will be combined in one application.

This means that there will be one final distribution instead of two small distributions, which will save on both professional and external costs in applying for and distributing separate amounts to Investors.

The timing of the final distribution to Investors is uncertain primarily as it is unknown when the proceedings against the directors of EL and the auditors of the Fund will be resolved. I will continue to



hold all funds in an interest bearing account until these directions are sought and the final distribution is ready to be made.

2. LEGAL PROCEEDINGS

2.1. Valuer Legal Proceedings

I refer to my previous update and milestones in relation to the claim filed against a valuer for negligence and damages.

Following the mediation on 19 February 2018, there were several offers and counter offers to settle the proceedings prior to an agreement being reached. Settlement funds in the amount of \$1.575M were received on 4 June 2018.

These settlement funds have been incorporated into the increased estimated return to Investors (refer to Section 5).

2.2. Liquidators' claim against the Auditors and Directors and Officers

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

I have received an update from the Liquidators' solicitors and note the following in relation to the proceedings:

- On 26 April 2018, Foster J set the proceedings down for final hearing commencing on 18 March 2019, for five weeks.
- The Court made timetabling orders leading up to the hearing, that the:
 - parties are to give discovery by 20 July 2018
 - Applicants to file and serve its evidence by 3 August 2018
 - Respondents to file and serve evidence by 2 November 2018
 - Applicants' evidence in reply is to be filed and served by 8 February 2019.
- The Court also listed the proceeding for further case management conferences on 17 August 2018 and 20 November 2018.

It is positive that the Court has set a timetable to progress the matter, albeit the hearing is not scheduled to be held until March 2019.

As previously advised, the Liquidators entered into a litigation funding deed with a litigation funder, which has been approved by the Court, to fund the action against the Auditors, Directors and EL in its own capacity.

Therefore, the Fund is not bearing any costs of the litigation, however, any funds realised from this claim that relate to the EIF will be paid to the Fund (after deducting the costs of the litigation).

Please note that I will not be in a position to make a final distribution and finalise the winding up of the Fund until this litigation has been resolved. I will provide a further update to Investors in my next report.

3. CREDITOR CLAIMS

3.1. Other Creditors

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

- Trade creditors, which relate to liabilities necessarily incurred in the winding up of the Fund
- Potential claims against the Fund made by the Liquidators of EL (refer Section 3.2 below)
- Any other creditors outstanding at the date of my appointment
- Receiver's remuneration and outlays.

3.2. Claims by the Liquidators of EL

As advised in my last report to Investors, repeated attempts have been made to resolve all claims between the Fund and the Liquidators in respect of a costs order awarded against EL in the proof of debt proceedings and the amount owing at the date of their appointment (where I consider monies are owing to the Fund) and any amount due to the Liquidators after their appointment in relation to costs reasonably and properly incurred by them pursuant to the terms of the Fund's constitution.

As previously advised, the Liquidators' total claims are for approximately \$2.1M (remuneration of \$1.2M and expenses of \$0.9M), which seems unreasonable as I have been in control of the Fund since before their appointment and Receivers have been appointed to the second mortgage fund, Equititrust Premium Fund. Therefore, in my opinion, there has been little for them to do other than pursue the proceedings against the Auditors and Directors, which is subject to litigation funding.

A detailed review of their claim has been undertaken however has been hampered by no timesheets being provided for the Voluntary Administration period. However, my review of the Liquidators' timesheet entries totalling \$1.2M has only been able to identify approximately \$8,000 as directly relating to the Fund.

The Liquidators have not separated the narrations to differentiate the work done on the following distinct matters:

- general Liquidators' work for the corporate entity, EL
- the EIF
- the EPF
- the EPCIF
- the Sophisticated Fund.

The invoices provided in relation to the Liquidators' expenses have also been redacted to the point that there is insufficient information for me to make a proper assessment as to the extent they are justifiable expenses against the Fund.

I have instructed my solicitors and counsel in relation to making an application to Court for directions in order to resolve this matter and any other claims the Liquidators may have against the Fund. This and the finalisation of the Liquidators' proceedings (see Section 2.2) are now the only matters delaying a final distribution to Investors.



Material for the application will be finalised shortly and I anticipate that the application will be filed and heard before my next update to Investors. Investors will be provided with further information in relation to the impending application to Court in my next update to Investors.

4. RECEIPTS AND PAYMENTS

I provide below a summary of the Receipts and Payments of the Fund for the period from 1 February 2018 to 31 May 2018.

Summary of Receipts and Payments for the period 1 February 2018 to 31 May 2018	
	(\$)
Opening Cashbook Balance	6,461,628.29
Receipts	
Interest Income	48,612.53
Loan Recoveries - Wurrina Cove	140.00
Total Receipts	48,752.53
Payments	
Bank Charges	(40.00)
IT Expenses	(6,432.80)
Legal Fees	(195,897.67)
Printing & Stationery Expenses	(2,839.00)
Total Payments	(205,209.47)
Closing Cashbook Balance	6,305,171.35

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

- The loan recovery relates to minor debtor collections for an outstanding water bill on Wurrina Cove
- IT expenses include the cost of hosting and maintaining the Equititrust server and licence fees for the Investor management database
- Legal fees primarily relate to:
 - the costs in pursuing and settling the valuer claim (see Section 2.1)
 - dealing with the claims by the Liquidators of EL (see Section 2.2)
 - dealing with the claims of a former employee of a borrowing entity (see Section 3.3 of my 31st update to Investors).



- Printing and stationery expenses relate to the external cost of copying and issuing correspondence to Investors.

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

5. ESTIMATED RETURN TO INVESTORS

To date the following distributions have been paid to Investors:

- First interim distribution of 5 cents per unit paid in June 2014 totalling \$9.696 million
- Second interim distribution of 3 cents per unit paid in June 2015 totalling \$5.526 million
- Third interim distribution of 3 cents per unit paid in September 2015 totalling \$5.36 million.

As previously advised, the Fund recorded an accounting and tax loss for the year ended 30 June 2011. Accordingly, the Fund had no surplus income available to distribute to Investors in the 2011 financial year. All payments to Investors other than payments of interest accrued as at 30 June 2010 were deemed by the Fund as a partial repayment of capital.

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

In light of the above, I provide below the overall estimated return to Investors of between 12.6 cents and 12.8 cents per unit as at 31 May 2018 as follows:

Estimated Return to Investors	Low	High
	\$000's	\$000's
Cash at Bank as at 31 May 2018	6,305	6,305
<i>Add:</i>		
Outstanding GST Refunds	75	75
Valuer Claim Settlement	1,575	1,575
Estimated Value of Fund Assets as at 31 May 2018	7,955	7,955
<i>Less:</i>		
Estimated Creditors and Other Payables	(540)	(290)



Estimated Receiver's Remuneration - 1 November 2017 to 31 May 2018	(171)	(171)
Estimated Receiver's Disbursements - 1 November 2017 to 31 May 2018	(7)	(7)
Estimated Receiver's Remuneration - 1 June 2018 to 31 May 2019	(290)	(205)
Estimated Receiver's Disbursements - 1 June 2018 to 31 May 2019	(15)	(10)
Estimated Receiver's Costs (e.g. legal fees, IT costs etc.) - 1 June 2018 to 31 May 2019	(215)	(135)
Estimated Equalisation Payment	(2,924)	(2,924)
Estimated Net Amount Available to Investors as at 31 May 2018	3,793	4,213
<i>Add:</i>		
3 cent Interim Distribution paid September 2015	5,360	5,360
3 cent Interim Distribution paid June 2015	5,526	5,526
5 cent Interim Distribution paid June 2014	9,696	9,696
Total Funds Available for Distribution to Investors	24,375	24,795
Total Investor Units as at 21 November 2011	193,912	193,912
Overall Estimated Return to Investors per Unit	12.6	12.8

The above estimate is prepared on the following basis:

- It includes all estimated future recoveries, Receiver's fees and costs, excluding any recoveries from the Liquidators' proceedings as the matter is before the Court and any recovery for the Fund is uncertain (see Section 2.2)
- that the winding up of the Fund will be finalised within 12 months.

5.1. Future Updates and Distributions to Investors

As previously advised, I will not be in a position to make further distributions to Investors until the Liquidators of EL finalise their proceedings (see Section 2.2) and the claims by the Liquidators of EL have been resolved (see Section 3.2).

I anticipate that the winding up of the Fund may take a further twelve months or more to finalise unless out of Court settlements can be reached in relation to the above Liquidators' claims against the directors of EL and the auditors of the Fund. The timing of the final distribution to Investors is

therefore uncertain. I will continue to hold all funds in an interest bearing account until the final distribution is ready to be made.

I will continue to provide updates to Investors on the winding up progress and the timing of future distributions. I will issue my next update to Investors by 30 November 2018 unless the Liquidators' settle their claim against the directors and auditors of EL in the interim. Should this occur, I will update Investors upon confirmation of settlement of the proceedings and advise of any further monies to be received by the Fund.

5.2. Equalisation Payment to Investors

As previously advised, an equalisation payment is proposed to Investors who did not receive a partial repayment of capital during the period from 1 July 2010 up until the cessation of distribution payments in March 2011. These Investors include Investors that elected to receive distribution payments annually and where their investments did not mature during this period.

The equalisation payment is also proposed to ensure an equitable return of capital is paid to all Investors given the different interest rates applicable for each class of unit which was used in calculating the partial return of capital paid at the relevant time.

In this regard, I have calculated the total equalisation payment to Investors to be \$2.924M across 2,447 separate Investor accounts. An adjustment for the equalisation payment is reflected in the estimated return to Investors at Section 5 and is in line with the estimate in my previous reports to Investors.

My solicitors have commenced preparing the relevant material for the Court application to approve the equalisation payment. However, as I am also required to seek orders from the Court in relation to the finalisation of the winding up of the Fund (including payment of a final distribution), I have determined, in conjunction with my solicitors, that it would be more appropriate to join the applications and seek orders to distribute both the equalisation payment and a final distribution at the same time.

This means that there will be one final distribution instead of two small distributions, which will save on both professional and external costs in applying for and distributing separate amounts to Investors.

Investors will be advised of the application in due course and a copy of the relevant documentation will be uploaded to the websites www.equitrustincomefund.com.au and www.equitrust.com.au.



6. RECEIVER'S REMUNERATION AND EXPENSES

I attach a summary of my current remuneration and outlays incurred since my last report to Investors, which covers the period from 1 February 2018 to 31 May 2018 totalling \$81,662.50 plus outlays of \$2,638.71 (both excluding GST).

The last Court approval of my remuneration covering the 12 months ended 31 October 2017 was heard on 20 December 2017 and approved in the amount of \$289,601.50 (excluding GST), equating to \$24,133 (excluding GST) per month. My unbilled remuneration since then, covering the period from 1 November 2017 to 31 May 2018 (including the period detailed above), totals \$171,379.50 (excluding GST), equating to \$24,483 (excluding GST) per month.

The main tasks undertaken during the period were:

- Correspondence with Investors, including:
 - Confirmation of unit holding balance
 - Change of details
 - Transfer of units.
- Ongoing maintenance and updating of the Investor database
- Correspondence with Investors' financial advisors seeking updates in relation to the Fund
- Reviewing expert reports and documentation in relation to the valuer claim. Meetings and correspondence with my solicitors and counsel in relation to the claim. Attending mediation and subsequent negotiations to settle the claim
- Reviewing correspondence from the Liquidators and their solicitors in relation to the claim against the auditors and directors and EL
- Preparing and lodging statutory returns
- Preparing my remuneration application to Court and supporting material for the period 1 November 2016 to 31 October 2017
- Liaising with my solicitors in relation to the remuneration application to Court for the period 1 November 2016 to 31 October 2017
- Reviewing claim and Court application made by former employee in respect of the realisation of assets subject to the Fund's security over a borrower. Liaise with my solicitors in relation to responding to the claim
- Finalisation of equalisation payment calculations
- Preparation of explanatory notes to the equalisation payment to assist in the preparation of the Court application, including reference to issues where manual review and adjustments were required. These included where:
 - New units were acquired and reinvestments took place during FY2011
 - Units were transferred to different/new unit holdings during FY2011 and at a later date
 - Hardship and redemption payments were made during FY2011.
- Correspondence with the Liquidators regarding insufficient documentation provided to support their claim for remuneration and expenses from the Fund



- Liaising with my solicitors in relation to making an application to Court to determine the Liquidators' indemnity claims for payment of fees and expenses from the Fund.

I anticipate that my next application for approval of my remuneration will be heard in November or December 2018 and will cover the period from 1 November 2017 to 31 October 2018.

7. UPDATING YOUR CONTACT DETAILS

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

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

8. QUERIES

All queries should be directed to this office, as follows:

Phone: (07) 3237 5999
Email: equititrust@bdo.com.au

All updates to Investors are posted to the websites; www.equititrustincomefund.com.au and www.equititrust.com.au.

Yours faithfully

David Whyte
Receiver

SCHEDULE A - Summary of Professional Fees by Category of Work for the Period 1 February 2018 to 31 May 2018

Equititrust Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Task Area											
			hrs	\$	Assets		Creditors		Trade On		Investigations		Dividends		Administration	
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Partner	580	29.6	17,168.00	12.4	7,192.00	12.9	7,482.00	2.9	1,682.00	1.4	812.00				
Charles Haines	Senior Manager	470	3.3	1,551.00	0.4	188.00	2.2	1,034.00							0.7	329.00
Jayden Coulston	Manager	430	67.1	28,853.00	0.9	387.00	54.7	23,521.00			5.6	2,408.00			5.9	2,537.00
Ainsley Watt	Senior Accountant I	350	1.2	420.00			1.2	420.00								
Antoinette Fielding	Accountant II	215	36.0	7,740.00	4.5	967.50	26.2	5,633.00	0.3	64.50			1.2	258.00	3.8	817.00
Andrew Whittaker	Accountant II	215	41.7	8,965.50			41.5	8,922.50							0.2	43.00
Ryan Whyte	Undergraduate	175	60.0	10,500.00	0.4	70.00	50.7	8,872.50					0.1	17.50	8.8	1,540.00
George Lethbridge	Undergraduate	175	32.6	5,705.00			29.7	5,197.50					0.5	87.50	2.4	420.00
Moir Hattingh	Team Assistant	95	8.0	760.00											8.0	760.00
TOTALS			279.5	81,662.50	18.6	8,804.50	219.1	61,082.50	3.2	1,746.50	7.0	3,220.00	1.8	363.00	29.8	6,446.00
				GST												
				8,166.25												
				TOTAL INC GST												
				89,828.75												
AVERAGE HOURLY RATE			292		473		279		546		460		202		216	

Note: All amounts exclude GST unless otherwise noted

Equititrust Income Fund (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
Taxi fares	6.30
Postage	2,615.82
Search Fee	16.59
TOTAL	2,638.71
GST	263.87
TOTAL INC GST	2,902.58

Our Reference Jacqueline Ogden 201110996
Direct Line +61 7 3231 1688
Email jacqueline.ogden@gadens.com
Partner Responsible Scott Couper



ABN 30 326 150 968

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31 August 2016

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Attention: Peter Hegarty

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By email: PHegarty@tglaw.com.au

Dear Colleagues

Equititrust Limited (In Liquidation) (Receivers and Managers Appointed) (EL)

We note you act for the liquidators of EL, Blair Pleash and Richard Albarran.

As you are aware, we act for David Whyte, whom by Orders of Justice Applegarth in Supreme Court Proceedings number 10478 of 2011 was appointed receiver of the property of the Equititrust Income Fund (EIF) and the Equititrust Priority Class Income Fund (EPCIF) and was appointed the person responsible for ensuring the EIF and the EPCIF are wound up in accordance with their constitutions.

EL is the responsible entity of the EIF and the EPCIF.

As you are aware, in respect of the receivership of the EIF:

- (a) there are no more properties remaining to be sold;
- (b) there remains two proceedings which are still ongoing, being:
 - i. a claim against a valuer in respect of a property located at Earlando Road, Cape Gloucester (Airlie Beach), Queensland;
 - ii. a claim against certain officers of EL.

We also note that your clients are presently prosecuting proceedings numbered NSD2028 of 2013 which may also result in a recovery for the investors of the EIF.

- (c) there are outstanding matters which will need to be finalised in order for the winding up of the EIF to be completed as required by the Court orders, which matters our client has identified will include, but is not limited to:
 - i. obtaining directions and/or a declaration from the Court in relation to an equalisation payment to certain investors of the EIF;
 - ii. your clients' claim for an indemnity from the EIF for their remuneration as administrators and liquidators of EL;
 - iii. determining an appropriate process as between our respective clients by which:
 - A. any outstanding debts payable by, and the claims against, EL can be ascertained;
 - B. those debts and claims can be adjudicated upon (in accordance with the *Corporations Act 2001*);

- C. any claim for an indemnity from the property of the EIF in respect of any, or any part of any, debt payable by or claim against EL which is admitted can be identified;
- D. our client is notified of any such claim for an indemnity from the property of the EIF and can have the opportunity to seek further information in relation to any claim and then accept or reject any claim (or accept or reject any part of it),

(referred to herein as the **proof of debt process**),

- iv. obtaining directions and/or a declaration from the Court in relation to the final distribution to be made to all investors of the EIF (once the proceedings and all matters referred to above have been finalised).

We are instructed our client intends to make an additional interim distribution to unitholders of the EIF in the short term.

For the purposes of making this interim distribution, our client intends to apply to the Court to obtain directions in order to resolve a number of the outstanding matters referred to above, namely:

- (a) the equalisation payment to certain investors of the EIF;
- (b) your clients' claim for an indemnity from the EIF for their remuneration as administrators and liquidators of EL; and
- (c) to the extent necessary, the proof of debt process.

To the extent our respective clients can resolve any issues outstanding as between themselves that is obviously preferred as that will likely limit the extent of the issues to be determined by the Court. We refer to the parties previous attempts to resolve outstanding matters which have to date been unsuccessful. Our client remains open to progressing the resolution of these matters with your clients. However, given the progression of the receivership, it is necessary that outstanding matters now been resolved.

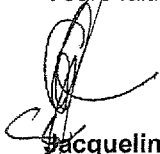
In light of the above, and for the purposes of our client's foreshadowed application, we invite your clients to:

- (a) provide to our client further information to support their claim for an indemnity under clause 6.1 of the Constitution of the EIF and the general law for their remuneration as administrators and liquidators and outlays which will include, but is not limited to:
 - i. an explanation as to what tasks were undertaken in respect of which an indemnity is sought from the EIF;
 - ii. an explanation as to why such tasks were necessary and proper and for the benefit of the EIF; and
- (b) provide our client with a proposal in respect of the proof of debt process for our client's consideration.

Would you please provide us with your clients' response as soon as possible but in any event by no later than **Wednesday, 14 September 2016**.

We look forward to hearing from you.

Yours faithfully


Jacqueline Ogden
Senior Associate

"DW-13"

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Our ref PJH:3688014
Your ref

23 September 2016

Scott.couper@gadens.com / Jacqueline.ogden@gadens.com

Gadens Lawyers
Via email only

Attention: Mr Scott Couper / Ms Jacqueline Ogden

Dear Sirs

Equititrust Ltd (in liquidation)(receivers appointed)(receivers & managers appointed) ("Company")

Equititrust Income Fund (receiver appointed) ("EIF")

Equititrust Priority Class Income Fund ("EPCIF")

**Equititrust Premium Fund (an unregistered scheme) (Controller appointed) ("EPF")
(together the "Funds")**

We refer to your letter dated 31 August 2016.

In this letter our client seeks to set out their claim to an indemnity and payment from the Funds for your client's consideration.

1 Our clients' general right to an indemnity

As you aware, it is generally accepted that our clients are entitled to be indemnified from the Funds' assets for work done and expenses and liabilities properly incurred in connection with the Funds and the Funds' administration and assets (*Re Berkeley Applegate (Investment Consultants) Ltd (in liq) (No 2)* (1988) 4 BCC 279; *Re Universal Distributing Co Ltd (in liq)* (1933) 48 CLR 171). It has also been held that it is appropriate for a liquidator to be permitted to claim remuneration and expenses from trust assets for work other than that directly involved in administering the trust (see for example, *GB Nathan & Co Pty Ltd (in liq)* (1991) 24 NSWLR 674).

1.1 Indemnity in EIF Constitution

- (a) Since about March 2012 there has been considerable correspondence as between our clients/us and your client/you as regards the interpretation of the indemnity clause contained in the EIF Constitution.
- (b) We refer to the following correspondence in particular:
 - (i) Letter from our clients to your client dated 14 March 2012;
 - (ii) Letter from your client to our clients dated 19 March 2012;
 - (iii) Letter from our clients to your client dated 3 April 2012;
 - (iv) Letter from us to you dated 13 April 2012;

- (v) Letter from you to us dated 17 April 2012;
- (vi) Letter from your client to our clients dated 17 April 2012;
- (vii) Letter from our client to your client dated 6 June 2012;
- (viii) Letter from us to you dated 31 August 2012;
- (ix) Email from us to you dated 17 September 2012; and
- (x) Letter from you to us dated 19 September 2012.

Each of these letters and their enclosures are relied upon by our clients.

1.2 Unit holders also creditors

- (a) The tasks undertaken by our clients have either saved your client from incurring the costs incidental to those tasks, were directly relevant to the Company's role as Responsible Entity, or were tasks performed for the benefit of the unit holders.
- (b) At both the First Meeting of Creditors and the Second Meeting of Creditors in the Company's administration the Proofs of Debt submitted by each unit holder were admitted for one dollar each for the purposes of voting. The proofs of debt submitted by them were in respect of alleged breaches of duties owed by the Company as responsible entity under section 601FC of the *Corporations Act 2001* (Cth) (**Act**), failure to properly report in accordance with section 675 of the Act, negligence and misleading and deceptive conduct.
- (c) As at today's date we provide the following table of creditors, noting those that are ordinary unsecured creditors and those that are unit holders:

Creditor Type	Quantity	Value Advised (\$)	Proofs of Debt (\$)
Ordinary Unsecured Creditors	27	663,346.28	80,000,122.88
Unitholder Unsecured Creditors	1648	276,970,334.63	97,890,794.14
Total	1675	277,633,680.91	177,890,917.02

- (d) We are instructed that, of the 27 ordinary unsecured creditors and 1648 unit holder creditors, only 20 and 490 respectively have submitted proofs of debt as at today's date. The extent to which each of those unit holders in the Funds will be in a position to prove in the liquidation will be dependent upon the amounts recovered by your client in winding up the Funds and distributed to unitholders.
- (e) To the extent that there is any shortfall in the amounts recovered by your client, those unit holders will be entitled to prove in the liquidation for that shortfall. Accordingly, each unit holder stands to benefit from tasks undertaken by our clients.

2 General description of work undertaken

- 2.1 As requested by you, we have enclosed an Excel spreadsheet setting out our clients' Work In Progress (WIP) to 29 February 2016 highlighting those items for which they seek an indemnity and payment from the Funds. In total, all tasks have seen our clients incur WIP in the amount of \$1,228,325.00.
- 2.2 We also **enclose** a summary of disbursements incurred by our clients in the administration of the Company to date.

Disbursements	Cost (\$)
Advertising	8,594.50
Courier	5,903.46
Facsimile	11.00
File maintenance fee	3,743.94
Link Market Services	20,447.90
Lodgements	946.00
Meeting room hire - HC (Across all states)	1,540.00
Photocopying	50,857.52
Postage and Handling	5,888.14
Printing	38,753.33
Redback (Phone facility for Creditor's meeting)	281.63
Search fees on ABR	7,207.61
Storage	7,070.36
Telephone	4,338.94
Travel & Parking	30,409.35
Venue Hire	7,811.92
Miscellaneous	6,095.16
ECG Services Agreement	202,389.00
Total	402,289.76

Note: The entry with respect to the ECG Services Agreement is referred to with greater particularity in the correspondence referred to above, most particularly the letter dated 6 June 2012.

2.3 Legal costs incurred with my fee in the total amount of \$527,350.40, comprised as follows:

Date of Invoice	Invoice No.	Professional fees	GST on professional fees	Disbursements	GST on Disbursements	Total Invoice Amount
Thomson Geer matter number: 3441653 – Remuneration Application						
28/2/13	488441	12,890.00	1,289.00	46.50	4.65	14,230.15
30/4/13	494381	5,732.50	573.25	97.89	9.79	6,413.43
31/5/13	497849	750.00	75.00	31.65	3.17	859.81
31/8/13	506763	6,076.50	607.65	18.82	1.88	6,704.85
31/10/13	512661	4,250.00	425.05	NIL	NIL	4,675.55
31/1/14	520269	1,588.50	158.85	NIL	NIL	1,747.35
					SUBTOTAL	\$34,631.14
Thomson Geer matter number: 3353939 – General						
30/10/12	476470	NIL	NIL	9,000.00	900.00	9,900.00
25/1/13	484007	NIL	NIL	860.00	86.00	946.00
28/2/13	487836	NIL	NIL	9,540.00	954.00	10,494.00

Date of Invoice	Invoice No.	Professional fees	GST on professional fees	Disbursements	GST on Disbursements	Total Invoice Amount
15/3/13	489422	251,431.25	25,143.13	1,921.40	192.14	278,687.93
31/3/13	490723	11,341.50	1,134.15	7.55	0.76	12,483.96
30/4/13	494375	17,607.50	1,760.75	28.52	2.85	19,399.62
31/5/13	497851	27,225.00	2,722.50	20,342.70	2,034.27	52,324.46
30/6/13	501003	22,190.00	2,219.00	7.27	0.73	24,417.00
31/7/13	503431	4,529.50	452.95	2,200.00	220.00	7,402.45
31/8/13	506799	7,132.50	713.25	33.00	3.30	7,882.05
30/9/13	509920	7,808.50	780.85	38.40	3.84	8,631.59
6/12/13	Wilkins Fee note no. 1076			29,590.00		29,590.00
					SUBTOTAL	\$462,159.06
Thomson Geer matter number: 3688014 – Set Off						
5/11/15	592080	3,527.00	352.70	NIL	NIL	3,879.70
31/1/16	601439	552.00	55.20	NIL	NIL	607.20
29/2/16	605849	8,196.00	819.60	NIL	NIL	9,015.60
31/3/16	608767	7,967.00	796.70	NIL	NIL	8,763.70
30/4/16	613414	255.00	25.50	NIL	NIL	280.50
31/5/16	616656	3,238.00	323.80	NIL	NIL	3,561.80
31/8/16	628430	615.00	61.50	NIL	NIL	676.50
					SUBTOTAL	\$26,785.00
Thomson Geer matter number: 3854897 – Jeanes Proceedings						
31/3/16	608766	2,769.00	276.90	NIL	NIL	3,045.90
30/4/16	613236	546.00	54.60	NIL	NIL	600.60
31/5/16	616598	117.00	11.70	NIL	NIL	128.70
					SUBTOTAL	\$3,775.20
					TOTAL	\$527,350.40

We are in the process of redacting the privileged portions of the invoices referred to in this above table, which we will provide to you in due course.

2.4 In general, the steps taken by our clients in the administration of the Company included:

- (a) conducting preliminary investigations into the affairs of the Company, utilising the books and records held by the Company and the Company's external accountant, KPMG, including review of the Company's management accounts and externally prepared financial statements;
- (b) issuing demands to deliver books and records of the Company to various parties;
- (c) attending the Company's premises to review and take control of the Company's books and records;
- (d) holding numerous meetings and discussions with the Company's directors;
- (e) holding numerous meetings and discussions with staff contracted to provide services to the Company;
- (f) holding numerous meetings and discussions with representatives of the respective external appointees acting in respect of the Company and the Funds as follows:
 - (i) Mr David Whyte of BDO, the Court appointed Receiver of EIF and EPCIF;
 - (ii) Mr Robert Malt of Ferrier Hodgson, on behalf of the Receivers of the Company;
 - (iii) Mr Henry McKenna of McGrath Nichol, on behalf of the Receivers of the property of EPF;
- (g) attending a meeting with Mr Whyte of BDO, Ferrier Hodgson, and their respective solicitors on 21 February 2012, to discuss the roles of the Applicants and the respective external appointees acting in respect of the Company and the Funds;
- (h) prior to the Orders made on 29 February 2012, liaising with Mr Whyte in relation to the sale of property assets in relation to EIF, including reviewing and signing contracts of sale and other documents;
- (i) considering and investigating information supplied by third parties, in particular:
 - (i) David Tucker of Tucker & Cowen Solicitors (who is also a former director of the Company), regarding various insurance issues and allegations against the Company and its current and former directors;
 - (ii) Amanda Banton of Piper Alderman Lawyers, regarding a potential class action claim and various allegations asserted by a number of the Funds' members against the Company and its current and former directors;
 - (iii) A claim asserted for damages in the order of \$20,000,000 against the Company by a borrower in relation to the EIF, for alleged negligence and/or breaches of duty by the Company in appointing a receiver pursuant to a mortgage in favour of the Company (for EIF) over the borrower's property;
- (j) seeking legal advice in relation to a number of the complex issues arising in relation to the administration of the Company, its role as the Responsible Entity of the Funds, and the interaction with the respective Receivers acting in respect of the Company and the Funds;
- (k) attending to numerous enquiries from the Funds' members received from the Company's investor enquiry telephone line and email address, equititrust@hallchadwick.com.au;
- (l) liaising with various parties in relation to possible Deed of Company Arrangement Proposals;

- (m) liaising with, and considering proposals from, the following parties in relation to the Company being replaced as Responsible Entity of the Funds:
 - (i) Balmain NB Corporation Limited;
 - (ii) Trilogy Funds Management Limited; and
 - (iii) Venture Axess Group Limited;
- (n) reviewing the validity, extent and quantum of claims by the Company's secured creditors;
- (o) reviewing records with respect to the Funds managed by the Company in order to gain an understanding of same and their respective asset portfolios;
- (p) discussing various regulatory issues with government authorities;
- (q) placing on the Company's website, letters to update investors in relation to the administration of the Company;
- (r) meeting with ASIC legal officers to discuss the administration of the Company and related issues of interest to ASIC;
- (s) preparing and issuing the initial Report to Creditors of the Company dated 17 February 2012;
- (t) holding the first creditor's meeting on 27 February 2012, as mentioned above;
- (u) preparing and issuing the Report to Creditors of the Company dated 12 April 2012;
- (v) holding the meeting of committee of creditors of the Company on 16 April 2012;
- (w) holding the second creditor's meeting on 20 April 2012;
- (x) negotiating the terms of a Litigation Funding Agreement with International Litigation Partners No.1 Limited (**ILP**);
- (y) instructing solicitors in relation to the Funding Agreement to be entered into with ILP;
- (z) instructing solicitors with respect to examinations and Orders for Production;
- (aa) instructing solicitors in relation to proceedings commenced in accordance with the Litigation Funding Agreement entered into with ILP;
- (bb) Instructing solicitors in relation to multiple iterations and amendments to pleadings in proceedings and requests for particulars; and
- (cc) attending mediation on 1 September 2016.

2.5 Set out below is a more detailed description of the tasks performed.

3 Initial review of documents held by the Company as responsible entity and making enquiries of the Company's directors

3.1 Since our clients' appointment as administrators, our clients spent considerable time reviewing documents held by the Company as Responsible Entity of the Funds with a view to determining precisely what assets were held by the Funds.

- 3.2 Before the orders made by Justice Dalton on 29 February 2012 it was necessary that our clients were properly appraised of this information in order that they could approve or not approve proposed sales of property. It has also been necessary that our clients inform themselves of this information in order that they were in a position to report the position to unit holders, consider proposals for the replacement of the Company as Responsible Entity and liaise with your client in relation to the matter.
- 3.3 In addition to reviewing and collating documents held by the Company as responsible entity our clients assisted other external parties such as your client and Ferriers for the collection of the books and records which would assist in the any potential return to these parties to their clients and accordingly to the unit holders.

4 Fielding enquiries of investors

- 4.1 Since our clients' appointment, our clients have spent a great amount of time responding to enquiries of unit holders. These enquiries have included significant enquiries as to:
- (a) the respective roles of our clients and that of Mr Whyte as Court appointed Receiver;
 - (b) how those investors ought go about making claims;
 - (c) when they are likely to receive a return;
 - (d) how things have progressed to a point whereby the Company is in administration;
 - (e) the impact on them and their unit holdings;
 - (f) how to treat previous returns on their investment;
 - (g) how to deal with outstanding amount and tax implications;
 - (h) what investigations are being conducted in regards to the loss suffered on the loans; and
 - (i) how the existence of the secured creditors impacts their investment.
- 4.2 A number of the unit holder creditors are elderly and have a lack of understanding of insolvency processes. Given that there are numerous appointments in relation to the Company, its assets, and the Funds this has added a greater layer of complexity which quite understandably created a level of confusion with the Company's unit holder creditors.
- 4.3 A telephone line was set up specifically for creditor and unitholder enquiries on 23 February 2012. Following a reduction in the number of calls to it, the line was cancelled on 30 October 2012. Around the times that our clients issued Reports to Creditors or held meetings, they received around 30 telephone calls a day.
- 4.4 Other work undertaken in respect of the unit holder creditors in particular included tasks such as:
- (a) re-sending reports to unit holder creditors who did not receive the report when originally dispatched;
 - (b) receiving death certificates and telephone calls regarding deaths of unit holders and updating details in the system;
 - (c) changing addresses and contact details of unit holder creditors;
 - (d) answering questions in relation to liquidation processes;
 - (e) providing unit holder creditors with the Receiver, and your client's, contact details regarding specific funds and their involvement in relation to our clients' appointment;

- (f) answering questions from unit holder creditors in relation to the likely chance of a distribution from the Company and the relevant funds;
- (g) providing updates on the progress of our investigations and on the liquidation generally;
- (h) providing updates on the Piper Alderman class action;
- (i) answering questions from unit holder creditors regarding reports;
- (j) providing explanations to unit holder creditors about how to complete a proof of debt and proxy forms, and the reasons for completing these forms;
- (k) responding to enquiries about the value of individual units for Centrelink and tax purposes;
- (l) providing advice regarding to whom correspondence, forms and unit holder information should be addressed;
- (m) providing advice regarding meeting attendance requirements, and the agenda for the meetings; and
- (n) responding to enquiries about pursuing the directors of the Company, particularly Mr Mark McIvor, and what the liquidators' powers consist of in this respect.

5 Reviewing proposals for replacement Responsible Entities

- 5.1 During the course of the administration period, fees were incurred by our clients on behalf of the Company as Responsible Entity in considering proposals made for some replacement responsible entities, potentially through a Deed of Company Arrangement. In this regard, our clients took the view that they needed to do all things necessary to preserve the assets of the fund and had to give appropriate consideration to the proposals made to them.
- 5.2 Prior to fielding any of these proposals, our clients obtained legal advice from their former Solicitors, Mills Oakley Lawyers, as to how this could be done in circumstances where Mr Whyte had already been appointed to wind up the EIF. The advice received by our clients was that in order for there to be a replacement of the Responsible Entity, it would require:
- (a) a meeting of Unit holders;
 - (b) Notice to ASIC;
 - (c) an application to Court to ensure termination of the winding up of the EIF and EPF in a manner analogous to an application for termination of a winding up in accordance with section 482 of the *Corporations Act 2001* (Cth); and
 - (d) consequential amendments to the respective Constitutions of the EIF and EPF.
- 5.3 Three different proposals for the replacement of the Company as Responsible Entity were received from:
- (a) Balmain NB Corporation Limited;
 - (b) Trilogy Funds Management Limited; and
 - (c) Venture Axess Group Limited.
- 5.4 During the course of our clients' investigations into the replacement of the Company as Responsible Entity they met with and held discussions with the above proposers in regards to their proposals, the respective procedure suggested by all three, and the impact on the unit holders of a change in Responsible Entity.

- 5.5 In order to make an assessment of the above mentioned proposals it required that our clients review the records of the Funds in order that an understanding could be obtained of the Funds and their respective asset portfolios.
- 5.6 The requisite procedure and the various proposals are set out in section 14 of our clients' Report to Creditors dated 12 April 2012 [s439A Report] (pages 40 to 43 of the Report) which can be accessed at <http://www.equitytrust.com.au/Updates.html>.
- 5.7 Our clients also conducted a survey of the investors at the Second Meeting of Creditors as to their view of the proposals made. The survey determined that of those unit holders who voted, the majority did not wish to replace the Company as Responsible Entity.
- 5.8 Having considered the proposals made, our clients formed the view that the complexity of the proposals and the further costs in bringing them into effect were such that they were not in the interests of unit holders, particularly in circumstances where there was not a clear benefit which would flow to the unit holders if those proposals were accepted. That view was expressed by our clients to the unit holders at the Second Meeting of Creditors.
- 5.9 Whilst a replacement of the Company as responsible entity was not ultimately pursued, it was incumbent upon our clients in their roles as Administrators of the Company to consider, review and put those proposals to the unit holders.

6 Meetings and other communications with your client

- 6.1 In the course of the administration, our clients have had numerous meetings with your client.
- 6.2 Our clients have had meetings and/or discussions with your client on the following dates:
- (a) Friday, 17 February 2012;
 - (b) Thursday, 23 February 2012;
 - (c) Friday, 24 February 2012;
 - (d) Thursday, 25 February 2016.
- 6.3 The issues canvassed at these meetings included:
- (a) the various appointments and how they would coexist;
 - (b) updates on various loans and the underlying securities;
 - (c) assistance required on the various loans and the underlying securities; and
 - (d) assistance required in dealing with staff employed by ECG Administration Pty Limited (in liquidation) (**ECGA**); and
 - (e) the extent of any indemnity available to our clients.
- 6.4 Prior to the orders of His Honour Justice Dalton on 29 February 2012 our clients were also contacted by your client to seek our clients' assistance on the realisation and settlement of number of loans.
- 6.5 Our clients have also regularly sought reports from your client's office in order that our clients were better placed to respond to enquiries made by unit holders and other creditors.

7 Services Agreements

- 7.1 Upon being appointed administrators of the Company there was already in place a service agreement between ECGA and the Company. A subsequent Services Agreement was entered into with your client on 20 December 2011.
- 7.2 ECGA invoiced the Company for the cost of providing staff, and then the Company sought reimbursement from the EIF.
- 7.3 The services provided through the Services Agreement were integral to the winding up of the EIF.
- 7.4 In proceeding to administer this process time has been spent calculating the amounts owing, issuing invoices and instructing us to make demand upon your client for the amounts claimed from the EIF.
- 7.5 Additionally, it has been necessary for our client to instruct us to correspond with you in relation to the issue with a view to obtaining payment from the EIF. To date, these requests for payment have been to no avail.

8 Investigations as to conduct of the Company and its officers and subsequent litigation

- 8.1 Since our clients' appointment as administrators it has been necessary for them to investigate whether the Company in its role as responsible entity had breached its duties as a responsible entity under section 601FC of the Act, had engaged in misleading and deceptive conduct, or was negligent.
- 8.2 This investigation was necessary for the purpose of considering the proofs of debt submitted by the unit holders and reporting to the unit holders and other creditors in the report prepared by our clients in accordance with section 439A of the Act.
- 8.3 This investigation was also necessary for the purpose of an action on behalf of the unit holders against the Company's officers and other stakeholders responsible for the financial reporting requirements of the Company and the EIF.
- 8.4 In the course of the administration our clients also investigated alleged breaches of the Company's director Mr McIvor of sections 208, 601FD, 675 and 1021C of the Act by:
- (a) using his position to obtain a personal benefit to the detriment of the funds' members;
 - (b) failing to act honestly in dealing with various borrowers, loans and properties;
 - (c) amending the Company's Constitution without disclosure to the Funds members, to the detriment of its members; and
 - (d) failing to disclose various transactions to the Funds members which may have an impact on the value of the members investments.
- 8.5 A Litigation Funding Agreement was also entered into with International Litigation Funding No1 Limited so that the available claims could be progressed. Our clients had to instruct our firm in relation to the negotiation of this agreement.
- 8.6 Our clients have also met and had ongoing communications with Ms Amanda Banton (previously of Piper Alderman and now Squire Patton Boggs) and her staff. Ms Banton acts for a number of unit holders in regards to their claims against the Company and its officers, key stakeholders responsible for the financial reporting requirements of the Company and the Equititrust Income Fund and also any claims against their respective insurers.
- 8.7 These investigations are ongoing. Mr McIvor, along with a number of other parties, were the subject of examinations on the following dates:

Dates	Examinees
24 and 25 July 2014	Mr Tim James and Mr Sid Super
15 to 18 September 2014	Mr Mark McIvor, Mr Ryan Maddock, Mr Stephen Board and Mr Paul Steer

8.8 Following on from these examinations proceedings have been conducted through Piper Alderman against the directors and auditors, they being Proceedings number 10478 of 2011. The unit holders will have the benefit of the fruits of those actions along with other creditors.

8.9 In conducting that litigation it has been necessary for our clients to, among other things:

- (a) review and provide instructions in relation to various iterations and amendments to the pleadings;
- (b) provide instructions in relation to the provision of particulars; and
- (c) attend a mediation.

9 Dealing with ASIC

9.1 During the course of the administration our clients have continued to keep ASIC informed as to the progress of the administration.

9.2 For example, our clients had a meeting with Simon Temple and Amanda Rogers of ASIC on Monday 5, March 2012 in which the administration, replacement of the Company as the Responsible Entity and also the impact of an investors action group was discussed. In addition to the above our client has also reported his findings from his investigations during the administration in his report pursuant to Section 438D of the Act on 18 May 2012 and Section 533.

10 Dealing with loans in the EIF

10.1 During the course of the administration our clients have been involved in dealings with various loans in EIF which includes conducting investigations on these via reviewing records. Our clients attended the Company's premises during the weeks following the appointment to have discussions with Company staff about these loans and during this time photocopied records held by the Company in relation to EIF and its managed assets. This information has been investigated to determine the position of the loans and the underlying securities which in turn was used to determine current position of the EIF, likely recoveries and accordingly the impact on unit holders. Set out below is a non-exhaustive list of the matters which have been attended to by our clients with respect to loans from the EIF.

(a) *Potential litigation regarding Collingwood Park property and others*

On or about 23 February 2012 our clients had discussions with employees of the Company, Mr Brenton Task and Mr Arthur Taylor about litigation either on foot or to be commenced with regards to the Collingwood Park property, the Carbrook property, the Toowoomba property and with Mr Ian Lazar with respect to properties at Richmond and Windsor.

(b) *Tweed Central Pty Limited*

With respect to a loan made to Tweed Central Pty Limited, this was a recovery which was discussed at a meeting on 17 February 2012 attended by Ross Honeyman, Brenton Task, Mark McIvor and your client. The loan was also discussed by our clients together at a meeting with your client on 24 February 2012 in which a heads of agreement concerning a land swap between Lanslove, Tweed Heads Coursing Club and others.

(c) *Kristine Lorraine Newton*

The loan from Kristine Lorraine Newton secured by the property at Lennox Head was also discussed at the meeting on 17 February 2012. Your client requested that our clients execute the Contract for Sale in respect of this property by email dated 23 February 2012, as by that stage your client was not in a position to execute documents on behalf of the Company.

Prior to signing the Contract for Sale it was necessary for our clients to review the sale contract to satisfy themselves that it was in order.

(d) *Nirvana by the Sea*

Nirvana by the Sea was a development owned by Kirra Beachfront Investments Pty Limited. The first mortgagee was the Bank of Scotland who assigned their interest to Broadbeach BV. The Company was the Second Mortgagee.

On 27 February 2012 our clients received an email from the Company's in-house lawyer Mr Brenton Task requesting that our clients make urgent arrangements to sign a release of mortgage over the property known as Lot 801.

As our clients had no direct knowledge of the position with respect to this loan, it was necessary for some due diligence to be undertaken to ensure that, by executing the discharge, it was not adverse to the interests of the unitholders.

(e) *Rosea Pty Ltd*

Funds were lent to Rosea Pty Limited by the EIF, the EPF and the Sophisticated Fund of which 50% was lent by the Company, and 50% lent by Shareholder Pty Ltd. Prior to our appointment a settlement deed had been entered into under which, relevantly, an interim settlement sum was due on 17 June 2012, and a final settlement sum was due on 17 June 2013.

It was necessary for our clients to review documents regarding the loan, investigate and verify settlement statements, and review correspondence with your client and the Receivers regarding settlement of the loan and proceeds from settlement. Our clients were also involved in discussions regarding the distribution of the settlement proceeds.

(f) *RM Walsh Land Holdings Pty Ltd & Ors*

On about 16 July 2012, His Honour Brereton J granted leave to RM Walsh Land Holdings Pty Ltd to commence proceedings by way of filing a cross claim against the Company, which was filed on 27 July 2012. Prior to and after this order, it was necessary for our clients to review documents regarding the litigation and liaise with legal advisors about how to proceed, including responding to correspondence received relating to the settlement of the loan.

(g) *Toowoomba (Foundry Shopping Centre) Pty Ltd*

The work done by our clients regarding the loan to Toowoomba (Foundry Shopping Centre) Pty Ltd included discussions with directors about recovery of the loan and potential avenues of realisation of the property, as well as meeting with your client to discuss recovery of the loan and the potential avenues of realisation.

Whilst your client had been empowered by the orders made by the Court, your client requested our clients execute sale documents and discharge of mortgage documents to facilitate those sales. In each case, it has required some level of diligence on the part of our clients to ascertain whether our clients were acting in accordance with their duties by executing those documents. For example, our clients required valuations to ensure the sales were taking place at arms-length and a basic review of security documents to ensure the documents our clients were executing were in order.

11 Dealing with various issues on the Equititrust Income Fund

- 11.1 As regards the management fee payable to the Company from the EIF, it was necessary for our clients to review documentation regarding the management fee said to be payable to the Company. It was also necessary to enter into discussions with Company employees and your client regarding the claiming of these fees by the Company from the EIF.
- 11.2 It has also been necessary for our clients to investigate the creation of subordinated units and the impact on subordinated unit holder and ordinary unit holders. This included seeking and reviewing legal advice and discussions with the Company's directors and your client.
- 11.3 Our clients have also investigated the extent to which there have been impairments of loans of the EIF and the consequential impact on unit holders. The extent of these impairments and its reporting to unit holders was a focus of the examinations which were held.

12 Summary

We enclose some spread sheets detailing the various time entries for which indemnity is sought.

From the material included herein you will see that our client seeks indemnity for remuneration of \$1,228,325.00 (until 29 February 2016) and disbursements of \$929,640.16.

As to your enquiry concerning the mutual exchange of Proofs of Debt between our respective clients we confirm that our clients are amenable to considering such a process. Please advise how your client proposes that such a process be undertaken.

We look forward to discussing the matter further at an appropriate shortly.

Yours faithfully
THOMSON GEER



Peter Hegarty

Partner

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"DN-14"

Equititrust Income Fund (Receiver Appointed)
Summary of Receipts and Payments for the Period
21 November 2011 to 31 October 2018

Receipts	\$	\$
Bank Guarantees Released for Distribution		39,066.65
Interest Income		976,869.49
<i>Loan Recoveries:</i>		
Boothers Pty Ltd	1,753,423.65	
Checkling Pty Ltd	5,227,139.29	
Corymbia Corporation Pty Ltd	14,126,212.53	
Corymbia Estates Pty Ltd	4,886,247.31	
East Coast Pty Ltd	2,394,502.16	
Elysian Marketing Pty Ltd	412,821.57	
Gamp Developments Pty Ltd	482,510.23	
Gonfanon Pty Ltd	2,354,818.22	
Hollyander	344,457.88	
Kele Property Group (Port Macquarie) Pty Ltd	1,101,864.86	
Kristine Newton	2,665,906.97	
Lazar	22,701.00	
McCracken	1,575,000.00	
Morvale Land Pty Ltd	3,897,632.45	
Mountbell Pty Ltd	641,481.75	
National Resorts Corporation	2,205,458.07	
Resort Corporation Australia (No 2) Pty Ltd	824,745.90	
Robert Hardy, Elysian Marketing Pty Ltd and Mark J	5,899.05	
Rosea Pty Ltd	1,195,250.59	
Rural Security Holdings Pty Ltd	50,000.00	
Spottiswood, Graham (A Bankrupt)	2,195,580.51	
Star Sky Investments Pty Ltd	27,287.94	
Summer Hill Business Estate Pty Ltd	18,237.41	
Taylor, AG & SK	215,438.34	
Toowoomba (Foundry Shopping Centre) Pty Ltd	4,807,860.63	
Tweed Central Pty Ltd	7,097,417.88	
Valencia Grove Pty Ltd	1,803,390.00	
Walsh	508,367.95	
Western Land Corporation	1,070,456.17	
Windsor Turf Pty Ltd	4,248.55	
Wirrina Cove	11,060,487.23	
Wonderkids Pty Ltd	10,000.00	74,986,846.09
<i>Other Income:</i>		
GST Refund	271,449.95	
Pre-appointment ATO lodgements	69,453.00	
Fees earned from Release of Mortgage	3,624.78	
Other Sundry Income	2,300.40	
Sale of Plant and Equipment	800.00	
Refunds received	655.06	348,283.19
<i>Distributions:</i>		
Unsuccessful distribution payments - Second Interim Distribution	405,045.75	
Unsuccessful distribution payments - Third Interim Distribution	398,441.97	803,487.72
Transfer from Pre-appointment accounts		1,263,719.13
Total Receipts		78,418,272.27

Payments		
Advertising		17,009.69
Bank Charges		54,916.26
Bank Guarantee		159,376.48
Consultant fees		249,284.55
<i>Distressed Loan funding:</i>		
Boothers Pty Ltd	369,065.51	
Checkling Pty Ltd	772,377.36	
Corymbia Corporation Pty Ltd	3,379,911.12	
Corymbia Corporation Pty Ltd (uncompleted works bonds bank guarantee)	928,389.59	
Corymbia Estates Pty Ltd	841,588.10	
CTP Pty Ltd	21,571.00	
East Coast Pty Ltd	505,991.96	
Gamp Developments Pty Ltd	108,801.41	
Glenrowan Land Pty Ltd	4,215.00	
Gonfanon Pty Ltd	189,280.34	
Graham Spottiswood (A Bankrupt)	739,361.67	
Kele Property Group (Port Macquarie) Pty Ltd	354,039.69	
Morvale Land Pty Ltd	828,555.99	
Mountbell Pty Ltd	180,436.78	

National Resorts	370,284.58	
Newton, Kristine Lorraine	6,597.01	
Resort Corporation Australia (No 2) Pty Ltd	117,136.25	
Rosea Pty Ltd	7,888.16	
Spottiswood, Graham (A Bankrupt)	193,743.37	
Toowoomba (Foundry Shopping Centre) Pty Ltd	1,668,608.37	
Tweed Central Pty Ltd	1,003,079.98	
Tweed Central Pty Ltd (uncompleted works bonds)	100,529.55	
Valencia Grove Pty Ltd	126,745.19	
Walsh	149,264.75	
Western Land Corporation	406,365.17	
Windsor Turf Pty Ltd	424,059.35	
Wirrina Cove	10,812,775.43	24,610,662.68
Office Establishment expenses		14,909.51
Document Production & Stationary		42,636.26
GST Paid		1,599,375.91
Insurance		31,415.50
IT expenses		365,029.46
Legal Fees		2,884,695.71
Applicant's assessed costs in the proceedings to wind up the EIF		55,814.27
Mclvor Superannuation Fund (Payment into Court)		3,495,953.42
Office Rental charge		91,542.60
PAYG Paid		107,976.00
<i>Receiver's Fees</i>		
Remuneration		4,431,320.50
Outlays		143,079.11
<i>Reimbursement of Expenses - Equititrust Limited</i>		
Pre-appointment (prior to 21 November 2011)	653,867.63	
Post-appointment (subsequent to 21 November 2011)	305,682.62	
ETL Receivers Fees and Disbursements	137,431.00	1,096,981.25
Secured Creditor Fees and Charges (Bill Facility)		600,527.80
<i>Secured Creditor distribution</i>		
Commonwealth Bank of Australia		54,409.25
National Australia Bank		8,400,000.00
Statutory Fees		1,199.00
Telephone, Fax & Internet		2,494.80
Unit Holders - Accrued interest 30/06/2010	139,540.72	
113 Unit Holders - First and Second Interim Distribution payment	27,656.54	
Unit Holders 5 cent -First Interim distribution	9,675,240.24	
Unit holders 3 cent - Second Interim Distribution (Paid via EFT)	5,333,317.48	
Unit holders 3 cent - Second Interim Distribution (Paid via Cheque)	568,570.41	
Unit holders 3 cent - Third interim distribtion (Paid via EFT)	5,362,371.32	
Unit holders 3 cent - Third interim distribtion (Paid via Cheque)	425,136.39	21,531,833.10
Wages & associated reimbursements		408,907.28
Total Payments		70,451,350.39
Closing Balance		7,966,921.88
Add: Unpresented Cheques		124,971.34
Closing Cash at Bank		8,091,893.22