

**SUPREME COURT OF QUEENSLAND**

**REGISTRY:** Brisbane  
**NUMBER:** 3383 of 2013

**Applicants:** **RAYMOND EDWARD BRUCE AND VICKI PATRICIA BRUCE**

**AND**

**First Respondent:** **LM INVESTMENT MANAGEMENT LIMITED  
(IN LIQUIDATION) ACN 077 208 461 IN ITS CAPACITY  
AS RESPONSIBLE ENTITY OF THE LM FIRST MORTGAGE  
INCOME FUND**

**AND**

**Second Respondent:** **THE MEMBERS OF THE LM FIRST MORTGAGE  
INCOME FUND ARSN 089 343 288**

**AND**

**Third Respondent:** **ROGER SHOTTON**

**AND**

**Intervener:** **AUSTRALIAN SECURITIES & INVESTMENTS COMMISSION**

**CERTIFICATE OF EXHIBIT**

**VOLUME 6 OF 7**

Exhibit "**DW-26B**" to the Affidavit of **DAVID WHYTE** sworn the 28<sup>th</sup> day of May 2015



**Deponent**



**Solicitor/A Justice of the Peace**

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**INDEX OF EXHIBITS**

<b>No.</b>	<b>Index to Affidavit of David Whyte</b>	<b>Date</b>	<b>Page No.</b>
DW-26B	Schedules of work performed by staff of BDO during relevant period in relation to the controllership appointments	Various	1251 - 1500



09/03/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review resident agreements, draft file note for David Whyte
09/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
10/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
10/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	marketing budget review and follow up query regarding one supplier
11/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	prepare email to consultant regarding changes to OVST disclosure statement
11/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
12/03/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review wages, query commission payment with our consultant

"DW-26B"

12/03/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review resident agreements, cross check to resident schedule and prepare file note for David Whyte
13/03/2015	Garcia, Joanne	BRI	Manager	0.90	\$360.00	Trade On	review resident agreements, cross check to resident schedule and prepare file note
13/03/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
13/03/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	discuss commission query with our consultant
16/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review payments, email village operator regarding same
16/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	liaise with our consultant and village operator regarding referral commission
18/03/2015	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	review payments for village marketing expenses, cross check to marketing budget

18/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	collate spreadsheet of outstanding invoices in relation to the village manager
18/03/2015	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	review resident agreement, cross-check to resident schedule, prepare file note for David Whyte
20/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
23/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review wages
24/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
24/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
26/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review GSC account payment requisitions

27/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
30/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review wages payments
30/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
31/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
01/04/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review GST position
07/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	prepare, collate & review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to court for remuneration approval for the period 1 October 2014 to 30 April 2015
07/04/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review outstanding marketing invoices to marketing budget, instruct payment of same

07/04/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
20/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
21/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
22/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
23/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
24/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
24/04/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review 524 (receipts and payments)

27/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
28/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
29/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review multiple payments
30/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review multiple payments
30/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review multiple payments
31/10/2014	Tipman, Daniel	BRI	Supervisor	0.20	\$64.00	Trade On	Review and preparation of file note re supplier payments. Submit to Jo Garcia/David Whyte for review and approval
04/12/2014	Tipman, Daniel	BRI	Supervisor	0.40	\$128.00	Trade On	Review payment requisitions and supporting documentation for funding. Prepare file note summarising payments and recommendation for approval/payment of same.

05/12/2014	Tipman, Daniel	BRI	Supervisor	0.40	\$128.00	Trade On	Review payment requisitions and supporting documentation. Prepare file note summarising each payment and recommendation for approval/payment of same.
22/12/2014	Tipman, Daniel	BRI	Supervisor	0.40	\$128.00	Trade On	Review payment requisitions prepared by Sarah Cunningham. Review supporting documentation. Prepare and finalise file note commenting on appropriateness of payments requests.
23/12/2014	Tipman, Daniel	BRI	Supervisor	0.20	\$64.00	Trade On	Liaison with Jo Garcia and Sarah Cunningham re payment of employee wages over Christmas break and clarification of amounts owing to a supplier.
23/12/2014	Tipman, Daniel	BRI	Supervisor	0.10	\$32.00	Trade On	Call to village manager to discuss wages for certain employees to be paid on 30 December 2014.
24/12/2014	Tipman, Daniel	BRI	Supervisor	0.20	\$64.00	Trade On	Complete employee wages file note for payment of wages as at 31 December 2014.
24/12/2014	Tipman, Daniel	BRI	Supervisor	0.20	\$64.00	Trade On	Review payment requisitions for retirement village prepared by village manager and Sarah Watson.
06/01/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Review payment requisition and prepare file note recommending payment of workers compensation insurance.

15/01/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Liaison with Nicola Kennedy re employee wages
15/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Meeting with John Somerville to discuss settlement adjustments
16/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Provide assistance to Julia Mayne regarding reconciliation of petty cash
16/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Revision of debtor reports printed by Dale Ludwig for the village.
01/04/2015	Alexander, Samuel	Tax	Senior Consultant	4.00	\$1,280.00	Trade On	Preparation and drafting of the GST private binding ruling application.
01/04/2015	Alexander, Samuel	Tax	Senior Consultant	2.00	\$640.00	Trade On	Preparation and drafting of the GST private binding ruling application.
02/04/2015	Alexander, Samuel	Tax	Senior Consultant	2.50	\$800.00	Trade On	Preparation and drafting of the GST private binding ruling application.



07/04/2015	Alexander, Samuel	Tax	Senior Consultant	1.10	\$352.00	Trade On	Finalisation of the GST private binding application, including adding attachments.
07/04/2015	Alexander, Samuel	Tax	Senior Consultant	1.40	\$448.00	Trade On	Finalisation and sending of the GST private binding application to the ATO.
16/04/2015	Alexander, Samuel	Tax	Senior Consultant	0.60	\$192.00	Trade On	Preparation and arrangement of telephone conference with the ATO. Review of further information requested by the ATO
16/04/2015	Alexander, Samuel	Tax	Senior Consultant	0.70	\$224.00	Trade On	Provision of additional information to the ATO to support the GST private binding ruling application as requested
17/04/2015	Alexander, Samuel	Tax	Senior Consultant	0.80	\$256.00	Trade On	Telephone conference with the ATO regarding the GST private binding ruling application
20/04/2015	Alexander, Samuel	Tax	Senior Consultant	0.50	\$160.00	Trade On	Review of additional documentation provided by John Somerville to support the GST private binding ruling application
21/04/2015	Alexander, Samuel	Tax	Senior Consultant	0.90	\$288.00	Trade On	Drafting of further documentation for the GST private binding ruling application requested by the ATO

27/04/2015	Alexander, Samuel	Tax	Senior Consultant	0.80	\$256.00	Trade On	Provision of additional information requested by the ATO to support the GST private binding ruling application
18/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	discussion with LM staff in relation to landline phones and mobile phones being set up in the name of the controllership
19/12/2014	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	discussion with LM staff in relation to setting up new phone numbers, phone calls to utility providers in relation to same
22/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider mobile phone and landline account options from utility provider and put forward a recommendation to John Somerville
23/12/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	liaise with Village Management in relation to transfer of phone lines, review emails in relation to same
23/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email to utility provider confirming details in respect of the mobile phone plans, discuss query regarding ISDN billing for the land line numbers
24/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to utility provider in relation to new phone accounts and ISDN billing

06/01/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	review email from utility provider in relation to setting up new accounts for the retirement village, consider various plans for phone lines and ISDN billing, collate information for John Somerville to consider and review
07/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	phone call to LM staff in relation to telephone and fax accounts, phone call to Village Management to confirm fax number, complete utility provider business authority form and draft an email to utility provider with queries
12/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review email from utility provider re forms to complete to transfer phone accounts, complete form
14/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with utility provider re mobile phone sim accounts, email John Somerville re authorisation details
15/01/2015	Kennedy, Nicola	BRI	Accountant I	1.00	\$225.00	Trade On	review multiple wage payments to employees, review petty cash receipts, confirm account details, confirm payee names, confirm payee amounts, prepare file note re same
16/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	prepare file note for payment, review supporting documents to confirm appropriate to pay
16/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to Receivers and Managers re payments to be reviewed, signed and forwarded to Secured Creditor

16/01/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	prepare file note for 3 x payments in respect of a deceased estate settlement, review supporting documents and confirm payments are appropriate to pay
19/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call to Village Management to discuss ISDN billing and software used
19/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	liaise with Sarah Cunningham in relation to payments for Controllerships
20/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare file note re payment for final electricity bill, review supporting documentation
20/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and respond to email from Receivers and Managers regarding supporting documentation query for payment in respect of a lease surrender
21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	review superannuation payments to staff and confirm details are correct as per supporting documentation
21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	prepare file note regarding superannuation payments to staff to confirm it appears appropriate to pay

21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Village Management regarding ISDN billing
22/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	amend insurance invoice, discuss payment with Sarah Cunningham and Joanne Garcia, draft email to insurance broker with corrections for address to note controllership appointment
22/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	collate various payments and draft email to Receivers and Managers for authorisation and review
23/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	draft email to Receivers and Managers regarding review and authorisation of payment for consulting fees, separate from emails due to size limitations
23/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare file note for payment to insurance broker, review payment to ensure details are correct
28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare file note and review and consider payment to WorkCover and supporting documents
28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	collate all unpaid invoices in a spread sheet to send to Receivers and Managers per Joanne Garcia's instructions

28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review emails from Joanne Garcia and Sarah Cunningham regarding updating addresses for utilities and banks, email Dermot O'Brien documents to update addresses for
28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	review and consider payment to Origin for electricity, prepare a file note re same
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call to ATO to confirm BAS lodgements are up to date
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review email from Village Management regarding additional payment to employee, respond confirming reason for additional payment, review email from Sarah Cunningham re updating address and forward to Dermot O'Brien
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	call ATO to obtain new CAC for controllership
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review email from Sarah Cunningham regarding wages, review wages to identify error, amend excel file and email to Sarah Cunningham
29/01/2015	Kennedy, Nicola	BRI	Accountant I	1.20	\$270.00	Trade On	emails with Sarah Cunningham in relation to employee wages, upload ABA file for payment, print listing, review payment, prepare file note re same, obtain previous payment from file as a supporting document

30/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	follow up Receivers and Managers re payments to process and query regarding funds returned for an invoice
30/01/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	prepare payment in bank account for additional payment to employee/prepare file note/print supporting document
30/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Village Management to confirm payment of wages for employee
02/02/2015	Kennedy, Nicola	BRI	Accountant I	1.30	\$292.50	Trade On	review payments and supporting documentation for 16 invoices, prepare a file note summarising supporting documentations and consider whether appropriate to pay
02/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone calls and emails with Receivers and Managers in relation to payments to authorise and payments that have dropped of the account transaction listing
03/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan file note with various payments to send to LM staff for review, include queries to address to confirm payment is reasonable
03/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider various payments and prepare file note to confirm ok to pay

04/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review multiple general payments for the retirement village and consider whether appropriate to pay. prepare file note for same
04/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Receivers and Managers re overdue invoice and confirm whether they have received them, emails with Sarah Cunningham re same
05/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	collate file note with emails received addressing queries for various payments, prepare update file note to submit with payment
05/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update draw request spread sheet for payments to be sent to Receivers and Managers, prepare folder with all relevant documents for payments and draft email
06/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Dale Ludwig to confirm status of her queries regarding payments, review emails sent and attach
06/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan 4 payments to send to Receivers and Managers for review, enter into draw request spread sheet, collate and mark up for filing
06/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review transaction listing for various general payments to ensure details and amounts are correct



06/02/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	scan signed payments, save to file, enter into draw request spread sheet, attach to email to Receivers and Managers for approval, update payment listing spread sheet to note payment made, file
06/02/2015	Kennedy, Nicola	BRI	Accountant I	0.70	\$157.50	Trade On	discuss queries with Sarah Cunningham regarding 3 x payees and invoices which do not match totals for payments, review credit notes, recalculate, highlight on supporting documentation and collate for review
09/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review and consider sales staff wages and prepare file note confirming payment reasonable
09/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Joanne Garcia re advising when payment will be made for services, phone call to company for which payment is outstanding, advise payment has been prepared and funds to be released next week
09/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and consider payment for electrical work, prepare file note for payment
09/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan documentation for sales staff wages and email Receivers and Managers
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment listing spread sheet to include date payments sent to Secured Creditor for review and authorisation

10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to Receivers and Managers with urgent payments to review and authorise
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to Receivers and Managers with urgent payments to review and authorise
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	numerous emails between LM Staff, Dale Ludwig and Origin Energy regarding invoicing and updating the address
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	discuss outstanding payment with Dale Ludwig, Sarah Cunningham and LM staff, request payment to be drafted, review, consider and prepare file note for same
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	scan and save payment for repairs/sales and marketing to file to email for review by Receivers and Managers, draft email and send to Receivers and Managers to review
11/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	reconcile payment listing to confirm which payments have been sent to Receivers and Managers but not on forwarded to Secured Creditor for review, prepare summary table for Joanne Garcia
11/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Joanne Garcia to confirm which invoices are outstanding for the liquidators, review invoices for amounts outstanding, update details in payment listing and send spread sheet to Joanne Garcia

12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	confirm payments under retirement village agreements have been sent to Custodian to be released, email Secured Creditor to follow up urgent payments
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	emails with LM staff and Dale Ludwig regarding water notices and confirm whether address has been updated
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	arrange for controller to review and consider payment for employee wages, ensure it is paid from account before COB
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payments listing spread sheet to reflect payment status of approval for Joanne Garcia, review correspondence sent via email with payments attached
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	explain payment process to Julia Mayne, discuss process with Joanne Garcia, set up calendar reminders to review outstanding payments
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider payment for employee wages, prepare file note re same
13/02/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	phone call with Secured Creditor and emails in relation to wages payment requested to be released by Custodian and incorrectly paid to a different account

13/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review urgent payments outstanding, review email to Receivers and Managers noting attachment not included, prepare follow up email, email correspondence to Secured Creditor to review
13/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	reconcile payment listing spread sheets for payments release over night, review payments sent by Secured Creditor to be released and update payment listing
13/02/2015	Kennedy, Nicola	BRI	Accountant I	0.70	\$157.50	Trade On	review payment issue with wages re funds being released to wrong account, discuss with Sarah Cunningham, advise Village Management and advise Dale Ludwig, draft emails for same to Custodian to release funds
13/02/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	phone call with Custodian processing team and emails in relation to wages payment requested and incorrectly paid to a different account
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	follow up phone calls and emails with Receivers and Managers and Secured Creditor regarding urgent payments
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email with Dale Ludwig, village manager and Sarah Cunningham to confirm payment method and details for funds returned in account
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from insurance broker regarding payment, review file to confirm if payment made, email Sarah Cunningham re same

16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email LM staff in relation to account to make payments for professional indemnity insurance from
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare 3 x tables summarising outstanding payments which have been authorised and are awaiting approval, send to Joanne Garcia
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet to note payments which have been paid, print for Joanne Garcia
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review funds returned into bank account due to incorrect account details, send an email to confirm account details
17/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare and send email to Receivers and Managers with various payments (approximately 16) attached for review and authorisation
17/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Sarah Cunningham to confirm payment ABA files uploaded for Custodian to release
17/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	draft email to bank to request cheque book for payments

18/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	liaise with Dale Ludwig and Sarah Cunningham in relation to invoices to be paid from a different account for insurance, email Receivers and Managers to advise payment not to be processed
18/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	liaise with Custodian by phone and email in relation to payments to be released, confirm ABA files uploaded in account
18/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare email to Secured Creditor with payments attached, prepare draw request spread sheet
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	collate mail for Julia Mayne to scan and save and update address for
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spreadsheet to accounts for payment released
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with village staff in relation to the account to pay professional indemnity insurance from
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	reconcile payment listing spread sheet, confirm CAC for BAS lodgement

20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	prepare table of outstanding payments with Receivers and Managers and Secured Creditor for Joanne Garcia, review payments sent through to Custodian, scan and save payments to send across and draft email re same with draw request spread sheet
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet to bank account
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig regarding account to pay insurance from for renewed policy as well as outstanding insurance policy, review email from village management regarding account to pay insurance from
23/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	print bank statements for Joanne Garcia, draft email to Receivers and Managers regarding outstanding payments, reconcile payment listing spread sheet
23/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet for payments released today
23/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review file and emails between LM staff and Sarah Cunningham for payment for work in respect of retirement village which has been signed by Receivers and Managers
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Daniel Tipman regarding credit remittance, email LM staff with queries and forward to Joanne Garcia

24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	reconcile payments processed to spread sheet, update table Joanne Garcia, review/discuss outstanding payments, reconcile payments to email sent in Oct for Joanne Garcia and instruct Julia Mayne to create table re reconciliation of Oct payments
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call to Receivers and Managers in relation to urgent wages
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	phone call with Receivers and Managers re wages, review signed authority, print and collate with BDO signed authority, scan and save, prepare draw request spread sheet for Secured Creditor, draft email to Secured Creditor with details of urgent payments
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig, LM staff and village management in relation to account to pay new insurance invoices from
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email wages across to Receivers and Managers and Secured Creditor
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to insurance broker in relation to amending insurance form, review amendments and forward to Sarah Cunningham for payment
25/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call with bank contact regarding cheque books for villages



25/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review bank account and confirm wages paid, update payment listing spreadsheet
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and consider village payment for insurance, prepare file note re same
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	emails with Dale Ludwig in relation to queries for controllership payments, print supporting docs and attach to payment file notes
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call with bank contact re cancelling cheque books
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	review and consider payment to employees, review bank account details and amounts paid for discrepancies, prepare file note re same, review petty cash documents
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from LM staff re motor vehicle insurance renewal, obtain relevant document and email back
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	print and collate approval to pay wages email

26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update table for Joanne Garcia to send to Receivers and Managers to follow up payments outstanding, prepare folders with relevant attachments
27/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Joanne Garcia re outstanding staff recharges and assist Julia Mayne in preparing table for same
27/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email insurance broker re status of payment
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	liaise with Custodian and insurance broker regarding outstanding payments
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	draft email to Secured Creditor with payment attached, email Sarah Cunningham regarding OVST payment to trade creditor, review email from Joanne Garcia re OVST trade creditor
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet to bank account for Joanne Garcia, print and collate
03/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to Secured Creditor regarding payment for review and authorisation

03/03/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	multiple emails with Dale Ludwig and Joanne Garcia regarding when a particular invoice was last paid or reimbursed, review file re same
03/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call to creditor re delay in payment, discuss outstanding invoices
04/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and consider 1 x payment, prepare file note re same
04/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with Receivers and Managers re payment process, discuss with Joanne Garcia, prepare email to Receivers and Managers summarising urgent payments and deadlines, review emails regarding payments to send to Secured Creditor and respond
04/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	discuss queries for payment with Sarah Cunningham
05/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	forward payment to Sarah Cunningham and request payment to be arranged from village account, review emails from village management re same
05/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review scanned payments and draft email with payments attached to Receivers and Managers for authorisation

06/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet for payments sent to Secured Creditor and paid
06/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare email with scanned payments to send to Receivers and Managers
06/03/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	review multiple payments to village management, collate relevant invoices due to amended payment requisition, ensure appropriate supporting documents are attached, scan and save to file
09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and prepare file note for 1 x payment to confirm payment in order
09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Sarah Cunningham re payment due, email Julia Mayne re bank statement
09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet and draft email to Receivers and Managers re payments outstanding to date
09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review wages payment and prepare file note re same

09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review payment for sales and marketing and prepare file note re same
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call with Receivers and Managers re template for cheques, obtain and email
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and consider payment for utility account, prepare file note re same
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and email wages to Receiver and Manager, prepare table of payments with 2 x wages payees
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spreadsheet for payments sent to Receiver and Manager
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Dale Ludwig, obtain payment requisition with supporting documents and email back
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with village management and Dale Ludwig in relation to outstanding payments for village management

11/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan 2 x payments, save, enter into table and email Receivers and Managers for authorisation
11/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	prepare spread sheet for Joanne Garcia detailing payments made for March 2015 from village and controllership accounts
12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	phone call to creditor and advise when payment will be made for services, review outstanding invoice, review email from village management, confirm with village management re delay in payment explained to creditor
12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet for payments forwarded to Secured Creditor
12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Sarah Cunningham regarding status of 1 x payment in spread sheet
12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	review village wages, compare account details and payments to staff to ensure it matches the MYOB records, review petty cash, prepare file note
12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email village management regarding delayed payment of wages

12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review emails and attachments from Joanne Garcia regarding GST allocation for supplier payments, consider same
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and consider 1 x payment for license renewal, prepare file note re same
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	obtain invoices to be sent with cheque in mail, collate for post
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review emails from Dale Ludwig regarding outstanding payment for carpenter
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and add payment to table to email to Receiver and Manager to review and authorise
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Secured Creditor to confirm when wages will be sent
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from trade creditor and respond re payment to be released today, review emails to confirm payments are with Custodian

13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review emails from village management re additional payment to employee, respond to email
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment spread sheet listing for payments paid
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Dale Ludwig regarding status of payments, review payment listing and advise
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig regarding status of payments, send through signed payments
16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Sarah Cunningham regarding wages
16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	emails with supplier and Dale Ludwig regarding payment of outstanding invoice
16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	scan and save 3 x payments to file, re collate and file



16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare email to Receiver and Manager with summary of payments attached for authorisation, update spread sheet re same
16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet and print bank statements for Joanne Garcia
16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review reconciliation of account and follow up payment not released by Custodian
16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Joanne Garcia regarding payments for village management, review payment spread sheet and respond
17/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	arrange payment for water with Dale Ludwig
17/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review file note for payment to village management and collate relevant docs
17/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	obtain wages payment for village staff and email village management to confirm payment processed

17/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email 1 x payment to Receiver and Manager to authorise, update spread sheet re same
18/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and email payment to send to Receiver and Manager, prepare email re same
18/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment listing spread sheet for payments sent to Secured Creditor and payments released
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment spread sheet for payments sent to Custodian
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review bank account to confirm payment made, email Joanne Garcia re same and attach payment credit
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	assist Julia Mayne to obtain payments for village management recharges
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review payment for water notice and prepare file note re same

20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	draft email for Joanne Garcia to Receiver and Managers re outstanding payments, review outstanding payments to date, review bank account for payments released today and update spread sheet
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review email from village management re overdue payment, email Joanne Garcia confirmation of authorisation, draft email response
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	emails with Receiver and Manager and Sarah Cunningham regarding unsigned payment, review file to obtain file note re same
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email regarding payment to be authorised, email Sarah Cunningham to provide signed copy, email across to Receiver and Manager
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Custodian regarding cheques ready for collection, print supporting documentation for Julia Mayne to collect cheques
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and email payments to Receiver and Manager with village management recharges and various supplier payments, update payment listing spread sheet re same
23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	collate supporting documentation for wages, review wages payments and prepare file note re same, review top up amount required, review bank account balances, scan and email payments to Receiver to authorise

23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	enter payment into payment listing spread sheet
23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	log into share file, download multiple supplier invoices (>15 suppliers), collate all invoices for review
23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	log onto bank account and obtain balance, email to Sarah Cunningham
23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Sarah Cunningham and Dale Ludwig re wages payments
23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	log into bank account and upload ABA file, print payment credit
24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.90	\$202.50	Trade On	review and consider payments to 7 x suppliers (some with multiple invoices) from the village account, prepare file note re same
24/03/2015	Kennedy, Nicola	BRI	Accountant I	1.00	\$225.00	Trade On	review and consider payments to 8 x suppliers (some with multiple invoices) from the village account, prepare file note re same

24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review payments forwarded to Secured Creditor for authorisation, update payment listing spread sheet re same
24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review authorisation from David Whyte for wages, obtain signed copy of wages documentation, prepare table for Receivers and Managers, email wages and file
24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.70	\$157.50	Trade On	review and consider payments to 5 x suppliers (some with multiple invoices) from the village account, prepare file note re same
24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email village management re queries regarding payment amount
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	draft email to David Whyte regarding workers compensation payment, review and forward response
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review bank account and reconcile payment listing spread sheet for payments paid
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	discussion with Joanne Garcia re village and scheme operator payments approved requiring signature and to be sent to Receiver and Manager, email Nicole Jackson re obtaining signature, print document with signature and collate for payment

26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from village management regarding management fees and discuss with Sarah Cunningham and Joanne Garcia re payment status
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email village accounts staff to confirm wages paid
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	assist Julia Mayne with queries regarding recharges from village management, review email to village management re same
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email LM staff regarding ABN and CAC for village, discuss with Julia Mayne re phone call with ATO and issues with creating a new CAC
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review 2 x emails regarding payment to be uploaded, email Sarah Cunningham re uploading payment, email Custodian to confirm payment uploaded
27/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email prepared by Julia Mayne in relation to workers compensation
27/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and email 1 x payment to Receiver and Manager, prepare table with details of payment, update payment listing spread sheet re same

30/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Dale Ludwig, log into bank account, confirm payment made and email Dale Ludwig confirmation re same
30/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review emails from Dale Ludwig, village management and Joanne Garcia regarding status of village payments, review file and confirm
30/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Julia Mayne payment requisition for village payment
31/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email prepared by Julia Mayne, review attachments with payments attached, email to Receiver and Manager
01/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Sarah Cunningham with payments for liquidator's remuneration
01/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to Sarah Cunningham and Julia Mayne regarding response to village management for village payments, discussion with Julia Mayne re same
01/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	forward wages payment to Receiver and Manager

07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	emails with Dale Ludwig, Sarah Cunningham and John Somerville regarding a listing of supplier details, export suppliers from MYOB and sort
07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider payment for management fees, obtain supporting documentation (previous payment) and prepare file note re same
07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	assist Dermot O'Brien in relation to employee entitlement schedules for the sale of properties
07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig regarding generating report from excel with details of suppliers for each village, confirm information required
08/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig regarding report to generate from MYOB with suppliers
10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	emails with Dale Ludwig and Julia Mayne in relation to wages, draft follow up email to Receiver and Manager to confirm when wages will be paid
10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment listing spread sheet for payments sent to Secured Creditor



10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from employee querying wages payment, phone call to Receiver and Manager re following up wages
10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	phone calls and emails with Receiver and Manager, Custodian and LM staff in relation to wages being paid
10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	discussion with John Somerville regarding security packets to be signed and sent, call Joanne Garcia re same and email Julia Mayne regarding documents
10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	discussion with Julia Mayne re obtaining rates notices for settlement, review email re same
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Dale Ludwig regarding sales register reports to be attached to payment for supporting documentation
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review ASIC form 524 (receipts and payments) prepared by Sarah Cunningham, amend appointment details in MYOB for same, discuss queries regarding opening balance with Sarah Cunningham
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review and consider payment for marketing invoices, obtain 2 x supporting documents from file and prepare file note re same

13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and amend email to Receiver and Manager, attach payments and include summary table
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from village management regarding payment, review date payments were sent, email John Somerville re same and prepare response, email Receiver and Manager advising of urgent payments
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email with payments attached by Julia Mayne, amend email and forward to Receiver and Manager
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	conduct ASIC business name search to confirm registration, email John Somerville re same, review process to cancel business name, phone call with ASIC to confirm cancellation process
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig regarding sales register
15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	prepare correspondence to Receiver and Manager regarding cancellation of business name for retirement village, discuss changes with Daniel Tipman
15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review ASIC 524 amendments by Sarah Cunningham

15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review payments forwarded to Secured Creditor and update payment listing spread sheet re same
15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	assist Julia Mayne with queries regarding wages to be paid, review email from village management re same
15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review 524 prepared by Sarah Cunningham and email John Somerville re same
15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare correspondence to Receiver and Manager regarding cancellation of business name for retirement village
16/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	amend cancellation of business name correspondence and email to Daniel Tipman, amend draft letter re same
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.70	\$157.50	Trade On	review emails from Sarah Cunningham and Dale Ludwig regarding wages, upload ABA file to bank account, print supporting documents, review previous payment and prepare file note for payment and top up request
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and email 2 x payments to Receiver and Manager

20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review 2 x emails from John Somerville regarding payment, and email to LM staff to review
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review payments from Dale Ludwig and send to LM staff for review
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	log in to share file, download payments to print, save to file
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	scan and email 2 x payments to Receiver and Manager, prepare table re same, update payment listing spread sheet
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with Receiver and Manager regarding queries for payment, email details re same
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	scan and email 3 x payments to Receiver and Manager, prepare table re same
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from LM staff regarding payments to be paid from controllership account review and print emails for Julia Mayne to attach to file notes

22/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Receiver and Manager with queries regarding payments and respond to same
22/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	send follow up email to Receiver and Manager regarding urgent status of wages payment
22/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Secured Creditor to Custodian and email Sarah Cunningham re same
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	review and consider 3 x payments and prepare file note re same
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review figures included for superannuation payment, confirm amounts with MYOB reports, compare to previous period
24/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	prepare file note for superannuation payments, review and consider same, discuss queries with Sarah Cunningham
27/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	scan and collate 2 x payments prepare table to Receiver and Manager re same

27/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from insurance broker regarding insurance policies, draft email back confirming settlement
27/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	voicemail and phone call to supplier re confirming address of retirement village
28/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	log into bank account and reconcile payment listing spread sheet for payments processed and payments sent to Receiver and Manager
28/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and email correspondence to ASIC regarding cancellation of the business name
29/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email prepared by Julia Mayne to village management and amend
29/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	phone call with Receivers and Managers regarding payment to be processed, obtain invoice, ask Julia Mayne to rescan, email Dale Ludwig and Receivers and Managers to confirm payment to be processed
29/04/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	scan and collate multiple payments (approx. 15), save to file, make note regarding amendments to invoices paid for Receiver and Manager, prepare table and email re same

30/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and amend email for Julia Mayne in relation to query for payment to be sent to village management
30/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet for payments released
30/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review emails between village management and Julia Mayne regarding status of payments
10/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing payment amount re: service providers. Collating for signing
10/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing payment amount re: Lawyers, collating for signing
22/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating superannuation payment for reviewing and signing
22/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing MYOB for previous super payments for supporting documentation.

24/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating information for signing of payments x 2 cheques.
29/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating payment for signing with supporting documents
30/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering payments into ABA creator for payment x 18
30/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating payments signed by LM staff for approval. Printing of previous payments as supporting documentation x 18 payments
03/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating wages information for signing.
03/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising wages ABA file, email collation of supporting documents to LM staff.
17/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Discussion with LM staff regarding OVST payments to be drafted



17/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering details of wages into ABA spread sheet. Sending to LM staff for approval.
18/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Organising ABA file data for general payments. Organising repayment of service provider as payment was returned due to incorrect BSB number.
20/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Emails to clarify payments requested for IT charges and marketing with Dale Ludwig and village manager
27/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Amending ABA file for payments as LM staff did not approve some payments therefore needing to be removed.
01/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating payments from LM staff. Supplying previous payments as supporting documents.
02/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing ABA file re: supplier payment
04/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Organising collation of payment and supporting documents re: supplier payment for reviewing and signing by BDO.

09/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Organising emailing of letter to NAB re: Account Signatories.
09/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising ABA file for payments x 14
15/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Producing ABA file re: wages. Collating info and emailing to LM staff.
15/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Organising Village OVST account added to NAB connect
15/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering details re: invoices for service provider x 3. Creating ABA file and sending to LM staff for upload.
15/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing ABA file for funding for wages over mass period.
16/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Printing previous payments from MYOB for supporting docs to current supplier payments.

16/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Amending OVST payment batch as LM staff removed and amended amounts payable. Updating ABA file. Emailing to LM staff.
18/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Discussion with Jo from BDO regarding processing of wages over the Christmas period and access to bank accounts.
18/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Emailing village manager regarding wage details reports for wages to be processed.
18/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.70	\$136.50	Trade On	Entering employee details, name, bank and BSB into ABA file creator ready for wage payments. x 27 employees.
18/12/2014	Cunningham, Sarah	BRI	Team Assistant	1.60	\$312.00	Trade On	Entering employee wage amounts into ABA file creator for payment of wages. Liaising with NAB regarding payment of file.
22/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Organising previous payment documentation for review by BDO regarding payment to service provider.
23/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Discussion with Dale Ludwig regarding Village payments from village manager

23/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	Entering employee payment amounts into ABA creator. Organising upload to NAB.
24/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.90	\$175.50	Trade On	Entering Village payments onto ABA creator x 15 suppliers. Uploading ABA file to NAB.
24/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Uploading Village payments for Electricity and Council rates as BPAY payments.
05/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising payment on NAB re: insurance payment from the Village account.
05/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Reviewing payments from closure of the LM office to review what payments were still outstanding.
05/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Scanning and emailing supplier payment confirmation to village manager.
07/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Drafting payment on NAB regarding Village payment to village manager

07/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Scanning invoices and payments to LM staff to review regarding Village payments from GSC account.
09/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Organising transfer from the OVST account to Village account
09/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Uploading payment to Suncorp regarding BDO fees. Entering into running balance spreadsheet.
09/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Compiling information regarding payments and account balances to review what top up is required into the Village OVST account.
09/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Compiling information regarding payments and account balances to review what top up is required into the scheme operator account from the restricted working account.
12/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering scheme operator wages info to ABA creator, uploading file to Suncorp and collating wages with supporting documentation.
12/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Compiling supporting documentation regarding Payroll Tax. Confirming with village manager regarding sales wages.

13/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Scanning signed payments with supporting documentation to Receivers & Managers First Mortgage Income Fund for signing and payment x 1 invoice
13/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Scanning signed payments with supporting documentation to Receivers & Managers First Mortgage Income Fund for signing and payment x 2 invoice. Attaching balances of cash at bank.
13/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising payment re: exit settlements x 2 Unit 19 and Unit 26. Organising restricted working top up request.
13/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing account for payment received for Unit 44
13/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Emails to village manager regarding Payroll Tax lodgement and payment
13/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Drafting payment for payroll tax on NAB. Collating supporting documentation.
14/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering invoice details onto ABA file x 3. Uploading file to Suncorp. Entering payments into running account spreadsheet to calculate top up required amount and completing transfer request from Restricted Working Account.

15/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Village - entering village wages to ABA file upload. Uploading to NAB and collating supporting documentation.
15/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Amending lawyers payments due to outlays amount being amended as previously paid from lawyers trust account. Deleting entry on Suncorp, amending ABA file and re-uploading.
16/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.80	\$156.00	Trade On	Entering invoices x 16 into ABA creator. Uploading to Suncorp, emailing to Simon for review.
19/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Producing cheque request re: service provider payment. Drafting and attaching supporting documentation. Entering into payments records to reviewing account balance and available funds.
20/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	Village - entering village superannuation obligations amounts into Suncorp clearing account. Updating / entering new employees.
20/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Village - entering village superannuation obligations amounts into Suncorp clearing account. Updating / entering new employees. Liaising with village manager regarding missing information on employee files.
20/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Village - entering village superannuation obligations amounts into Suncorp clearing account. Updating / entering new employees. Liaising with village manager regarding missing information on employee files.

22/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Scanning in payment request with invoices for review by Receivers & Managers First Mortgage Income Fund x 3 payments.
22/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Updating payments spreadsheets with payments made by PTAL
23/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Lodging Super payments on clearing house.
23/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising uploading to Suncorp and support documents for Sales wages
27/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Amending OVST sales wages as per consultants advice regarding second hand and new units.
27/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.50	\$97.50	Trade On	Organising ABA file and upload to Suncorp. Organising approval from consultant and supporting documents and recording in payments register, reviewing account if top up required. x 15 Invoices Lawyers and service providers.
28/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising approval from consultant regarding Village payment for insurance - organising payment, supporting documents and recording in payments register.



29/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Following up payment query from village manager regarding payment of commissions.
29/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering village wage amounts into ABA creator for upload to NAB
29/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing ABA file and emailing to Nicola to upload to Suncorp.
02/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Printing Village invoices for review and payment.
03/02/2015	Cunningham, Sarah	BRI	Team Assistant	1.00	\$195.00	Trade On	Collating all Village invoices and reviewing amounts on MYOB summary for payment emailing village manager to confirm some balance differences.
03/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Scanning Village invoices and sending to consultant for review.
04/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Following up on old payments and amending dates on ABA files and re-uploading payments to Suncorp re: service providers x 2.

04/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Updating payment dates of PTAL approved Suncorp payments.
04/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Drafting land tax payment on NAB for January. Collating documentation.
05/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Updating payments list from payments made on Suncorp.
05/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating supporting documents for service provider Payments.
06/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering BPAY Village payments into NAB. Creating ABA file for Village Supplier payments.
06/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing account online regarding returned super payment.
06/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating cheques from bank with remittance slips for postage.

09/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering sales wages onto ABA file creator. Uploading to Suncorp for payment. Reviewing scheme operators account if top up required. Reviewing Village account if GSC account funding is required.
09/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA file creator. Uploading to Suncorp for payment. Collating supporting documentation. Reviewing account balance for funds available. x 1 invoice
10/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading payment files to Suncorp as dropped off and payment being sent to DB.
12/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Re-uploading ABA files to Suncorp for payment by PTAL as had expired due to 7 days payment cycle. x 3 batches
12/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.50	\$97.50	Trade On	Entering Village wages into ABA creator. Uploading to NAB and collating supporting documentation for signing.
16/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Organising ABA file, upload to Suncorp, printing and collating of supporting documentation, entering into payments spreadsheet and reviewing account balances if top up is required. x 3
17/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading ABA file as sent to Trust however payment had expired.

18/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Removing ABA
18/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Removing ABA file from Suncorp re: insurance as payment will be made by the GSC account.
23/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing account re: ABA files not expired on Suncorp to allow Trust to process.
23/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering wages into ABA file creator. Uploading to Suncorp. Entering into payments listing. Reviewing bank account to ensure funds available.
25/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.50	\$97.50	Trade On	Entering batch creditor invoices into ABA creator. Uploading to Suncorp. Liaising with consultant and Dale Ludwig re approval. Attaching supporting documentation for review. x 21
25/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising payment of invoices from OVST village account. Uploading to NAB and attaching supporting documentation.
26/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing payment requests re: insurance payment from Village accounts.

26/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Amending creditor payment upload re: removal of payment of certain service providers.
27/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Emailing confirmation payments to TT to inform creditors of payment.
27/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading ABA files for Trust to process as expired.
02/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising cheque request re: service provider invoices, vacant units. Reviewing account balance to ensure sufficient funds. Emailing to relevant parties for approval.
02/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising payment re: Village Community Charges for service provider invoice. Reviewing account balance to ensure sufficient funds. Emailing to relevant parties for approval and attaching supporting documentation of previous payment.
04/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing service provider invoices regarding vacant units. Emailing to confirm payment authorisation.
05/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising payment of Village Invoice to service provider. Ensuring funds available in NAB and uploading payment.

05/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering payment into ABA file, uploading to Suncorp. Reviewing funds available for payment. Attaching supporting documentation x 1 invoice.
06/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising payment re: payroll tax. Uploading to NAB and collating with supporting documentation.
06/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA file, uploading to Suncorp. Collating supporting documentation and entering into payments register. Reviewing account to ensure available funds. Attaching file note x 1 invoice.
09/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering Sales and Marketing invoice onto ABA file. Uploading to Suncorp. Reviewing account to ensure funds available and entering into payments spread sheet. Collating payment with supporting documentation.
09/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising cheque payment re: service provider regarding Vacant Units. Collating supporting documentation and entering into payments register. Reviewing account to ensure funds available.
09/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering wages onto ABA file. Uploading to Suncorp. Reviewing account to ensure funds available and entering into payments spread sheet. Collating payment with supporting documentation.
12/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.50	\$97.50	Trade On	Organising payment of Village Wages. Entering into ABA file, uploading to NAB. Collating and attaching supporting documentation. + Commission

12/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising entry of invoices x 3 onto ABA creator, uploading to Suncorp. Recording on payments listing, reviewing funds available. Collating with file note and supporting documents.
12/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator, organising payment on account and upload to Suncorp. Entering onto payments listing and reviewing account balance to ensure available funds. Collating and attaching supporting documentation. x 1
13/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator, organising payment on account and upload to Suncorp. Entering onto payments listing and reviewing account balance to ensure available funds. Collating and attaching supporting documentation. x 1
13/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading ABA files as requested by Trust as previous files expired. x 2
13/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing status of payment to service provider
13/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator, organising payment on account and upload to Suncorp. Entering onto payments listing and reviewing account balance to ensure available funds. Collating and attaching supporting documentation. x 3
16/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing account for payments and producing bank listing for reconciliation.

16/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice onto ABA file, uploading to Suncorp. Entering into payments listing. Reviewing account balance to ensure funds available. Collating payment with supporting documentation. x service provider
16/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Organising extra Village wages pay. Village manager previously missed making payment for 2 Saturdays worked.
17/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.80	\$156.00	Trade On	Entering invoices onto ABA creator, uploading to Suncorp. Entering into payments register. Collating and attaching supporting documentation. x 25 invoices
17/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering invoices onto ABA creator, uploading to Suncorp. Entering into payments register. Collating and attaching supporting documentation. x 6 invoices
24/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator and uploading ABA file to Suncorp. Reviewing account balance to ensure sufficient funds. Collating payment with supporting documentation. Regarding consultant Reimbursement
26/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering payment into NAB OVST Village account. Re: service provider payment. Reviewing account to ensure available funds. Collating with supporting documentation.
26/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re uploading ABA file for Trust to release



26/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering Village Wages into ABA file. Uploading to NAB and collating with supporting documentation.
26/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Producing cheque request form re: service provider payment. Entering into payments listing. Reviewing account to ensure available funds. Collating with supporting documentation.
30/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing payments for service provider as query of when payment was made.
01/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing bank statement from Suncorp for period 25/9/2014 - 31/3/2015.
07/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering payments regarding recharges and sales and marketing into ABA creator and uploading to Suncorp. Entering into payments register and reviewing account balance to ensure funds available. Collating and attaching supporting documentation.
07/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering payments regarding management fees into ABA creator and uploading to Suncorp. Entering into payments register and reviewing account balance to ensure funds available. Collating and attaching supporting documentation.
07/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering Payroll Tax payment into NAB connect. Collating supporting documentation for signing.

10/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering into payments register. Reviewing account balance online to ensure sufficient funds available. Collating supporting documentation and beginning file note. x 2 service provider
14/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Updating payments to Lawyers. Editing ABA files and uploading to Suncorp.
16/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments register and reviewing account balance to ensure funds available. x 2 service provider invoices.
16/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.50	\$97.50	Trade On	Reviewing payments as per village management's emails regarding payments incorrectly being debited back into the account. Resolving issue and resending payment. x 3 queries.
16/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering onto ABA file. Uploading to Suncorp. Reviewing account balance to ensure funds available. Entering into payments register x 3 service provider invoices.
20/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Discussion commissions paid with Dale Ludwig to ensure OVST account is reimbursed from the Redland Bay scheme operator account.
20/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Reviewing upcoming payment requirements to ensure funds available and if a scheme operator account top up is required into the Village account.

20/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering service provider information into ABA file creator x 20 invoices.
20/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering wages into ABA file. Calculating top up required. Collating supporting documentation regarding top up required.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering payment into payments listing and reviewing account to ensure funds available. x 1 Valuation invoices. Collating with supporting emails.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Uploading to Suncorp. Entering payment into payments listing and reviewing account to ensure funds available. x 1 service providers. Collating with supporting emails.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering payment into payments listing and reviewing account to ensure funds available. x 2 Legal invoices. Collating with supporting emails.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering payment into payments listing and reviewing account to ensure funds available. x 3 service provider invoices. Collating with supporting emails.
22/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA file creator, uploading to Suncorp. Reviewing account balance to ensure funds available and entering into payments register. Collating with supporting documentation x 1 service provider invoice.

23/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.50	\$97.50	Trade On	Entering Village wages onto ABA file creator. Uploading to NAB. Reviewing account balances. Query with TT regarding two employees account numbers. Collating with supporting docs.
23/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering invoice into ABA creator. Uploading to Suncorp. Reviewing account to ensure funds available. Entering into payments register and collating with supporting documentation. x 2 Lawyers fees invoices.
27/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Uploading ABA files to Suncorp that have dropped off due to not being processed by PTAL within 14 days.
28/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments listing and ensuring funds available for payment x 1 Recharge Invoice.
30/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering invoice into ABA creator and uploading to Suncorp. Entering into payments listing and reviewing account to ensure funds available. Collating with supporting documentation x 2 service provider invoice.
27/04/2015	Watt, Ainsley	BRI	Accountant II	0.20	\$39.00	Trade On	collating documents required for the application to the ATO for a GST private ruling
12/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Updating and recording outstanding payments in the payments schedule

12/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare payment requisitions and file notes for supplier payments
17/02/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Review and prepare 8 payments to suppliers. Prepare file notes for each payment
17/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Reviewing accounts to reconcile outstanding supplier payments. Recording details of outstanding payments in schedule
17/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Collate outstanding payments and email details to Nicola Kennedy
17/02/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Trade On	Review and prepare 6 x payments to suppliers. Prepare file notes for each payment.
18/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Updating our payment register to reflect new payments that have been sent for review and approval. Checking company bank accounts to reconcile outstanding payments.
23/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Reviewing outstanding payments and mailing cheques

25/02/2015	Mayne, Julia	BRI	Accountant II	1.70	\$331.50	Trade On	review and consider 21 x payments from the controllership account. Prepare file notes and payment requisitions. Email to Nicola Kennedy re clarification of account number for a payment. Review and reconcile outstanding payments and update schedule
26/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scanning and saving notices from statutory bodies
26/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Formatting notice to be sent to residents
26/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scanning and emailing forms and letters to arrange transfer of vehicle registration.
26/02/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	review and consider payments from the controllership account. Prepare file notes and payment requisitions. Review and reconcile outstanding payments and update schedule
27/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Amending, scanning, emailing and saving notice to residents
02/03/2015	Mayne, Julia	BRI	Accountant II	1.70	\$331.50	Trade On	Received 17 x invoices via email. Printed and collated invoices. Reviewed and prepared file notes and payment requisitions for each invoice. Emailed village manager invoice details to confirm which bank account the invoices should be paid from

03/03/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Review of 19 x invoices to be paid to suppliers and prepare payment requisitions. Finding and comparing each payment against previous payment to ensure consistency in amount and payment method. Email details of payments to village management
03/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Email to village management regarding discrepancies in account numbers for supplier payment
03/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Reviewing February invoices to suppliers and processing 19 x payments through bank account
03/03/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Preparing 19 x payment requisitions. Review and collate supporting documentation
03/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Collating supporting documentation for supplier payments, processing 3 x supplier payments through BPAY, preparing file notes for payments
05/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call from ATO regarding compliance issues
05/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scanning, saving, filing and emailing of payments to be made to suppliers

09/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Reconciling outstanding payments
10/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan, save, file outstanding payments. Email details to Nicola Kennedy
10/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Preparing disclosure of important information to residents
11/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Preparing disclosure of important information to residents
12/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review and prepare 3 x payments to suppliers. Prepare file note for each payment
13/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review and prepare 3 x payments to suppliers. Prepare file note for each payment
16/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review and prepare 3 x payments to suppliers. Prepare file note for each payment



17/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scanning, saving, and filing file note/supporting documentation in relation to supplier payments. Email Nicola Kennedy with details of outstanding payments
17/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and prepare payment to 2 x suppliers. Prepare file notes and payment requisitions
17/03/2015	Mayne, Julia	BRI	Accountant II	1.10	\$214.50	Trade On	Review and prepare payments to 24 x suppliers. Review previous payment information. Prepare file notes and payment requisitions for each payment.
18/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Received employee details from superannuation company for quarterly superannuation remittance. Scan, save and file. Email information to Dale Ludwig
18/03/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Review and reconcile accounts for outstanding supplier payments. Collate supporting documentation in relation to outstanding supplier payments and liaise with Nicola Kennedy and Dale Ludwig regarding same
19/03/2015	Mayne, Julia	BRI	Accountant II	2.00	\$390.00	Trade On	Review and reconcile all outstanding supplier payments on the payment register. Search for electronic or filed copy of outstanding invoices - review and collate. Verify amount paid for each invoice and record the date payment was made in the payment register.
20/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Collecting cheques for supplier payments from Bank branch. Locating relevant invoices and mailing cheques

20/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Identifying outstanding payments for suppliers that need approval from Receiver and Manager. Locating each payment. Scanning, saving and filing of supplier payments. Email details to Nicola Kennedy
20/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan, save and file 1 x outstanding payment to suppliers. Draft email to Nicola Kennedy regarding payments.
24/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review email from village management to confirm payment of outstanding supplier invoices
24/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review and prepare 1 x payment to supplier. prepare file note
24/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scan, save and email village management for approval to pay suppliers' invoices
24/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan and email outstanding supplier payments to Jo Garcia
24/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and prepare 2 x payments to suppliers. Prepare file notes and payment requisitions.

24/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Emailing village management to confirm 2 x supplier payments are approved to be paid. Finding previous payments for each payment to compare amount and method paid.
25/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Read and respond to emails from village management in relation to discrepancy with supplier payment
25/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Email village management to clarify amounts to be paid for staff reimbursements.
25/03/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Email village management to enquire about amounts charged on invoices from suppliers. Review invoices and prepare payments and file notes.
25/03/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Trade On	Email village management to enquire about amounts charged on invoices from suppliers. Review invoices and prepare payment requisitions and file notes. Review and collate supporting documentation
26/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Email village management to clarify amounts charged by suppliers.
26/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Phone call to ATO relating to the creation of new CAC re letter sent on December 8.

26/03/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Trade On	Prepare and review wages for 25 staff members + petty cash. Prepare file note for each payment. Review and collate supporting documentation
26/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review and reconcile of outstanding supplier payments
26/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare and review payment to supplier. Prepare file note and payment requisition
26/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Discussions with Sarah Cunningham re which account a supplier invoice should be paid from.
26/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review and collate outstanding supplier invoices
27/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan, save and file recent supplier payments. Email to Jo Garcia for David Whyte's approval
27/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Reviewing payments approved by David Whyte. Scanning and sending approved payments to Nicola Kennedy

27/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Collating payments for Jo Garcia and David Whyte to identify which supplier payments are outstanding
27/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Locating and emailing payment confirmation to village management
30/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Emailing village management to update Electronic Payment Register
30/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Email village management to update Electronic Payments Register
30/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Sorting through all supplier payments, ensuring payments approved by David Whyte have been paid. Collating outstanding payments for David Whyte to approve and pay
31/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review and prepare 4 x payments to suppliers. Prepare file notes for each payment.
31/03/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Entering information for 15 x supplier payments to ABA file to upload to bank account for processing.

31/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Phone call from supplier regarding outstanding payments.
31/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Sorting through outstanding supplier payments. Locating and arranging for payment of invoices that have been approved by David Whyte
31/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review and arrange to BPAY 2 x supplier payments.
31/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and prepare payments through BPAY. Double check payment information for customer reference number.
31/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Scan, save and email outstanding payment details to Nicola Kennedy. File payments. Update payment register.
01/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scanning, saving and emailing wage payments to Nicola Kennedy to forward to Receiver and Manager for approval.
01/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare cheque requisition for supplier payment

01/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Checking BSB and account number on ABA file and uploading to internet banking portal
01/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Checking BSB and account number on ABA file and uploading to internet banking portal
01/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scan payment confirmation and email village management to advise payment was made
02/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Uploading ABA file to internet banking portal for supplier payments
02/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Reviewing bank account statement to establish if the ATO paid refund owing. Review of outstanding business activity statements
02/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Phone call to ATO to clarify status of refund owed and to question if new CAC has been created
02/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Locate specific supplier invoices and attach cheque for mailing

02/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	scan, save and email confirmation of recent supplier payments to village management
02/04/2015	Mayne, Julia	BRI	Accountant II	1.10	\$214.50	Trade On	Locating, saving and emailing 27 employment contracts to purchaser of village
02/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Read emails from supplier and Jo Garcia re dispute over amount that was paid for specific invoices. Locate copies of invoices and prior payment information. Email Dale Ludwig for information from MYOB
07/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review recent payments made from bank account and update payment listing spreadsheet
07/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Amend letter to a solicitor re request for a replacement title
07/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review and reconcile outstanding supplier payments. Update payments register
07/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Prepare and review 4 payments to suppliers. Prepare file notes and payment requisitions for each invoice



07/04/2015	Mayne, Julia	BRI	Accountant II	0.90	\$175.50	Trade On	Review and reconcile outstanding supplier payments. Update payments register
07/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Locating invoice to be mailed with cheque for supplier payment
08/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Discussions with Daniel Tipman regarding documentation to be sent to ATO for refund.
08/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scan approved supplier payments and email to Nicole Jackson for David Whyte's signature
08/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Preparing letter to be sent to village management. Arranging for David's electronic signature, scanning, saving and emailing the letter
08/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scanning, saving and filing outstanding payments. Emailing details of outstanding payments to Receiver and Manager for approval
09/04/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Trade On	Review of village employee account details and payment amounts. Process village wages

09/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Checking company bank account to ensure village wages have been paid. Call to village management regarding same
09/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Emailing village management to confirm village wages have been sent.
09/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Locating, printing and collating 31 x invoices for suppliers. Emailing details of invoices to village management to confirm they are okay to be paid.
09/04/2015	Mayne, Julia	BRI	Accountant II	1.10	\$214.50	Trade On	Prepare and review payments for 31 x supplier invoices. Prepare file note and payment requisition for each invoice. Review and collate supporting documentation
09/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Phone call to ATO re running balance and creation of new CAC
09/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Fax documentation to ATO re refund owing
09/04/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Prepare and review urgent wage payments. Prepare file note and payment requisition

10/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review email from village management regarding outstanding supplier payments
10/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review of company account and following up receiver and manager regarding progress of wage payments
10/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Processing outstanding supplier payments through company bank account. Collating and filing payment requisitions
10/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Searching for outstanding rates/land tax/stat body notices on file
10/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scan, save, file and email outstanding supplier payments to Receiver and Manager for approval
13/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Collating outstanding invoices for David Whyte's approval
13/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Scanning, saving and filing payment documentation. Email details of all recently paid invoices to village management

13/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review and pay 3 x supplier payments from village account. Prepare file notes for each payment
13/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Communication with village management re consents to be printed and signed by David Whyte
14/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Emailing confirmation of recent supplier payments to village management
14/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Prepare and review payment to supplier. Prepare file note
14/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scan, save, file and email outstanding supplier payments to Nicola Kennedy
14/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Email village management to obtain rates, water and land tax notices.
15/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Recording prepayments and trade debtors for all company accounts. Balances required to be adjusted at settlement of the sale of the village

15/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Generating and collating Balance Sheets, Debtor ledgers and Aged payables.
15/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Update payment listing spreadsheet. Search for outstanding payments
15/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Review and prepare wage payments for village staff. Prepare file note
15/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Draft email to village management re outstanding wage payments
16/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare and review payment of supplier invoice. Prepare file note
16/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare and review 2 x supplier payment. Prepare file note for payment.
16/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Draft email to lawyers regarding letter to resident

17/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Check company bank accounts to ascertain if outstanding supplier invoices have been paid. Record details on payment spreadsheet.
17/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Discussions with Dale Ludwig regarding obtaining MYOB creditors listing. Review of creditors listing for missing addresses
17/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Locating and emailing company bank account statements to Dale Ludwig
17/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review of missing rates notices. Phone call to council to obtain rates notices
17/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Phone and email Tweed Shire Council to obtain copies of recent rates and water notices
22/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Locate 3 x outstanding supplier invoices and arrange for processing
22/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare remuneration and disbursements summary for April to be included in update report to investors

22/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Calculate and record employee annual and personal leave entitlements to be included as an adjustment on settlement of the sale of the village
22/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Printing and collating outstanding payments for 10 x invoices for suppliers.
22/04/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Prepare and review 10 x payments to suppliers. Prepare file notes and payment requisitions for each invoice. Email invoice information to village management for approval.
22/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare and review payments to suppliers. Prepare file notes for each payment. Read email correspondence from village management relating to outstanding invoices.
23/04/2015	Mayne, Julia	BRI	Accountant II	1.50	\$292.50	Trade On	Review and prepare 17 x payments to suppliers. Prepare file note and payment requisition for each invoice.
23/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and process payment to supplier
23/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Final review of 10 x supplier payments. Review and collate supporting documentation

23/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare remuneration and disbursements summary for April to be included in update report to investors
23/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Review and reconciling debtor reports. Provide details of debtor balances to Dan Tipman
23/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare remuneration and disbursements summary for April to be included in update report to investors
23/04/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Prepare and review wage payments for 33 village employees. Prepare file note for payment. Discussion with Nicola Kennedy regarding same
24/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Prepare listing of outstanding payments for Nicola Kennedy. Prepare update to Jo Garcia containing information of payments at file note stage, with receiver and manager and with the bank for approval.
24/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Scan, save and email outstanding payments to Nicola Kennedy. Update payment listing spreadsheet.
24/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Prepare remuneration and disbursements summary for April to be included in update report to investors



27/04/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Trade On	Completion of ABA file for outstanding payments. Final review of file notes for 10 x outstanding payments.
28/04/2015	Mayne, Julia	BRI	Accountant II	0.80	\$156.00	Trade On	Prepare and review 6 x payments to suppliers. Prepare file notes for each payment
28/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Email details of all recent supplier payments to village management.
29/04/2015	Mayne, Julia	BRI	Accountant II	0.60	\$117.00	Trade On	Prepare ABA file for payment of outstanding supplier invoices for uploading to the internet banking portal
29/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and prepare payment requisitions to suppliers. Prepare file note for each payment
29/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Scan, save, file and email all recently made supplier payments to Nicola Kennedy
29/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Review and collate urgent supplier invoices for payment

30/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Email details of all outstanding payments to village management to ascertain if they have been approved to pay.
30/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review and prepare payment for supplier. Prepare file note for payment
30/04/2015	Mayne, Julia	BRI	Accountant II	0.50	\$97.50	Trade On	Final review of 6 x supplier payments. Review and collate supporting documentation
02/04/2015	Muller, Leisa	Tax	Team Manager	1.00	\$135.00	Trade On	Proof-read & amend GST private ruling application
07/04/2015	Muller, Leisa	Tax	Team Manager	0.10	\$13.50	Trade On	Collate further information to support the GST private ruling application
07/04/2015	Muller, Leisa	Tax	Team Manager	1.00	\$135.00	Trade On	Proof-read & finalise GST private ruling application. Add & reduce the size of large attachments
10/04/2015	Muller, Leisa	Tax	Team Manager	0.50	\$67.50	Trade On	Discussion with the ATO re undelivered emails. Reduce attachments and appendices into seven emails & resend

15/04/2015	Muller, Leisa	Tax	Team Manager	0.10	\$13.50	Trade On	Phone call & email to the ATO regarding the GST private ruling application
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Administration	reviewed ASIC form 524 - receipts and payments
06/11/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Administration	Review of resident meeting minutes to consider if any issues need to be disclosed in contract of sale
06/11/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Administration	Review and amendments to schedules to the contracts of sale
20/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Discussion with Sam Alexander regarding application to the ATO for a private ruling on the GST treatment on the supplies to residents
20/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Administration	Review of form 524 (receipts and payments account)
24/10/2014	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Administration	set up narrations spreadsheet by individual to support application to court for approval of the controllers' remuneration, notify staff to update

27/10/2014	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Administration	prepare, collate & review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to court for remuneration approval for the period to 30 September 2014
07/11/2014	Tipman, Daniel	BRI	Supervisor	0.20	\$64.00	Administration	Review of email from John Somerville re preparation of employee schedule for inclusion in the contract of sale. Review supporting documentation forwarded by John Somerville. Email to Nicola Kennedy/Dermot O'Brien re instructions to prepare employee schedule
12/11/2014	Tipman, Daniel	BRI	Supervisor	0.10	\$32.00	Administration	Liaison with Dermot O'Brien re addressing queries from John Somerville in regards to employee schedule prepared for inclusion in the contracts of sale.
05/01/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Liaison with John Somerville re lodgement of amended form 504 and 505 following signing of supplementary deed to Deed of Appointment of Controllers.
20/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Administration	Review and consider email from village manager regarding settlement queries.
16/10/2014	Simpson-Wade, Ashleigh	BRI	Supervisor	0.10	\$36.00	Administration	email Nicola Kennedy regarding PPSR search results
01/10/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	lodging 505s, scanning, saving, emailing to Moira Hattingh to set up files and email to LM Staff

01/10/2014	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Administration	Discussion with Sarah Cunningham re employee wages process
13/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	review email from LM re ASIC 505 cessation documents
14/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	updating ASIC form 504 to include appointment date, collate for Joanne Garcia to review
15/10/2014	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Administration	entering 40+ lease document numbers to obtain copies of leases, email Joanne Garcia re same
16/10/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	processing multiple lease document searches, ensuring all searches are saved and email to Pei Wun Han, phone call with LM Staff
16/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	processing multiple lease document searches, ensuring all searches are saved and email to Pei Wun Han
17/10/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	reviewing ASIC 524s (receipts and payments) to send across to FTI to ensure all documents included

17/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	update 504 and scan and save to file
17/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	phone call with LM Staff re searches, forward searches for OVST
20/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	review of ASIC 524s (receipts and payments) to take across to FTI Consulting, deliver by hand to FTI Consulting's office
21/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	collect ASIC 524 (receipts and payments) from FTI Consulting, scan to file and prepare for lodgement
22/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	copying correspondence from ASIC re 504s and collating for lodgement, filing
28/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	review email from LM staff re amendments to insured party on insurance policy, draft email back
31/10/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	updating WIP format for fee applications for Joanne Garcia, print and collate

11/11/2014	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Administration	prepare correspondence to bank in relation to appointment after John Somerville's review, print appointment documents and collate
25/11/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	prepare letter to Office of State Revenue re appointment, search contact details for NSW OSR
26/11/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	prepare notification letter to mortgagor re appointment
26/11/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	prepare notification letter to council, search local council for address
27/11/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	prepare letter to Office of State Revenue and WorkCover notifying of appointment
27/11/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	scan, save and post appointment notification correspondence to Council and Mortgagor
27/11/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	update letter to Office of State Revenue to include details about sale campaign

27/11/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	scan and save letters to WorkCover and OSR, print appointment documents and collate for post
28/11/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	collate insurance documents to send to insurance broker, draft email re same and note details to be confirmed
28/11/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	complete 2 x professional indemnity insurance forms, call LM Staff to confirm details
28/11/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	send 2 x emails to third parties in relation to notification of appointment, filing
01/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	review email from insurance broker in relation to the professional indemnity insurance documents, amend forms accordingly
01/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	phone call from NSW workers compensation
01/12/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	update professional indemnity insurance forms to match employee schedule and collate for John Somerville to review



01/12/2014	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Administration	review comments from LM Staff in relation to professional indemnity insurance documents, amend documents accordingly and collate for review
03/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	email John Somerville copies of the notification letters sent to the mortgagor and 505 forms lodged with ASIC
03/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	review professional indemnity insurance forms attached to email and forward to insurance broker
05/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	prepare notification letter to the ATO regarding appointment as controllers
06/01/2015	Kennedy, Nicola	BRI	Accountant I	0.70	\$157.50	Administration	prepare appointment notification letters to government departments (Child Support and Paid Parental Leave), prepare form for mail redirection, collate with appointment document
07/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	review email from Village Management in relation to setting up new phone accounts, phone call re same
12/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	scan and save 2 x notification of appointment letters to statutory bodies, send emails to statutory bodies with correspondence attached, file correspondence

12/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	review payment raised by Sarah Cunningham in respect of wages and commission, prepare payment verification file note for review
13/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	prepare file note for payment to verify amount
19/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	add details of appointment to ASIC 524 register
28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	scan and save correspondence from child support to file
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	email insurance broker regarding certificates of currency and print for Joanne Garcia
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	phone call from bank contact regarding identification to obtain view access to bank accounts
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	review email from Joanne Garcia, request and print certificate of insurance for retirement village policies from insurance broker

29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	review email and correspondence from LM staff regarding bank accounts, walk to local branch to provide identification to have access to bank accounts, phone call/email with bank contact regarding access to accounts
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Administration	review file for CAC created to lodge business activity statements with the ATO, email Julia Mayne to confirm new CAC created, email John Somerville re same
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	follow up Julia Mayne regarding new CAC for BAS lodgements
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Administration	generate wip listing of time/narrations, separate narrations into additional spread sheet for Joanne Garcia, save and email
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Administration	reconcile payment listing spread sheet and review bank account to confirm payments paid
01/10/2014	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Administration	Set up of physical file
23/10/2014	Hattingh, Moira	BRI	Team Assistant	0.10	\$8.00	Administration	Filing

20/11/2014	Hattingh, Moira	BRI	Team Assistant	0.30	\$24.00	Administration	Filing
11/12/2014	Hattingh, Moira	BRI	Team Assistant	0.10	\$8.00	Administration	Filing
17/12/2014	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Administration	Filing
14/01/2015	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Administration	Filing
16/01/2015	Hattingh, Moira	BRI	Team Assistant	0.30	\$24.00	Administration	Filing
20/01/2015	Hattingh, Moira	BRI	Team Assistant	0.10	\$8.00	Administration	Filing
22/01/2015	Hattingh, Moira	BRI	Team Assistant	0.10	\$8.00	Administration	Filing

10/02/2015	Hattingh, Moira	BRI	Team Assistant	0.40	\$32.00	Administration	Filing
05/03/2015	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Administration	Filing
13/03/2015	Hattingh, Moira	BRI	Team Assistant	0.30	\$24.00	Administration	Filing
02/04/2015	Hattingh, Moira	BRI	Team Assistant	0.10	\$8.00	Administration	Filing
08/04/2015	Hattingh, Moira	BRI	Team Assistant	0.60	\$48.00	Administration	Filing
17/04/2015	Hattingh, Moira	BRI	Team Assistant	0.20	\$16.00	Administration	Filing
24/04/2015	Hattingh, Moira	BRI	Team Assistant	0.10	\$8.00	Administration	Filing

28/04/2015	Hattingh, Moira	BRI	Team Assistant	0.40	\$32.00	Administration	Filing
16/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Administration	Contact with Suncorp regarding account access online.
17/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Administration	Organising email re: Signed invoices x 1
20/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Administration	Organising ABA file for wages. Collating supporting documents and emailing to LM staff for upload to Suncorp and signing.
28/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Administration	Organising ABA file creation and emailing to LM staff. Compiling supporting documentation.
11/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Administration	Scanning and emailing payment approvals to LM staff x 4
10/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Administration	Reviewing invoices paid for village manager. Entering village manager invoices into Suncorp. Reviewing account balances for transfer. Collating supporting documents for signing.

20/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Administration	Re-uploading payment for Trust to process as expired. x 2
26/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Administration	Entering wages onto ABA creator for Village. Uploading to NAB and attached supporting documentation. Emailing TT regarding missing petty cash report.
09/04/2015	Cunningham, Sarah	BRI	Team Assistant	1.20	\$234.00	Administration	Drafting ASIC form 524's (receipts and payments). Reviewing account balances and entries. Drafting on ASIC portal. Calculating the opening balance. Issues with un presented cheques. Reviewing MYOB for a report showing date, payee, account and amount.
15/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Administration	Discussing OVST opening balance for 524 (receipts and payments) with Dale Ludwig.
15/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Administration	Amending 524 (receipts and payments) carried forward balance.
24/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Administration	Lodging ASIC form 524 (receipts and payments)
24/04/2015	Cunningham, Sarah	BRI	Team Assistant	1.40	\$273.00	Administration	Preparing and reviewing receipts and payments for ASIC form 524 (receipts and payments) including transferring entries to MYOB

18/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Drafting letters in relation to transfer of vehicle registration
04/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Call to ATO in relation to creating a new CAC
05/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Preparation, printing, scanning and emailing of information to prospective residents
08/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
09/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Prepare and review payments for 7 x supplier invoices. Prepare file note and payment requisition for each invoice. Review and collate supporting documentation
16/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Email village management regarding outstanding rates and water notices
16/04/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Administration	Phone call and email to Council to request copies of outstanding water and rates notices



16/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Prepare letter to Lawyers in response to correspondence received from a village resident
21/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Emailing letters to suppliers re closure and finalisation of account.
22/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Emailing letters to suppliers regarding closure and finalisation of account
29/04/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Administration	Preparing email to village management regarding status of outstanding payments
29/04/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Administration	Generate remuneration summary for period 1 Oct 14 - 17 April 15 to be included in update report to investors.
30/04/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Administration	Prepare remuneration summary for the period 01 Oct - 17 April 2015 for inclusion in the update report to investors
17/10/2014	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	Generate WIP summary from appointment to 30 September 2014. Summarise each milestone for update report to investors.

17/10/2014	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Generate WIP summary from appointment to 30 September 2014. Summarise each milestone for update report to investors.
28/10/2014	O'Brien, Dermot	BRI	Undergraduate	0.40	\$78.00	Administration	Printing and collating request for PTAL to execute lease documentation and other supporting documents for new residents (24)
28/10/2014	O'Brien, Dermot	BRI	Undergraduate	0.10	\$19.50	Administration	Printing and collating request for PTAL to execute lease documentation and other supporting documents for new residents (3)
30/10/2014	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Undertake PPSR searches for the company
30/10/2014	O'Brien, Dermot	BRI	Undergraduate	0.70	\$136.50	Administration	Receipt of books and records and resident lease schedules. Prepare box listing of resident agreements and documents.
11/11/2014	O'Brien, Dermot	BRI	Undergraduate	0.60	\$117.00	Administration	Prepare employee schedule as requested by John Somerville detailing outstanding employee entitlements (annual leave, status of employment, rate of pay and long service leave) from information extracted from the MYOB accounts.
12/11/2014	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Prepare a VIN search to verify PPSR registration against a motor vehicle

21/11/2014	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Update employee entitlements schedule to include sales staff
08/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.10	\$19.50	Administration	Draft ATO notification of appointment letter.
09/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Scan, save and fax signed appointment documents to ATO.
11/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Amendments to the ATO notification of appointment letter.
12/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.10	\$19.50	Administration	Scan, save and fax signed appointment documents to the ATO.
18/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.40	\$78.00	Administration	Review and collate resident agreements to be inspected by a potential purchaser of the village
18/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.40	\$78.00	Administration	Review employee payroll report and check correct BSB and account number listed

22/12/2014	O'Brien, Dermot	BRI	Undergraduate	1.80	\$351.00	Administration	Reviewing all lease agreements and other resident documents and creating a list to be included as a schedule in the contract of sale
22/12/2014	O'Brien, Dermot	BRI	Undergraduate	2.50	\$487.50	Administration	Reviewing all lease agreements and other resident documents and creating a list to be included as a schedule in the contract of sale. Discussion with John Somerville regarding same
22/12/2014	O'Brien, Dermot	BRI	Undergraduate	1.00	\$195.00	Administration	Prepare letter to our solicitors in relation to resident agreements and other schedules for the contract of sale. Collate schedules for the contract of sale
23/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	Deliver resident lease agreements to our solicitors
24/12/2014	O'Brien, Dermot	BRI	Undergraduate	0.10	\$19.50	Administration	Scan and save deed of indemnity to file
19/01/2015	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	Review and reconcile resident schedules to ensure all residents are included
22/01/2015	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	Review transaction listing of accounts for the GSC and MRF accounts. Highlight transactions that relate to the village manager in order to reconcile recharge expenses

28/01/2015	O'Brien, Dermot	BRI	Undergraduate	0.10	\$19.50	Administration	Prepare summary of work completed for the period 1 October 2014 to 23 January 2015 for inclusion in the update report to investors
30/01/2015	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to his application to Court for remuneration approval for the period to 30 September 2014
30/01/2015	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	Prepare file note for payments made to solicitors. Review and collate supporting documentation
02/02/2015	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	review supporting documents and prepare file note in relation to payment of employee wages.
05/02/2015	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	review supporting documents and prepare file note in relation to payments for marketing services, maintenance fees, management fees and cleaning fees
27/02/2015	O'Brien, Dermot	BRI	Undergraduate	0.90	\$175.50	Administration	Discussion with John Somerville regarding WorkCover security issue at village. Search for and call to five different security companies to get quotes for night patrols around premises.
03/03/2015	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	Call from security company regarding quote received in relation to night patrols of village. Discuss with John Somerville regarding further actions required.

03/03/2015	O'Brien, Dermot	BRI	Undergraduate	0.20	\$39.00	Administration	Prepare mail redirection form for Australia Post.
17/03/2015	O'Brien, Dermot	BRI	Undergraduate	0.90	\$175.50	Administration	Review payments made to the village manager for advertising, general maintenance, wages and cleaning. Prepare checklists for payments and review supporting documents
07/04/2015	O'Brien, Dermot	BRI	Undergraduate	0.30	\$58.50	Administration	Update employee entitlements schedule for period ending 22 April 2015.
13/04/2015	O'Brien, Dermot	BRI	Undergraduate	1.10	\$214.50	Administration	Update employee entitlements schedule for period ending 22 April 2015. Reconcile leave entitlements to the MYOB accounts
06/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Employees	reviewed correspondence from LM staff and village operator regarding staff changes and reasons for new appointment
21/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Employees	reviewed correspondence from manager of village regarding circumstances leading to resignation of employee and being engaged at another village owned by the manager
23/12/2014	Tipman, Daniel	BRI	Supervisor	0.40	\$128.00	Employees	Review employee wages for fortnight ending 30 December 2014. Query with Sarah Cunningham and Jo Garcia various transactions.

03/10/2014	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Employees	preparing wages for employees
03/10/2014	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Employees	preparing wages for employees
03/10/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Employees	phone call with LM staff re wages, obtain signature for wages and send back to LM staff
07/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Employees	phone call from LM staff re whether wages have been signed for processing
08/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Employees	phone call to LM re signature for employee wages
08/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Employees	review emails regarding processing of wages, email Dale Ludwig re same
09/10/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Employees	emailing Dale Ludwig signed wage processing forms, review emails from LM and email Sarah Cunningham

07/11/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Employees	review email from John Somerville re preparing a schedule for employees, email Daniel Tipman
18/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Employees	review bank account details for employee wages
19/01/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Employees	reconcile employee payroll to employee register for John Somerville, liaise with Village Management in relation to staff members status of employment
20/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Employees	phone call with Village Management regarding employment status of 3 x employees, email John Somerville re same
15/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Investigation	authorised payments
16/10/2014	Simpson-Wade, Ashleigh	BRI	Supervisor	0.10	\$36.00	Investigation	Discussion with Nicola Kennedy regarding PPSR search results
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Investigation	conduct PPSR search and save to file, email to John Somerville



**REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 October 2014 to 30 April 2015**

**Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)**

Employee	Position	Rate	Totals		Assets		Creditors		Task Area		Trade On		Administration	
			hrs	\$	hrs	\$	hrs	\$	Employees	\$	hrs	\$	hrs	\$
David Whyte	Partner	560	29.1	16,296.00	13.3	7,448.00	0.4	224.00	0.1	56.00	15.2	8,512.00	0.1	56.00
John Somerville	Senior Manager	440	46.1	20,284.00	38.2	16,808.00	0.5	220.00			7.3	3,212.00	0.1	44.00
Joanne Garcia	Manager	400	29.8	11,920.00	0.8	320.00					28.2	11,280.00	0.8	320.00
Ashleigh Simpson-Wade	Supervisor	360	0.1	36.00									0.1	36.00
Daniel Tipman	Supervisor	360	4.6	1,656.00	2.6	936.00	0.1	36.00			1.2	432.00	0.7	252.00
Daniel Tipman	Supervisor	320	6.1	1,952.00	4.8	1,536.00					0.2	64.00	1.1	352.00
Nicola Kennedy	Accountant I	225	60.3	13,567.50	4.3	967.50			1.0	225.00	44.2	9,945.00	10.8	2,430.00
Sarah Cunningham	Team Assistant	195	37.8	7,371.00							34.7	6,766.50	3.1	604.50
Julia Mayne	Accountant II	195	45.9	8,950.50							44.2	8,619.00	1.7	331.50
Dermot O'Brien	Undergraduate	195	7.7	1,501.50									7.7	1,501.50
Ainsley Watt	Accountant II	195	0.6	117.00	0.6	117.00								
Moir Hattingh	Team Assistant	80	3.2	256.00	0.5	40.00							2.7	216.00
<b>TOTALS</b>			<b>271.3</b>	<b>83,907.50</b>	<b>65.1</b>	<b>28,172.50</b>	<b>1.0</b>	<b>480.00</b>	<b>1.1</b>	<b>281.00</b>	<b>175.2</b>	<b>48,830.50</b>	<b>28.9</b>	<b>6,143.50</b>
<b>GST</b>				<b>8,390.75</b>										
<b>TOTAL INC GST</b>				<b>92,298.25</b>										
<b>AVERAGE HOURLY RATE</b>				<b>309</b>		<b>433</b>		<b>480</b>		<b>255</b>		<b>279</b>		<b>213</b>

Disbursements for the period 1 October 2014 to 30 April 2015	
Pinevale Villas Morayfield Pty Ltd (In Liquidation) (Controllers Appointed)	
Expense Type	Amount (\$ ex GST)
Search Fee	1,466.25
Postage	3.36
General	6,191.30
<b>TOTAL</b>	<b>7,660.91</b>
<b>GST</b>	<b>766.09</b>
<b>TOTAL INC GST</b>	<b>8,427.00</b>

WIP_Date	Name	Description	Position	Hours	Value	Milestone	Narration
07/10/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	teleconference with real estate agent and Margaux Beauchamp regarding sale campaign for sale of retirement village
08/10/2014	Whyte, David	BRI	Partner	0.40	\$224.00	Assets	reviewed proposed Energex agreement in relation to solar connection
09/10/2014	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed Information Memorandum in relation to sale campaign and our solicitors comments in respect of same
16/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from the ATO regarding request for private ruling on GST
17/10/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors regarding data room for sale of retirement village/queries in relation to the documentation
22/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from LM staff and instructions to PTAL regarding release of loan/lease documents held by them/reviewed/signed instruction letter

24/10/2014	Whyte, David	BRI	Partner	0.50	\$280.00	Assets	reviewed final draft of Information Memorandum/email Margaux Beauchamp in relation to changes required to finalise
27/10/2014	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	reviewed contents of data room in relation to sale campaign for retirement village assets
28/10/2014	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	teleconference with real estate agent in relation to status of sale campaign for retirement village/run through all interested parties
28/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed real estate agents report in relation to sale campaign for retirement village/status of interested parties
28/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with our solicitors regarding status of sale campaign/finalisation of Information Memorandum and data room
28/10/2014	Whyte, David	BRI	Partner	0.50	\$280.00	Assets	teleconference with KPMG and LM staff regarding request for GST private ruling/correspondence received from the ATO/proposed response
30/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed status of information required for contracts of sale/timing of draft contracts

31/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from real estate agent and including review of proposed amendments to confidentiality deed relating to provision of access to data room
04/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from LM staff/our solicitors and John Somerville regarding registration of plans/DA conditions relating to transfer of land to be designated as a road/email John Somerville regarding way forward
04/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence with manager of site regarding hire charges and ownership of plant and equipment/email manager regarding same
06/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from LM staff and other documentation and draft agreement in relation to hire of IT equipment
07/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed summary of information requests for contract of sale/current outstanding issues to finalise same
07/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed documentation and correspondence in relation to plant and equipment hired/leased by the manager of the retirement village/draft email to manager regarding same and proposal to resolve same
11/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	teleconference with real estate agents regarding status of sale campaign

17/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed draft contract of sale/correspondence from our solicitors and John Somerville in relation to same/provided comments as required
17/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed summary of interested parties and including details of how many times data room has been accessed in relation to sale of retirement village
17/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	teleconference with LM staff and BPS Recovery regarding solar system at the property
18/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from manager of village and LM staff regarding ownership of certain plant and equipment/reviewed draft response to manager
18/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence between LM staff and manager of retirement village regarding outstanding information required to assist in preparation of contract of sale/proposed meeting relating to ownership of plant and equipment
18/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed expressions of interest received for retirement village
19/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	meeting with real estate agent regarding offers received for retirement village

19/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed offers/preparation for meeting with real estate agent
20/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	email John Somerville regarding proposed adjustments for contract of sale including unsold units and liabilities and debtors outstanding at settlement
20/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	prepare report to McGrath Nicol regarding outcome of expressions of interest sale campaign
20/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with real estate agent regarding next stage in sale of retirement village
21/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from real estate agent regarding background of potential purchaser and funding available to them/sent response
24/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors and John Somerville regarding contract of sale/amendments made/further queries in relation to same
27/11/2014	Whyte, David	BRI	Partner	0.60	\$336.00	Assets	reviewed contract of sale

06/01/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Assets	meeting with John Somerville regarding purchasers proposed amendments to contracts of sale/revised correspondence from solicitors in relation to same
07/01/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	meeting with real estate agents regarding sale of property/status of negotiations relating to offer
08/01/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors and purchasers solicitors regarding outstanding issues in relation to contract of sale/discussed with John Somerville regarding GST position
08/01/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	consider issues in relation to potential imposition of GST on resident loans/GST advice/also reporting mechanisms under contract relating to resident rollovers
13/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding contracts of sale/notices of exercise of power of sale
13/01/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	telecon with our solicitors regarding finalisation of contract of sale/discussions with purchaser and requested amendments/strategy to ensure execution by Friday
15/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors and purchasers representatives in relation to treatment of GST under contract/consider alternatives/reviewed debtor position and consider alternatives to finalise contract

16/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	email our solicitors regarding termination of management agreement
20/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed draft notice of termination in relation to management and sales and consultancy agreements
22/01/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed deed of variation relating to building works at unit 32
30/01/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	meeting with real estate agent regarding sale of assets/settlement
02/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	preparation for meeting with purchaser/draft agenda/review agenda for meeting with manager later today
04/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from manager of village and LM staff regarding sale of village/announcement of same/forward to purchaser and email LM staff regarding way forward
10/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed GST advice in relation to sale of land and business/discussed with John Somerville



11/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with John Somerville regarding GST position on sale
11/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	John Somerville regarding treatment of GST on sale of business and assets/further information to be provided
12/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with LM staff regarding meeting with residents, employees and purchaser yesterday
16/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed summary of GST position/issues to consider relating to application of GST under contracts of sale/discussed with John Somerville
19/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from LM staff regarding proposed appointment of new care manager/email the purchaser in relation to same
20/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors and the accountants for the purchaser in relation to treatment of GST on sale
20/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors regarding settlement and including completion checklist

22/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors and the accountants for the purchasers in relation to GST position under contracts of sale
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding proposed way forward in relation to GST position
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed updated residents schedule and including movements since 30 September 2014
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from manager of village regarding handover issues to be completed by settlement/considered same
25/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed summary of GST position on sale of assets/potential differences with purchaser/amount still to be determined
26/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed draft letter to purchaser's advisors regarding treatment of GST in relation to contracts of sale
26/02/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Assets	telecon with LM staff regarding residents application for residence/continuing with tranquillity arrangements/purchase plans not being available/implications for sale

02/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed residents schedule/potential adjustments at settlement
02/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding releasing of units prior to settlement of village
04/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed draft notice to sale staff regarding any proposed sales between now and settlement
04/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	drafted email to purchaser regarding GST treatment on sale/proposed way forward/sent draft to our solicitors to review
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding GST treatment for sale/amended and sent email to purchaser in relation to same
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	telecon with LM staff regarding proposal for new resident
10/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed resident documentation/confirmed instructions to PTAL to execute documentation

11/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed handover issues in relation to sale of retirement village and duties to be completed by manager/BDO/discussed proposed response with Joanne Garcia
31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from our solicitors regarding upcoming settlement of retirement village and balance land and information required for settlement
01/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from LM staff regarding incoming resident/authorised PTAL to execute documentation
01/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from our solicitors and purchaser's accountants regarding outcome of GST private ruling/discussed queries raised with John Somerville
02/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed correspondence from resident's representative, the manager of the village and LM staff regarding resale value deed and other exit arrangements
10/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed notice of continuing default/issued instruction to PTAL to execute same
13/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Assets	reviewed variations to contracts of sale/correspondence from our solicitors to buyers solicitors in relation to same

22/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from purchaser and John Somerville regarding inspection of plant and equipment/confirmed access arrangements in respect of same
22/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed statutory declaration in relation to continuing default under loan which is required for settlement of the sale of the retirement village
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed settlement statement and tax invoice in relation to sale of business and land
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed/signed notices to residents in relation to sale of property/assignment of agreements to purchaser
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed summary of settlement adjustments under business contract of sale
28/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed letter to ASIC cancelling registration of business name for Tall Trees Caboolture
28/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Assets	reviewed correspondence from Queensland Department of Housing and Public Works regarding queries in respect of Public Information Document/reviewed email in response

27/10/2014	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Conference call with LM staff regarding information required to prepare contracts of sale
27/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and consider stamp duty issues with respect to sale of village
27/10/2014	Somerville, John	BRI	Senior Manager	0.70	\$308.00	Assets	Review and collate documentation required for sale in relation to third party contracts, PPSA considerations, titling issues to be disclosed in the contract of sale
27/10/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and update schedule of questions from our solicitors required to prepare contract of sale
28/10/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of correspondence in relation to village manager's purported ownership of certain assets and consider treatment as part of sale contract
28/10/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of resident agreements and resident documents against schedule. Consider other disclosure requirements with respect to residents and third party agreements in relation to contract of sale
28/10/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of calculation of commission liability due to village manager, review of outstanding bonds to councils and review of monies held in trust accounts re resident agreements. Email to LM staff regarding same

28/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with Pei Han regarding plant and equipment listings and items where ownership disputed
28/10/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of further information required from village manager to be disclosed in sale contract and email to Pei Han regarding same
29/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and collating of information for contract of sale. Liaise with LM staff with respect to same
29/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and consider format of expressions of interest form for sale campaigns
29/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and amendments to disclaimer to accompany plant and equipment listing in the data room
29/10/2014	Somerville, John	BRI	Senior Manager	0.60	\$264.00	Assets	Update schedule of outstanding matters for disclosure under the contract of sale. Review and collate documents in relation to same to provide to our solicitors
29/10/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Draft email to our solicitors regarding instructions and documents for disclosure for the contracts of sale

30/10/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding insurance issues and disclosure issues with respect to the contract of sale
30/10/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of PPSR searches and consider issues in relation to security interests over the village and treatment under contract of sale
30/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to David Whyte regarding assets claimed to be owned by third party and proposed treatment of same
30/10/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and consider documentation required for disclosure under contract of sale
31/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our agent regarding advertisements and amendments required to same. Email to our agent regarding same
03/11/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of email from our solicitors regarding sealed plan not registered and consider issues in relation to sale of property. Email to David Whyte regarding same
04/11/2014	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and consider email from our solicitors regarding un-registered plan for Caboolture retirement village asset. Review and consider implications of realising property without registering plan and instructions to Dan Tipman regarding same



04/11/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and prepare schedule of outstanding documentation and issues required to be resolved for the preparation of the contract of sale. Email to LM staff regarding same
06/11/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Instructions to Dan Tipman regarding issues with plan that has not been lodged with the land titles office for registration and issues to be clarified with the valuer and surveyor with respect to same
06/11/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of resident meeting minutes to consider if any issues need to be disclosed in contract of sale
06/11/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and amendments to schedules to the contracts of sale
06/11/2014	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and update schedule of queries from our solicitor with respect to information for the contracts of sale
06/11/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Draft email to our solicitors regarding further information to be considered and disclosed in the contract of sale
11/11/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Discussion with Dan Tipman regarding feedback from the valuer and surveyor with respect to impact on the sale if a sealed plan is not registered with the land titles office

11/11/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and consider issues in relation to not registering sealed plan with the land titles office and email to David Whyte regarding same
12/11/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding disclosure of the unregistered plan in the data room and contract of sale
17/11/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and collate information and documentation for contract of sale and email to our solicitors regarding same
17/11/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding queries on contract of sale
17/11/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of resident schedule for contract of sale
18/11/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to Dale Ludwig regarding employee schedule for contract of sale
19/11/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and amendments to employee schedule for contract of sale and email to LM staff regarding same

19/11/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Email to LM staff regarding outstanding information for contract of sale
20/11/2014	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and collate information for contract of sale for the village
21/11/2014	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and amendments to draft contract of sale
24/11/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and collate further information for contract of sale. Email to our solicitors regarding further disclosure for and queries in relation to draft contracts of sale
26/11/2014	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Assets	Review and amendments to contract of sale
27/11/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and amendments to contract of sale
01/12/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and update asset schedule, excluded asset schedule and business contracts schedule for the contract of sale

02/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and collate information to consider GST treatment under contract of sale. Email to our solicitors regarding same
05/12/2014	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and collate schedules for contract of sale
08/12/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Attend to inquiry from party interested in acquiring the business and assets of the retirement village. Review and collate information with respect to same
08/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and update schedules to accompany the draft contracts of sale
08/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding GST information to consider GST clause in the contract of sale
09/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of lease information to consider ability of units to be input taxed under contract of sale
12/12/2014	Somerville, John	BRI	Senior Manager	0.80	\$352.00	Assets	Meeting with our solicitors regarding requested amendments to the contract of sale from an interested party

12/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and consider queries from interested party in relation to draft contracts of sale
15/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email from our solicitors regarding amendments to contract of sale
15/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and consider email from LM staff regarding GST treatment at village level to determine impact on proposed treatment in contract of sale
15/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of council search and consider disclosure requirements for sale. Email to our solicitors regarding same
16/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding response to queries from interested party in relation to contract of sale
17/12/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and amendments to draft response to interested party with respect to contract of sale and email to Margaux Beauchamp regarding same
17/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our solicitors regarding amendments to contract of sale, queries from interested parties, treatment of purchase plans and GST issues

17/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Email to our solicitors regarding draft response to interested party in relation to contract of sale
17/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding outstanding purchase plans for units for inclusion in the contract of sale
18/12/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of email from our solicitors regarding council searches and disclosure required for contract of sale. Instructions to Rycko Taniran regarding amending data room. Email to our solicitors to clarify outstanding infrastructure charges
18/12/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Conference call with our solicitors regarding amendments to contract of sale requested by interested parties and issue regarding same
18/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and consider adjustments required to contract of sale by interested party and email to David Whyte regarding same
18/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding purchase plans for new units for disclosure in the contract of sale
18/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from interested party regarding inspection of resident agreements

18/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding amendments to contract of sale - business and land contracts
18/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and consider amendments to contract of sale requested by interested party
19/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Meeting with lawyer for interested party regarding inspection of resident agreements
19/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with Margaux Beauchamp regarding contract negotiations to be resolved with interested party
19/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with LM staff regarding new unit sales post 30 September 2014 to consider quantum of adjustment under contract of sale and to consider push back from interested party on adjustments clause
19/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with Margaux Beauchamp regarding amendments to contract of sale
19/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our solicitors regarding amendments to contract of sale

19/12/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of split business and land contracts for the sale of the village
19/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding contract of sale split between business and land and amendments required thereto
22/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding splitting of contracts of sale between business and land components and amendments required thereto, response to queries from interested parties and stamp duty issues
22/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Discussion with LM staff regarding ongoing trading issues with respect to phones and other issues
22/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Conference call with our solicitors regarding adjustments clause in contract of sale
22/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and consider amendments to adjustments clause in contracts of sale
22/12/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of revised business and land contracts and email to Margaux Beauchamp regarding same



22/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Email to our solicitors regarding amendments to the land and business contracts of sale
23/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Meeting with Margaux Beauchamp regarding revised offers
23/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding amendments required to business and land contracts and issues with proposed heads of agreement with interested party
23/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call to our solicitors regarding amendments to business and land contracts and GST and stamp duty issues
23/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to our solicitors regarding GST issues with the contracts of sale
23/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Meeting with David Whyte regarding offers and contract of sale
23/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding finalising contracts of sale

23/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of resident agreements entered into post 1 October to consider adjustments under contract of sale. Review and consider treatment of purchase plans
05/01/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding finalising business and land contracts of sale
05/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of outstanding issues with respect to contracts of sale
06/01/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Conference call with our solicitors regarding feedback from an interested party with respect to the contracts of sale
06/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to a solicitor of an interested party with further due diligence material
06/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and consider contract queries from interested party. Email to David Whyte regarding same
06/01/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of due diligence material requested by interested party and email to solicitor of interested party

07/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitor regarding draft response to contract of sale issues raised by an interested party
07/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our consultant regarding matters to be addressed by valuer in relation to considering the adjustments clause under the contracts of sale
07/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of debtors ledger for disclosure to an interested party as part of their due diligence
07/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our consultant regarding contract of sale adjustments clauses
08/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitor regarding response from an interested party in relation to terms of the contract of sale and discuss proposed response
08/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitor regarding structure of purchase price and disclosure in the contract of sale
08/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitor regarding amendments to the draft contract of sale

09/01/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of amended contract of sale and draft email to interested party. Email to David Whyte regarding same
09/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of debtors ledger for disclosure to interested party. Email to our solicitors regarding same and to issue draft contracts to interested party
13/01/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Analysis of updated residents schedule and consider treatment of unsettled resident agreements pursuant to the adjustments clauses in the contract of sale. Email to David Whyte regarding same
13/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Analysis of debtors ledger to consider including as part of sale of business and email to David Whyte regarding same
16/01/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of final contracts of sale provided by our solicitors
19/01/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and amendments to employee and resident schedules to accompany contracts of sale and email to our solicitors regarding same
27/01/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of sale contract and consider matters to be attended to in preparation for settlement of the sale of the village

17/02/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and consider issues to be resolved to effect settlement of the village. Planning in relation to same. Review of email from village manager regarding matters to be attended to and consider response
19/02/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of settlement checklist and consider matters to be addressed leading to settlement
19/02/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review of settlement checklist and consider matters to be addressed leading to settlement
20/02/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and amendments to schedule of dealings for disclosure to the purchaser of the villager
23/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and amendments to dealings schedule requested by purchaser and email to David Whyte regarding same
23/02/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of valuation report and consider apportionment in relation to treatment of GST on settlement of the village. Email to our solicitors regarding same
27/02/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and amendments to schedule of adjustments required on sale of the village

03/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and summary of matters to be attended to before settlement of the village
09/03/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Attend to matters to be addressed in preparation for settlement of the sale of the village
20/03/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and update checklist of matters to be attended to leading to settlement of the village
23/03/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Call from our solicitors regarding GST clause in the deed of variation to the contract of sale
25/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding deed of variation to the contract of sale
25/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of outstanding settlement issues and email to our consultant regarding same
26/03/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of variation to the village land and business contracts of sale. Review of amended GST clauses

26/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding deed of variation to the business and land contracts and GST issues
27/03/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review of ATO GST private ruling and consider implications on finalising the GST clauses in the contract of sale. Email to our solicitors regarding same
27/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding the ATO GST private ruling and implications on finalising the GST clauses in the contract of sale
27/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of settlement issues and email to our consultant regarding same
27/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and follow up on outstanding settlement issues
30/03/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Assets	Review and collate information in preparation for settlement
30/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of PPSR searches and consider issues to either have the security interests released or sold through at settlement. Email to our solicitors regarding same

01/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and update dealings summary to be provided to the purchaser as required under the contract of sale
02/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding the ATO private ruling in relation to the GST treatment of supplies to residents and the proposed response to the purchaser of the village
07/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of draft email to the purchaser regarding GST issues on the sale of the village and email to David Whyte regarding same
07/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of email from the purchaser's solicitor regarding proposed amendments to the deed of variation to the contract of sale. Email to David Whyte regarding same
08/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of reports requested by purchaser of village to consider suitability to release information prior to settlement
08/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of updated schedule of issues to be attended to in preparation for settlement
09/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of information provided in data room in relation to supplier agreements and email to our consultant regarding same



09/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our consultants regarding further issues to be addressed leading to settlement of the village
09/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding settlement issues and amendments to the contract variations
09/04/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review and amendments to schedules requested by purchaser of the village in relation to suppliers, employees and residents. Email to purchaser regarding issues in preparation for settlement
09/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of contract of sale regarding treatment of employees and email to purchaser regarding same
10/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of amended GST clause to be included in the variation to the contract of sale
13/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of contract of sale for treatment of funds held in solicitors trust account in relation to a departed resident at settlement. Email to our solicitors regarding same
13/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to village manager regarding information required in preparation for settlement of the village

13/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Dermot O'Brien regarding preparation of schedules to accompany deeds of covenant
13/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of outstanding issues with purchaser regarding settlement
14/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of rates and land tax notices required for settlement adjustments and instructions to Julia Mayne regarding same
14/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review and update schedule of outstanding settlement issues
14/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding draft settlement statement and other information required to effect settlement
15/04/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Assets	Review of information required for settlement adjustments. Instructions to Dan Tipman, Review and update settlement issues schedule
15/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our consultant regarding settlement adjustments and other hand over issues

15/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding variations to the contract of sale and other settlement issues
16/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of deed of covenants and schedules in relation to resident agreements to be executed by purchaser and email to our consultant regarding same
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from the purchaser regarding settlement adjustments
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding finalisation of the deeds of variation and GST clauses
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding further information required for draft settlement statement
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to the purchaser of the village regarding insurance issues in relation to the owners corporation
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Instructions to Dan Tipman regarding settlement issues to be addressed with the village manager

16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of settlement adjustments in relation to unit movements and instructions to Dan Tipman regarding same
17/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our consultant regarding resident agreements, unregistered dealings and other issues in preparation for settlement
17/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of employee entitlements schedule and debtors ledgers. Discussion with Dan Tipman regarding same. Email to the purchaser of the village regarding same
17/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding information in preparation for settlement
17/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of unit settlement adjustments and email to the purchaser regarding same
20/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of schedules to the deed of covenant to be provided at settlement and email to our solicitors regarding same
20/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of information for settlement adjustments and email to our consultant regarding same

20/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our consultant regarding listing of deposits and unregistered dealings to be handed over at settlement
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding bank guarantee to be provided at settlement and other settlement issues
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitor regarding motor vehicle safety certificates
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding rates and land tax adjustments
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call to purchaser of the village regarding settlement issues
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of updated PPSR searches in preparation for settlement
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of email to the village manager regarding settlement issues and discussion with Dan Tipman regarding same

21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of unregistered dealings and monies held in solicitors trust account. Discussion with our solicitors regarding same
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding settlement issues
21/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Call from our solicitors regarding settlement adjustments and other matters to be addressed in preparation for settlement
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of outstanding information for settlement adjustments and discussion with Dan Tipman regarding same
21/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding transfer of vehicles and other registrations
22/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of books and records to be provided to the purchaser at settlement
22/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Email to our solicitors regarding vehicle transfer documents

22/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and update schedule of issues to be addressed in preparation for settlement
22/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of information required for settlement adjustments
22/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Review of notices to residents regarding settlement and instructions to Ainsley Watt regarding same
22/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our consultant regarding debtors ledgers and other settlement adjustments
22/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of amendments to the schedule to the deed of covenant and email to our solicitors regarding same
23/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review and amendments to settlement adjustments and discussion with our solicitors regarding same
23/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of settlement statements and tax invoices and discussion with David Whyte regarding same

23/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Assets	Review of queries from the purchaser in relation to unit adjustments and email to our solicitors regarding same
23/04/2015	Somerville, John	BRI	Senior Manager	0.50	\$220.00	Assets	Review and amendments to settlement adjustments for the Business Contract. Discussion with Dan Tipman regarding same. Email to our solicitors regarding same
23/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Assets	Call from our solicitors regarding an undertaking required with respect to water charges at settlement. Review of undertaking and email to our solicitors regarding same
14/10/2014	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Assets	email LM staff with queries regarding the resident agreements
14/10/2014	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Assets	email LM staff with queries regarding the resident agreements
16/10/2014	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Assets	email LM staff regarding queries raised on two resident agreements
24/10/2014	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Assets	review correspondence from LM staff and insurance broker in respect of motor vehicle insurance



28/11/2014	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Assets	update file note for resident agreements with LM staff comments, liaise with LM staff regarding same
24/10/2014	Tipman, Daniel	BRI	Supervisor	0.60	\$192.00	Assets	Review of Management and Marketing Agreements in regards to the retirement village. Review clauses in agreements in respect to Termination and intellectual property. Draft summary file note for review by John Somerville
06/11/2014	Tipman, Daniel	BRI	Supervisor	1.30	\$416.00	Assets	Consider the merits of incurring the costs to lodge a plan for registration before the sale of the village versus the possible impact on the sale value of the property by not registering. Review valuation annexures in order to assist with understanding.
06/11/2014	Tipman, Daniel	BRI	Supervisor	0.20	\$64.00	Assets	Call to surveyor re issue with plan sealed but not registered with land titles, discussion regarding same and potential issues with selling the village without registered plan
07/11/2014	Tipman, Daniel	BRI	Supervisor	0.30	\$96.00	Assets	Call to our valuer re valuation of retirement village at Caboolture and unregistered plan, sealed but not lodged with Land Titles. Consider comments in respect to potential problems with sale.
10/11/2014	Tipman, Daniel	BRI	Supervisor	0.40	\$128.00	Assets	Draft and finalise email to Valuer of Retirement Village re issue with survey plan sealed but not registered with the Department of Natural Resources and Mines. Forward to John Somerville for review and comment.
11/11/2014	Tipman, Daniel	BRI	Supervisor	0.80	\$256.00	Assets	Continue drafting and finalise email to Valuer of Retirement Village re issue with survey plan sealed but not registered with the Department of Natural Resources and Mines. Forward to John Somerville for review and comment.

11/11/2014	Tipman, Daniel	BRI	Supervisor	0.10	\$32.00	Assets	Respond to query from John Somerville in regards to updated plan not registered with land titles
12/11/2014	Tipman, Daniel	BRI	Supervisor	1.00	\$320.00	Assets	Review and amendments to employee schedule for inclusion in contract of sale.
12/11/2014	Tipman, Daniel	BRI	Supervisor	0.10	\$32.00	Assets	Liaison with Dermot O'Brien re addressing queries from John Somerville in regards to employee schedule prepared for inclusion in contracts of sale.
17/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Assets	Liaison with Dermot O'Brien regarding current employee entitlements for village. Make amendments to employee entitlements schedule accordingly.
17/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Assets	Revision of invoices raised as at 31 March for residents. Prepare estimated settlement adjustments accordingly.
20/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Review and consider email from accountant of retirement village operator regarding settlement queries.
22/04/2015	Tipman, Daniel	BRI	Supervisor	1.00	\$360.00	Assets	Attend to preparation of settlement adjustments for settlement on 23 April 2015

23/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Liaison with John Somerville regarding settlement adjustment queries
23/04/2015	Tipman, Daniel	BRI	Supervisor	0.80	\$288.00	Assets	Finalisation of settlement adjustments as at 22 April 2015. Prepare schedule of adjustments accordingly, liaison with Nicola Kennedy, John Somerville, Julia Mayne and Kirsty Bauer in relation to same.
23/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Assets	Liaison with Nicola Kennedy regarding preparation of invoices for sale of retirement village.
24/10/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Assets	discussion with Joanne Garcia re insurance for motor vehicles, phone call to our insurance broker re endorsements and invoices, draft email to our insurance broker re proceeding with policies and extending
24/10/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Assets	review correspondence from insurance broker re insurance
07/11/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Assets	review email from Joanne Garcia re notifying banks of appointment as Controllers, prepare correspondence re same
27/11/2014	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Assets	prepare professional indemnity insurance documents and review supporting documentation

27/11/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Assets	scan professional indemnity documents and send to LM Staff for review, draft email re same
01/12/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Assets	update letter to bank in relation to representatives who do not have authority to transact on accounts
05/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Assets	updating letters to notify of controllership appointment and removal of signatories from accounts
16/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Assets	discussion with Joanne Garcia and Sarah Cunningham in relation to the signatories on the bank accounts
16/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Assets	phone call with bank in relation to changing signatories on the accounts
17/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Assets	liaise with insurance broker in relation to professional indemnity policies and draft an email to confirm proceeding with the policies as quoted
14/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Assets	prepare summary spread sheet for John Somerville in relation to the aged receivables

15/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Assets	amend debtor spread sheet in excel for John Somerville
01/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Assets	discussion with John Somerville re rates notices to be paid on settlement
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Assets	review employee entitlement schedules to confirm leave entitlements, make minor adjustments re same
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Assets	prepare 2 x invoices for settlement of the sale of the village, review draft settlement statements and insert relevant information
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Assets	review amended settlement statement and input adjustments into 1 x invoice for settlement
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Assets	prepare letter for cancellation of business name post settlement of the sale of the village
08/04/2015	Hattingh, Moira	BRI	Team Assistant	0.50	\$40.00	Assets	Filing

21/04/2015	Watt, Ainsley	BRI	Accountant II	0.20	\$39.00	Assets	reviewed amendments to schedule to deed of covenant
22/04/2015	Watt, Ainsley	BRI	Accountant II	0.30	\$58.50	Assets	Prepared excel documents for mail merge of notices to all residents of sale, prepared letters to all residents re notice of sale
23/04/2015	Watt, Ainsley	BRI	Accountant II	0.10	\$19.50	Assets	reviewed and collated notices to residents
30/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from LM staff regarding invoice for GST advice/reviewed invoice/sent response
12/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from our solicitors and LM staff regarding payment of exit entitlement to deceased estate
02/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from LM staff regarding costs of obtaining GST private ruling/amended draft response to KPMG
16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Creditors	reviewed correspondence from village manager regarding outstanding invoices/reviewed invoices

06/11/2014	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Creditors	Review of title searches and PPSR searches to consider securities registered over mortgagor and treatment of same. Email to LM staff regarding dealing with same
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Creditors	Instructions to Julia Mayne regarding rates and land tax notices required for settlement of the village
16/01/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Creditors	Review of securities review conducted by our solicitors
14/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed wages/authorised payments
14/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payment
16/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
22/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

28/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed/authorised wages
28/10/2014	Whyte, David	BRI	Partner	0.40	\$224.00	Trade On	reviewed service agreement with third party care provider/reviewed previous agreement and correspondence from LM staff relating to same
28/10/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed email from Margaux Beauchamp regarding care agreement/sent response querying position
31/10/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed invoices and other supporting documentation/authorised payments
31/10/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed draft letter from KPMG to ATO regarding further information requested to support request for GST private ruling/email LM staff in relation to same
05/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed minutes of managers meeting for three villages
05/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed invoices and supporting documentation and correspondence regarding building works/progress payments/authorised payments



11/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised wages
11/11/2014	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed agreement with service provider/discussed with Joanne Garcia
20/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from the ATO and KPMG regarding GST private ruling and further information requested/reviewed draft response
27/11/2014	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed instructions to PTAL to execute scheme operator declaration and representation letter to auditors regarding audit for year ended 30 June 2014/reviewed documents/confirmed instructions
05/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
06/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff regarding payments to be made under management agreement and for reimbursement of costs
07/01/2015	Whyte, David	BRI	Partner	0.40	\$224.00	Trade On	reviewed correspondence with executor of estate of resident regarding exit areas of dispute/consider summary from LM staff/agree exit entitlement and offer to settle

12/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed letters to government agencies requesting information in relation to controllership appointment
12/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
12/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
12/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed calculations in relation to payroll tax/authorised payment of same
13/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	logon to internet banking/authorised payment
14/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed aged debtors listing
15/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed aged summary of debtors excluding any internal debtors /drafted email to purchaser in relation to finalising contract of sale

15/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
20/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from KPMG and LM staff regarding GST private ruling/further information required
20/01/2015	Whyte, David	BRI	Partner	0.70	\$392.00	Trade On	reviewed correspondence from ATO regarding GST private ruling and including note prepared by the ATO setting out questions and facts surrounding ruling request
22/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
22/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
22/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff in relation to comments on ATO's draft facts relating to GST private ruling
22/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from ATO and KPMG regarding further information required to determine GST private ruling request

22/01/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed correspondence from our solicitors regarding a review of the facility and security documentation relating to the borrower
23/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff regarding GST private ruling/amendments to draft note
23/01/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed ATO questions and facts relating to GST private ruling/suggested amendments by LM staff
27/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
29/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
30/01/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence regarding care service agreement in relation to four residents/sent response
03/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

05/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
06/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	authorised payments
06/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
12/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	consider position regarding GST free supplies
17/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from manager of retirement village regarding handover issues relating to sale of the village
17/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed monthly report from manager of village
17/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff regarding potential new resident/terms of entering the village

17/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff regarding releasing of unit/issues to consider regarding new tenant
18/02/2015	Whyte, David	BRI	Partner	0.50	\$280.00	Trade On	telecon with LM staff regarding incoming resident/terms of occupancy/reviewed correspondence in relation to same from village and LM staff/sent response
18/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	telecon with LM staff regarding incoming resident/discussions with family members
18/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	telecon with LM staff regarding incoming resident of village/reviewed draft email to resident's representative/email LM staff regarding same
19/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	telecon with purchaser regarding incoming resident/options on way forward
19/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from our solicitors regarding proposed letter to residents in relation to the sale of the village
19/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

19/02/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Trade On	reviewed correspondence from village manager regarding issue to be attended to leading up to settlement/reviewed and amended draft response/sent response
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from Lm staff and KPMG regarding status of GST private ruling request/email KPMG in relation to same and affect on sale of village
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff regarding replacement of care manager/current employee finishing up
23/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff regarding new resident/reviewed documentation in that respect/authorised PTAL to execute documentation
25/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed new lease agreement/approved execution of same
26/02/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed correspondence from LM staff/application for residence/proposed purchase plan terms
27/02/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

02/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from manager of village regarding settlement issues/queries in relation to issues to be finalised
03/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
03/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed payments/proposed setoff arrangements with manager of village/discussed with Joanne Garcia
03/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
03/03/2015	Whyte, David	BRI	Partner	0.30	\$168.00	Trade On	telecon with LM staff regarding instructions to sale staff in respect of incoming residents and disclosure requirements in that regard/updating of PID and other documentation
03/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	authorised payments
04/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments



04/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed draft note to residents regarding sale of units prior to 23 April and conditions attaching to same/reviewed draft note to sales staff regarding process to be adopted
04/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised wages
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
05/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from our solicitors regarding letters to residents and note to be provided to sales staff/reviewed and signed letter
10/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
11/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from managers of the village and LM staff regarding the recruitment of a care manager/follow up purchaser in relation to same

11/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff to representatives of proposed incoming resident regarding terms attaching to occupancy of unit
16/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
18/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
18/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
18/03/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed lease documentation regarding two new residents/provided instructions for PTAL to execute same
31/03/2015	Whyte, David	BRI	Partner	1.10	\$616.00	Trade On	reviewed correspondence from KPMG, LM staff and John Somerville in relation to GST private ruling/reviewed ruling
31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	John Somerville regarding ATO private ruling

31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
31/03/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
01/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
02/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
07/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed reconciliation of management charges and staff recharges/reviewed and amended draft email to manager of village
09/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence from LM staff and village manager regarding AGM to be held next week
10/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed correspondence in relation to refund due to resident/confirmed instructions in respect of same

10/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
13/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
13/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
14/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed draft letter to resident's representative in relation to marketing of vacant unit
16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed invoice for professional services relating to GST private ruling/sent email to LM staff querying amount and disbursements

16/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
20/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
21/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
21/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

23/04/2015	Whyte, David	BRI	Partner	0.20	\$112.00	Trade On	reviewed invoices received from manager of village/reconciliation of amounts to be paid/discussed recharges with Joanne Garcia
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed/executed trust account authority in relation to disbursement of funds from our solicitors trust account
23/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed/signed trust account authorities to release funds held in our solicitors trust account
27/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
28/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments
29/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	reviewed/signed trust account authority relating to legal fees and other disbursements
30/04/2015	Whyte, David	BRI	Partner	0.10	\$56.00	Trade On	authorised payments

29/10/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to LM staff regarding calculation of commission liability due to village manager
29/10/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review and consider issues with respect to resident agreements still subject to cooling off period and email to LM staff regarding same
01/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of Professional Indemnity liability insurance proposal and discussion with Nicola Kennedy regarding same
01/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Consider general scheme account signatories and discussion with Jo Garcia regarding same including accounting issues at village level going forward
02/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of email from KPMG regarding further information required by the ATO for the private ruling and email to LM staff regarding same
02/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Consider accounting issues at village level and discussion with Sarah Cunningham regarding same
08/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Consider Workcover position and email to LM staff regarding same

09/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to WorkCover Qld regarding work cover policy
10/12/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Trade On	Review of correspondence from KPMG regarding GST input tax credits
15/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to LM staff regarding ATO private ruling
15/12/2014	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Call to LM staff regarding GST treatment at village level, budgets and GSC accounts and outstanding consents for new resident leases
16/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Call from LM staff regarding deferred payment arrangements for the village
16/12/2014	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Trade On	Review of management agreement and sales agreement with village manager and consider issues with terminating
18/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Call from LM staff regarding new resident purchase plans



24/12/2014	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of issues regarding transfer of phone lines and email to Nicola Kennedy regarding same
20/01/2015	Somerville, John	BRI	Senior Manager	0.40	\$176.00	Trade On	Review of draft letters of termination to manager of village. Review of sales and management agreement and consider terms regarding termination obligations
27/01/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Call to our consultant regarding resident care broker agreements
27/01/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of resident care broker agreements and consider treatment under contract of sale
27/01/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Email to David Whyte regarding care broker agreement for residents at the village
02/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to our consultant regarding care agreements
03/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to our consultant regarding Care Broker agreement

05/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of updated residents schedule
10/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of GST reporting position at Scheme Operator level and village level
19/02/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of email from our consultant regarding tranquillity agreement for unit 16 and discussion with David Whyte regarding same
20/02/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to David Whyte regarding tranquillity agreement for new resident
26/02/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Call from KPMG regarding ATO private ruling
17/03/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Trade On	Review of trading issues and matters to be attended to leading to settlement of the sale of the village
19/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of email correspondence from village manager regarding termination of service agreements at settlement

23/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to our consultant regarding replacing the maintenance manager
24/03/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of email from KPMG regarding ATO private ruling application
27/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of unit reinstatement issues
31/03/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of new lease agreement for unit 16
02/04/2015	Somerville, John	BRI	Senior Manager	0.30	\$132.00	Trade On	Review and reconciliation of income/expenses due to/from the village manager and discussion with Jo Garcia regarding same
09/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of outstanding resident leases to be executed
13/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and amendments to letter to suppliers regarding finalisation of accounts at settlement of the sale of the village

13/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Email to village manager regarding information required in preparation for settlement
13/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of accounts payable and cheque requisitions
13/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of accounts payable and cheque requisitions
14/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Instructions to Nicola Kennedy and Julia Mayne regarding cancelling business name registration following settlement as required under management agreement and other information required for settlement
14/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
15/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Meeting with Dan Tipman regarding village accounts and settlement adjustments
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of marketing report to departed resident and email to David Whyte regarding same

16/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Review of payroll and discussion with Julia Mayne regarding same
16/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and consider updated schedule of outstanding issues in preparation for settlement provided by village manager
17/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions
22/04/2015	Somerville, John	BRI	Senior Manager	0.20	\$88.00	Trade On	Call from our solicitors regarding payout of deferred management fee on a re-leased unit and call to our consultant regarding same
29/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review of final accounts payable and instructions to Sarah Cunningham regarding same
30/04/2015	Somerville, John	BRI	Senior Manager	0.10	\$44.00	Trade On	Review and approval of payment requisitions and outstanding accounts payable
13/10/2014	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review wages payment

13/10/2014	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review payments, compare to previous wages, prepare file for David Whyte
15/10/2014	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
17/10/2014	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review invoices for payment and prepare file note regarding same
21/10/2014	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review invoices for payment, prepare file note
22/10/2014	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review payments for employee wages, prepare file note, cross check employee status
27/10/2014	Garcia, Joanne	BRI	Manager	1.80	\$720.00	Trade On	review revised agreement with care service provider and previous agreement, liaise with LM staff, prepare file note for David Whyte
28/10/2014	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review wages request, cross check employees, prepare file note for David Whyte

28/10/2014	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review payment request for planning certificate from local council, prepare file note for David Whyte
31/10/2014	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payment requests, prepare file note for David Whyte
05/11/2014	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review payment requests for building works, prepare file note for David Whyte
11/11/2014	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review wages & village account top up request, prepare file note for David Whyte
12/11/2014	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	email LM staff with queries in respect to two resident agreements
12/11/2014	Garcia, Joanne	BRI	Manager	0.90	\$360.00	Trade On	draft wording for insertion into resident care agreements, email LM staff regarding same
12/11/2014	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	review one resale resident agreement and four lease agreements, prepare file note for David Whyte

25/11/2014	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review wages documents, prepare file note for David Whyte,
05/12/2014	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review payment requests
08/12/2014	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review wages, draft file note
19/12/2014	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	print off wages documents, prepare email to signatories
24/12/2014	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review payment requisitions
05/01/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review wages, prepare file note for David Whyte and draft email to McGrath Nicol
07/01/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	check & sign off GSC account payments



14/01/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
19/01/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review wages & prepare file note for David Whyte
20/01/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review variation of resident agreement for a unit, discuss same with Pei Wun Han
21/01/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
21/01/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	prepare file note in respect to deed of variation for a unit
22/01/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review village wages
22/01/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments

23/01/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review payment for employee superannuation
23/01/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	email village operator to terminate management agreements
29/01/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	discuss supplier issue with David Whyte, arrange payment
29/01/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
03/02/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
05/02/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review multiple payments, cross check to marketing budget and previous payments, liaise with LM staff regarding same
06/02/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments

11/02/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review resident documents, prepare file note
16/02/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
17/02/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
17/02/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
19/02/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review resident agreement & draft file note for David Whyte
25/02/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
25/02/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review query into recharge split of a marketing invoice for the village manager

26/02/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
26/02/2015	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	review resident agreement & prepare file note for David Whyte
02/03/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	liaise with Dale Ludwig regarding recharges due from the village manager
03/03/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
03/03/2015	Garcia, Joanne	BRI	Manager	1.60	\$640.00	Trade On	cross check recharge invoices to payroll records
03/03/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
03/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	liaise with Dale Ludwig and our consultant regarding recharges for a staff member

04/03/2015	Garcia, Joanne	BRI	Manager	0.50	\$200.00	Trade On	review resident agreement, resident schedule & draft file note for David Whyte
04/03/2015	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	reconcile marketing invoices to budget
04/03/2015	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	reconcile recharges spreadsheet to MYOB statement of account
06/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	meeting with Dale Ludwig to discuss issues with Pinevale expense recharges
06/03/2015	Garcia, Joanne	BRI	Manager	0.70	\$280.00	Trade On	update recharge spreadsheet regarding commission payments & incorrect historic invoices
09/03/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review resident agreements, draft file note for David Whyte
09/03/2015	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	reconciliation of sales recharges

09/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
10/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
10/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	marketing budget review and follow up query regarding one supplier
11/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
11/03/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review resident agreements, cross check to resident schedule and prepare file note for David Whyte
13/03/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review multiple payments
16/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review payments

18/03/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review payments, cross check to marketing budget
18/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	collate spreadsheet of outstanding invoices due to/from the village manager
19/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review wages
20/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
24/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
26/03/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review GSC payment requisitions
30/03/2015	Garcia, Joanne	BRI	Manager	0.80	\$320.00	Trade On	review resident agreement, cross check to resident schedule, prepare file note for David Whyte

30/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
31/03/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
02/04/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review wages
07/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	prepare, collate & review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to court for remuneration approval for the period 1 October 2014 to 30 April 2015
07/04/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review outstanding marketing invoices to marketing budget, instruct payment of same
07/04/2015	Garcia, Joanne	BRI	Manager	0.20	\$80.00	Trade On	review multiple payments
09/04/2015	Garcia, Joanne	BRI	Manager	0.60	\$240.00	Trade On	review resident agreement, cross check to resident schedule & prepare file note for David Whyte



20/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
21/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
22/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
23/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
24/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
24/04/2015	Garcia, Joanne	BRI	Manager	0.10	\$40.00	Trade On	review ASIC form 524 - receipts and payments
27/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments

28/04/2015	Garcia, Joanne	BRI	Manager	0.30	\$120.00	Trade On	review multiple payments
29/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review multiple payments
30/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review multiple payments
30/04/2015	Garcia, Joanne	BRI	Manager	0.40	\$160.00	Trade On	review multiple payments
31/10/2014	Tipman, Daniel	BRI	Supervisor	0.20	\$64.00	Trade On	Review and preparation of file note re payment request. submit to Jo Garcia/David Whyte for review and approval
15/04/2015	Tipman, Daniel	BRI	Supervisor	0.10	\$36.00	Trade On	Meeting with John Somerville to discuss settlement adjustments
15/04/2015	Tipman, Daniel	BRI	Supervisor	0.30	\$108.00	Trade On	Revision of MYOB reports for proposed settlement adjustments consider same.

15/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Issue instructions to Julia Mayne regarding printing and collation of reports for Scheme operator and village accounts, briefly review same.
16/04/2015	Tipman, Daniel	BRI	Supervisor	0.20	\$72.00	Trade On	Revision of debtor reports printed by Dale Ludwig for the village.
23/04/2015	Tipman, Daniel	BRI	Supervisor	0.40	\$144.00	Trade On	Finalisation of tax invoices to be provided to purchaser on settlement.
04/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone calls with WorkCover in relation to a WorkCover policy for the retirement village
18/12/2014	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	discussion with LM staff in relation to landline phones and mobile phones being set up in the name of the controllership
19/12/2014	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	discussion with LM staff in relation to setting up new phone numbers, phone calls to utility provider in relation to same
22/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with LM Staff in relation to setting up new mobile phone accounts for the retirement village

22/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider mobile phone and landline account options from utility provider and put forward a recommendation to John Somerville
23/12/2014	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	liaise with Village Management in relation to transfer of phone lines, review emails in relation to same
23/12/2014	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email to utility provider confirming details in respect of the mobile phone plans, discuss query regarding ISDN billing for the land line numbers
06/01/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	review email from utility provider in relation to setting up new accounts for the retirement village, consider various plans for phone lines and ISDN billing, collate information for John Somerville to consider and review
07/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	complete utility provider form to set up telephone and fax accounts
12/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review 2 x payments for village, review supporting documentation to verify payment, prepare file note re same
12/01/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review email from utility provider re forms to complete to transfer phone accounts, complete form

14/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with utility provider re mobile phone sim accounts, email John Somerville re authorisation details
16/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to McGrath Nicol re payments to be reviewed, signed and forwarded to Secured Creditor
19/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Secured Creditor regarding payments and queries, email Sarah Cunningham re same and review payments
19/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	discussion with Sarah Cunningham regarding Secured Creditor payment queries
19/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	draft email to McGrath Nicol re payments in respect of wages to be signed
20/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	send additional email to electricity company regarding appointment to clarify liability and invoice details
20/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email Secured Creditor regarding payment supporting documents

20/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from McGrath Nicol regarding supporting documentation for payment, email supporting documentation
20/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare file note for payment of rates notice, review supporting documentation to confirm it is reasonable to pay
21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call to McGrath Nicol re wages payments to be sent to Secured Creditor for review
21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	review superannuation payments to staff and prepare a file note to confirm the payment is appropriate to pay, make additional comments regarding superannuation payments with adjustments and payments previously returned into the account
21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call to Secured Creditor regarding wages payment, discussion with Joanne Garcia re paying wages
21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call to Receivers and Managers and Village Management regarding wages payment discussion with Joanne Garcia re paying wages
21/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	draft and send email to utility provider confirming the set up of new accounts will be on hold

22/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with Village Management re when sales staff expect wages monies in their account, draft email to Secured Creditor regarding authorising payment of wages and discuss balance of the account with Sarah Cunningham
22/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	amend insurance invoice, discuss payment with Sarah Cunningham and Joanne Garcia, draft email to insurance broker with corrections addressing controllership appointment
22/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	emails with McGrath Nicol and Secured Creditor re timing for wages payments
22/01/2015	Kennedy, Nicola	BRI	Accountant I	0.90	\$202.50	Trade On	prepare file note re payment for village staff wages, review payslips and transaction listing to verify the payment is reasonable, review petty cash receipts, include queries regarding payments in file note
23/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare file note for payment to insurance broker, review payment to ensure details are correct
28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	collate all unpaid invoices in a spread sheet to send to Receivers and Managers per Joanne Garcia's instructions
28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review emails from Joanne Garcia and Sarah Cunningham regarding updating addresses for utilities and banks, email Dermot O'Brien documents to update addresses

28/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare file note and review and consider payment to service provider and supporting documents
29/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	call ATO to obtain new CAC for controllership
30/01/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	follow up Receivers and Managers re payments to process and query regarding funds returned for an invoice
30/01/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call to ATO to confirm BAS lodgements are up to date
03/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	obtain signed wages payment form/scan/prepare email to Receivers and Managers with payments attached
03/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	address payment queries from Receivers and Managers re wages, obtain relevant supporting document/explain
03/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review emails from Receivers and Managers in relation to payment of wages



03/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider various payments and prepare file note to confirm approval to pay
04/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	update payments listing to include date payments sent to be released
04/02/2015	Kennedy, Nicola	BRI	Accountant I	0.70	\$157.50	Trade On	review multiple general payments for the retirement village and consider whether appropriate to pay. Prepare file note for same
05/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review and consider payments to employees from account, prepare file note re same
05/02/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	review multiple general payments for the retirement village and consider whether appropriate to pay. prepare file note for same, review invoices and check totals match with payment drafts, review supporting documents
05/02/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	review multiple general payments for the retirement village and consider whether appropriate to pay. prepare file note for same, review invoices and check totals match with payment drafts, review supporting documents
05/02/2015	Kennedy, Nicola	BRI	Accountant I	1.50	\$337.50	Trade On	review 20 x general payments (multiple invoices for these payments) for the retirement village and consider whether appropriate to pay. prepare file note for same, review invoices and check totals match with payment drafts, review supporting documents

06/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call to service provider to update email address for invoices to be sent to
06/02/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	scan signed payments, save to file, enter into draw request spread sheet, attach to email to Receivers and Managers for approval, update payment listing spread sheet to note payment made, file
09/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review electricity bills and discuss payment with Sarah Cunningham
09/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Receivers and Managers in relation to payments and email Sarah Cunningham to re upload payments
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to Receivers and Managers with urgent payments to review and authorise
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	numerous emails between LM Staff, Dale Ludwig and Origin Energy regarding invoicing and updating the address
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	discuss outstanding payment with Dale Ludwig, Sarah Cunningham and LM staff, request payment to be drafted, review, consider and prepare file note for same

10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and save payment for sales and marketing expenses to file to email for review by Receivers and Managers, draft email and send to Receivers and Managers to approve
10/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment listing spread sheet to include date payments sent to Secured Creditor for review and authorisation
11/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	reconcile payment listing to confirm which payments have been sent to Receivers and Managers but not on forwarded to Secured Creditor for review, prepare summary table for Joanne Garcia
11/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Joanne Garcia to confirm which invoices are outstanding for the liquidators, review invoices for amounts outstanding, update details in payment listing and send spread sheet to Joanne Garcia
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payments listing spread sheet to reflect payment status of those approved for Joanne Garcia, review correspondence sent via email with payments attached
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	explain payment process to Julia Mayne, discuss process with Joanne Garcia, set up calendar reminders to review outstanding payments
12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	confirm payments under retirement village agreements have been sent to Custodian to be released, email Secured Creditor to follow up urgent payments

12/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Secured Creditor in relation to cheque to be collected for payment of a supplier account
13/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	reconcile payment listing spread sheets for payments released over night, review payments sent by Secured Creditor to be released and update payment listing
13/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review urgent payments outstanding, review email to Receivers and Managers noting attachment not included, prepare follow up email, email correspondence to Secured Creditor to review
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet to note payments which have been paid, print for Joanne Garcia
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	follow up phone calls and emails with Receivers and Managers and Secured Creditor regarding urgent payments
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from insurance broker regarding payment, review file to confirm if payment made, email Sarah Cunningham re same, email to insurance broker regarding payment
16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare 3 x tables summarising outstanding payments which have been authorised and are awaiting processing by PTAL, send to Joanne Garcia

16/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	discussion with Julia Mayne regarding employee payroll
17/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email with Receivers and Managers, Custodian and Secured Creditor regarding payments to be authorised and processed, update payment listing spread sheet and tables of outstanding payments for Joanne Garcia
17/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review email from Secured Creditor, scan and email signed wages for authorisation
17/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review payments to be resent to Custodian, confirm with Secured Creditor that the payment has been resent, phone call to creditor and confirm payment processed
17/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare and send email to Receivers and Managers with various payments (approximately 16) attached for review and authorisation
18/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	liaise with Dale Ludwig and Sarah Cunningham in relation to invoices to be paid for insurance, email Receivers and Managers
18/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	confirm wages have been paid to village manager, review account

18/02/2015	Kennedy, Nicola	BRI	Accountant I	0.80	\$180.00	Trade On	review 6 x village payments, prepare file notes for same
18/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare email to Secured Creditor with payments attached, prepare draw request spread sheet
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	collate mail for Julia Mayne to scan and save and update address
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	review and consider wages to be paid to staff, prepare file note confirming payment is reasonable after a review of the supporting documents
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email and phone calls to village staff in relation to petty cash payment
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with village staff in relation to the account to pay professional indemnity insurance from
19/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review documents for petty cash sent through from village staff

20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	reconcile payment listing spread sheet, confirm CAC for BAS lodgement
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Receivers and Managers insurance invoices for payment
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	prepare table of outstanding payments with Receivers and Managers and Secured Creditor for Joanne Garcia, review payments sent through to Custodian, scan and save payments to send across and draft email re same with draw request spread sheet
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig regarding account to pay insurance from for renewed policy as well as outstanding insurance policy, review email from village management regarding account to pay insurance from
20/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email village management to confirm wages paid
23/02/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	print bank statements for Joanne Garcia, draft email to Receivers and Managers regarding outstanding payments, reconcile payment listing spread sheet
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig, LM staff and village management in relation to account to pay new insurance invoices from

24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to insurance broker in relation to amending insurance form, review amendments and forward to Sarah Cunningham for payment
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Daniel Tipman regarding credit remittance, email LM staff with queries and forward to Joanne Garcia
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	reconcile payments processed to payments register, update table for Joanne Garcia, review/discuss outstanding payments, reconcile payments to email sent in October for Joanne Garcia and instruct Julia Mayne to create table re reconciliation of October payments
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment table for Joanne Garcia
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	send follow up email to bank contact regarding cheque books for accounts
24/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare end of day reconciliation of payment spread sheet
25/02/2015	Kennedy, Nicola	BRI	Accountant I	1.60	\$360.00	Trade On	review and consider 14 x payments from the controllership accounts, prepare file notes in relation to same and email Dale Ludwig queries regarding payments



26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	emails with Dale Ludwig in relation to queries for controllership payments, print supporting docs and attach to payment file notes
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update table for Joanne Garcia to send to Receivers and Managers to follow up payments outstanding, prepare folders with relevant attachments
26/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and consider village payment for insurance, prepare file note re same
27/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Joanne Garcia re summary of outstanding recharges
27/02/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Joanne Garcia re outstanding staff recharges and assist Julia Mayne in preparing table for same
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet to bank account for Joanne Garcia, print and collate
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review emails regarding village payments, discussion with Sarah Cunningham and instructions to Julia Mayne to take over payment collation process

02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review urgent payment for village and review email to LM staff seeking approval to pay, assist Julia Mayne with queries
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	liaise with Custodian and insurance broker regarding outstanding payments
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider payment for electricity bill, prepare file note re same
02/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review and consider payment for wages (2 x employees), prepare file note re same
03/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and arrange payment for electricity invoices
03/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	download multiple invoices for payment, save to file and email to Julia Mayne to collate
03/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and send urgent wages payments to Receivers and Managers, prepare table for email

03/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email John Somerville re mail redirection
04/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and consider 1 x payment, prepare file note payment of same
04/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with Receivers and Managers re payment process, discuss with Joanne Garcia, prepare email to Receivers and Managers summarising urgent payments and deadlines, review emails regarding payments to send to Secured Creditor and respond
05/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call with Receivers and Managers re payment process and meeting with Secured Creditor
05/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review and consider wages/petty cash and prepare file note re same
06/03/2015	Kennedy, Nicola	BRI	Accountant I	0.80	\$180.00	Trade On	review multiple payments to village management, collate relevant invoices due to amended payment requisition, ensure appropriate supporting documents are attached, scan and save to file
06/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet for payments sent to Secured Creditor and paid

06/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	prepare email with scanned payments to send to Receivers and Managers
06/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review payment for 2 x employees on annual leave
09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet and draft email to Receivers and Managers re payments outstanding to date
09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review payment for sales and marketing invoices and prepare file note re same
09/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider payment for 2 x service provider invoices, prepare file note re same
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spreadsheet for payments sent to Receiver and Manager
10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with village management and Dale Ludwig in relation to outstanding payments for village management

10/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call with Receivers and Managers re template for cheques, obtain and email
11/03/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	prepare spread sheet for Joanne Garcia detailing payments made for March 2015 from village and controllership accounts
12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet for payments forwarded to Secured Creditor
12/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review emails and attachments from Joanne Garcia regarding GST allocation for supplier payments, consider same
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from trade creditor and respond re payment to be released today, review emails to confirm payments are with Custodian
13/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment spread sheet listing for payments paid
16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet and print bank statements for Joanne Garcia

16/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and save 1 x payment to file, re collate and file
17/03/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	obtain 2 x wages payment/scan/save/draft email to Receiver and Manager to review and authorise
18/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email supplier and advise when payment will likely be made, review supplier's email with outstanding invoice
18/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review payments forwarded to Secured Creditor and email Receiver and Manager about payments outstanding
18/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment listing spread sheet for payments sent to Secured Creditor and payments released
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	print and collate wages for review
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	assist Julia Mayne to obtain payments for village management recharges

19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review payment for kitchen supplies, prepare file note re same
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.60	\$135.00	Trade On	review and consider wages for village staff, review bank account details, review amounts being paid, prepare file note re same, scan payments to email to our consultants for review
19/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment spread sheet for payments sent to Custodian
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Julia Mayne and Sarah Cunningham regarding status of payments not yet authorised
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and email payments to Receiver and Manager with village management recharges and various supplier payments, update payment listing spread sheet re same
20/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email Joanne Garcia payments to send to Receiver for authorisation
23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	email Nicole Jackson re payment awaiting signature, scan and send payment to Receiver and Manager for authorisation

23/03/2015	Kennedy, Nicola	BRI	Accountant I	0.80	\$180.00	Trade On	log into share file, download multiple supplier invoices (>20 suppliers), collate all invoices for review
24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review authorisation from David Whyte for legal fee payment, obtain signed copy of documentation, prepare table for Receivers and Managers, email payment and file
24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review payments forwarded to Secured Creditor for authorisation, update payment listing spread sheet re same
24/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	save and email payment to Joanne Garcia for approval
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	assist Julia Mayne with queries regarding recharges from village management, review email to village management re same
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review bank account and reconcile payment listing spread sheet for payments paid
26/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	discussion with Joanne Garcia re village and scheme operator payments approved requiring signature and to be sent to Receiver and Manager, email Nicole Jackson re obtaining signature, print document with signature and collate for payment



27/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Joanne Garcia re summary of payment status for week ending, email Julia Mayne with details to prepare summary
27/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	assist Julia Mayne with queries regarding payment status and summary for Joanne Garcia
27/03/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and email payments to Receiver and Manager, prepare table with details of payment, update payment listing spread sheet re same
30/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review emails from Dale Ludwig, village management and Joanne Garcia regarding status of village payments, review file and confirm
31/03/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email prepared by Julia Mayne including attachments with priority wages, send to Receiver and Manager
02/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Dale Ludwig regarding wages and status, email Joanne Garcia and Receiver and Manager re same
02/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	emails with Dale Ludwig regarding wages payment, emails with Receivers and Managers and phone calls re same to ensure wages paid due to public holiday

02/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Custodian and Dale Ludwig regarding status of payments
07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	emails with Dale Ludwig, Sarah Cunningham and John Somerville regarding listing of supplier details
07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and email payment to Dale Ludwig to prepare
07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig and Sarah Cunningham regarding village payment
07/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review and consider payment for management fees, obtain supporting documentation (previous payment) and prepare file note re same
08/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Dale Ludwig regarding report to generate from MYOB with suppliers
09/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	assist Julia Mayne regarding queries for payments, review email to supplier requesting bank account details

10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	update payment listing spread sheet for payments sent to Secured Creditor
10/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	discussion with John Somerville regarding security packets to be sent to our solicitors, call Joanne Garcia re same and email Julia Mayne regarding documents
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and amend email to Receiver and Manager, attach payments and include summary table
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with Sarah Cunningham and village management to confirm wages amount to be paid
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from Julia Mayne regarding superannuation payment, amend same
13/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and amend email prepared by Julia Mayne with wages attached to send to Receiver and Manager
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	conduct ASIC business name search to confirm registration details, email John Somerville re same, review process to cancel business name, phone call with ASIC to confirm cancellation process

14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	discuss payment to be amended with Julia Mayne, email Receiver and Manager re same
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from village management regarding payment, review date payments were sent, email John Somerville re same and prepare response, email Receiver and Manager advising of urgent payments
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	emails with John Somerville and village management regarding payment of management fees and status
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email with payments attached by Julia Mayne, amend email and forward to Receiver and Manager
14/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	scan multiple payments (4) collate for email to Receiver and Manager, prepare email re same
15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review payments spread sheet to confirm correct payments sent to Receiver and Manager, discuss with Julia Mayne updating spread sheet and providing status of each payment
15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review ASIC 524 (receipts and payments) prepared by Sarah Cunningham and email John Somerville re same

15/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review payments forwarded to Secured Creditor and update payment listing spread sheet re same
16/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	2 x emails with Sarah Cunningham in relation to payments to be uploaded, email Ashley Richardson regarding cheques to be collected
16/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review and amend email prepared by Julia Mayne to village management in relation to payment status
17/04/2015	Kennedy, Nicola	BRI	Accountant I	1.00	\$225.00	Trade On	print and collate 19 x invoices for payment, begin preparing file notes, email Sarah Cunningham re drafting payment for same
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review payments from Dale Ludwig and send to LM staff for review
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	review email from village management regarding wages amendment, print and prepare file note re same, review previous payment made to confirm amount paid to staff member
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	conduct PPSR search and save to file, email to John Somerville

20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and email payment to Receiver and Manager
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email village management confirmation of payment to employee
20/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review 2 x emails from John Somerville regarding payments outstanding, and email to LM staff to review
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from LM staff regarding payments to be paid from controllership account, review and print emails for Julia Mayne to attach to file notes
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	log in to share file, download payments to print, save to file
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	scan and email payments to Receiver and Manager, prepare table re same, update payment listing spread sheet
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with Receiver and Manager regarding queries for payment, email details re same

21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	scan and email 2 x payments to Receiver and Manager, prepare table re same
21/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from LM staff regarding payment review and print emails for Julia Mayne to attach to file notes
22/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email prepared by Julia Mayne in relation to payment status to be sent to village management
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	review figures included for superannuation payment, confirm amounts with MYOB reports, compare to previous period
23/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	review and consider 3 x payments and prepare file note re same
24/04/2015	Kennedy, Nicola	BRI	Accountant I	0.30	\$67.50	Trade On	prepare file note for superannuation payments, review and consider same, discuss queries with Sarah Cunningham
27/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	review email from WorkCover and phone call re same, confirm details of sale of retirement village

27/04/2015	Kennedy, Nicola	BRI	Accountant I	0.40	\$90.00	Trade On	scan and collate 4 x payments and prepare table to Receiver and Manager for same, discuss queries with Sarah Cunningham
28/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and email correspondence to ASIC regarding cancellation of the business name
28/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review emails regarding utility invoice to be paid, email utility company for copy of invoice
28/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	log into bank account and reconcile payment listing spread sheet for payments processed and payments sent to Receiver and Manager
28/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	email to Receiver and Manager re payments to be released from the account as a priority
28/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	emails with Dale Ludwig regarding payment in village account, request bank statement and email back re same
29/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	scan and email correspondence to ASIC re cancellation of business name



29/04/2015	Kennedy, Nicola	BRI	Accountant I	0.50	\$112.50	Trade On	scan and collate multiple payments (approx. 15), save to file, make note regarding amendments to invoices paid for Receiver and Manager, prepare table and email re same
29/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	phone call to insurance broker regarding insurance policies
29/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	voicemail and phone call with supplier regarding charges post settlement of the sale of the village
30/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	review emails regarding village bank account funds, review email from Secured Creditor with payments to be processed, email Sarah Cunningham and confirm which bank account to process wages from
30/04/2015	Kennedy, Nicola	BRI	Accountant I	0.20	\$45.00	Trade On	phone call with ASIC re cancellation of business name, email re same
30/04/2015	Kennedy, Nicola	BRI	Accountant I	0.10	\$22.50	Trade On	reconcile payment listing spread sheet for payments released
10/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing and processing supplier payment, collating for signing

10/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing and processing payment, collating for signing
13/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising payment of wages, entering details to create ABA file, collating supporting information. Emailing to relevant parties for approval.
13/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising ABA file and emailing to LM staff regarding payment for Commission on unit 53
14/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating signed wages, emailed to PTAL
14/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising collating of signatories regarding payment for Commission on unit 53
14/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Reviewing payments emailed for LM staff - double up on payment of invoices.
21/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating payments from LM staff for signing x 3 payments

22/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating superannuation payment for reviewing and signing
22/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing MYOB for supporting documentation for superannuation payment.
28/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating payments signed by LM staff for signing by BDO. Supplying previous payment details for supporting documentation.
30/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering payments into ABA creator for payment x 13 invoices
30/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering payments into ABA creator for payment x 18
30/10/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating payments signed by LM staff for approval. Printing of previous payments as supporting documentation x 18 payments
10/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering wage details to produce ABA file. Collating supporting documentation and emailing to LM staff.

11/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating wage information emailed from LM staff for signing by BDO
18/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Making amendments to ABA file. Errors when uploading to Suncorp
24/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Entering wage information onto ABA creator. Collating information and emailing to LM staff for upload to Suncorp.
27/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating invoices and supporting documentation for signing by BDO x 3 invoices.
27/11/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Amending ABA file for payments as LM staff did not approve some payments therefore needing to be removed.
01/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating payments received from LM staff. Supplying previous payments as supporting documents.
02/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing ABA file for supplier payments

04/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collation of payment and supporting documents for reviewing and signing by BDO.
08/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Producing ABA files for wages, collating supporting documentation and emailing LM staff for approval.
09/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Emailing of letter to ANZ re: Account Signatories.
09/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising ABA file for payments x 14
15/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing ABA file for funding for wages over xmas period.
16/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Amending payment batch as LM staff removed and amended amounts payable. Updating ABA file. Emailing to LM staff.
16/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Printing previous payments from MYOB for supporting documents to support current supplier payments.

18/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.70	\$136.50	Trade On	Entering employee details, name, bank and BSB into ABA file creator ready for wage payments. x 27 employees.
19/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Liaising with LM staff regarding processing of wages over the Christmas Period.
19/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Call with LM staff and emailing approved mileage claim for consultant
19/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering wages for Xmas period into ABA file creator. Organising ABA file to upload to Suncorp.
22/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Liaising with LM staff regarding upload of wage payments for Villages.
22/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Call to village manager regarding correct BSB number for wage payments.
22/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	Organising ANZ forms regarding removal of signatories on the Village accounts and access for David Whyte and Andrew Fielding.

22/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Discussion with Dale Ludwig and Jo Garcia regarding payment of service provider invoices
23/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Contacting ANZ regarding access to Village online accounts.
23/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Discussion with Dale Ludwig regarding Village payments
23/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Call / emails to Suncorp regarding issue of payments dropping off on Internet banking.
23/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Calls with Suncorp regarding having myself urgently added to the APRA code.
24/12/2014	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Attending ANZ branch to lodge account amendment forms.
05/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Reviewing payments from closure of the LM office to review what payments were still outstanding.

05/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising payment of wages from scheme operator account. Creating ABA file and uploading to Suncorp.
06/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing balance of account and supplying figures to Receivers & Managers of the First Mortgage Income Fund regarding funds available for wage payments.
07/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Contacting ANZ regarding Business Banking online application.
07/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	Reviewing and collating invoices from Village for payment from GSC account x 10. Reviewing account balance available.
07/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Scanning invoices and payments to LM staff to review regarding Village payments from the GSC account.
08/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing bank details of employees to determine how many have ANZ accounts as wages may be processed directly from an ANZ branch.
08/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Organising payment of Village wages. Entering amounts into employee spreadsheet for payment.



08/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising amended upload to Suncorp regarding payment to a supplier as previous payment had incorrect BSB number. Attaching supporting documents to show returned funds.
09/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Uploading payment to Suncorp regarding supplier invoice. Entering into running balance spreadsheet.
09/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Compiling information regarding payments and account balances to review what top up is required into the scheme operator account from the restricted working account.
09/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Compiling information regarding payments and account balances to review what top up is required into the Village account.
13/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Scanning signed payments with supporting documentation to Receivers & Managers of the First Mortgage Income Fund for signing and payment
14/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering invoice details onto ABA file x 3. Uploading file to Suncorp. Entering payments into running account spreadsheet to calculate top up amount required and completing transfer request from Restricted Working Account.
15/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Amending payments due to outlays amount being amended as previously paid from lawyers trust account. Deleting entry on Suncorp, amending ABA file and re-uploading.

16/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	Entering invoices x 11 into ABA creator. Uploading to Suncorp, emailing to consultant for review.
16/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	Entering invoices x 12 into ABA creator. Uploading to Suncorp, emailing to consultant for review.
19/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Producing cheque request re: Council rates. Drafting and attaching supporting documentation. Entering into payments records to reviewing account balance and available funds.
19/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering sales staff wages into ABA creator, uploading to Suncorp. Entering into payments records to review account balance and available funds.
20/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	entering village superannuation obligations amounts into Suncorp clearing account. Updating / entering new employees.
20/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	entering village superannuation obligations amounts into Suncorp clearing account. Updating / entering new employees. Liaising with the village manager regarding missing information on employee files.
20/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	entering village superannuation obligations amounts into Suncorp clearing account. Updating / entering new employees. Liaising with the village manager regarding missing information on employee files.

22/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Updating payments spreadsheets with payments made by PTAL
22/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Scanning in payment request with invoices for review by Receivers & Managers of the First Mortgage Income Fund x 3 payments.
22/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing Village wages. Collating supporting information for signing.
23/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Lodging superannuation payments on clearing house.
28/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Organising approval from consultant regarding village payment to service provider, organising payment, supporting documents and recording in payments register.
29/01/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing village supplier payments and responding to consultants email regarding payment for service provider.
02/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering sales wages onto ABA file. Reviewing account balances and adding to payments list. Reviewing balance of Village accounts to see if top up required for Village Wages.

02/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Printing Village invoices for review and payment.
03/02/2015	Cunningham, Sarah	BRI	Team Assistant	1.10	\$214.50	Trade On	Collating all Village invoices and reviewing amounts on MYOB summary for payment, emailing village manager to confirm some balance differences.
03/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Scanning Village invoices and sending to consultant for review.
04/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Updating payment dates for PTAL approved Suncorp payments.
04/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Creating ABA file, uploading to Suncorp, collating payment and entering into payments listing. Reviewing balance of account.
05/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating Village wages with supporting documentation.
05/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating supporting documents for Supplier Payments.

06/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating cheques from bank with remittance slips for postage to pay supplier accounts.
10/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing electricity invoices in mail as to whether payment has occurred.
12/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading ABA files to Suncorp for payment by PTAL as had expired due to 7 days payment cycle. x 1 batch
16/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Organising ABA file, upload to Suncorp, printing and collating of supporting documentation, entering into payments spreadsheet and reviewing account balances if top up is required.
16/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising ABA file for employee wages, upload to Suncorp, printing and collating of supporting documentation, entering into payments spreadsheet and reviewing account balances if top up is required.
16/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Amending wages regarding sales staff commissions
17/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.70	\$136.50	Trade On	Reviewing account and emails regarding service provider payments as services stopped due to apparent non payment of account. Was confirmed that account was paid on 6/2. Confirmed this to village manager

17/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Printing / collating Village supplier invoices x 6. Reviewing amounts and account details.
18/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Removing ABA file from Suncorp re: insurance as payment will be from the GSC account.
23/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading ABA file re: payment of supplier invoices.
25/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.50	\$97.50	Trade On	Entering batch creditor invoices into ABA creator. Uploading to Suncorp. Attaching supporting documentation for review. Reviewing account balance to ensure funds available. x 16
26/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing payment requests re: insurance payment from Village accounts.
27/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Reviewing files to find invoice re: service provider request from village manager.
27/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Emailing confirmation payments to the village manager to inform creditors of payment.

27/02/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading ABA files for PTAL to process as expired.
02/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering wages into ABA creator. Uploading to Suncorp, collating supporting documentation. Reviewing account balances to ensure sufficient funds. Organising top up to GSC account.
03/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Collating payment information re: service provider invoice for signing and payment.
05/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Printing, reviewing and collating wages. Attaching supporting documentation and beginning file note.
05/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering payment into ABA file, uploading to Suncorp. Reviewing funds available for payment. Attaching supporting documentation x 11 invoices and 6 adjustments
05/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering payment into ABA file, uploading to Suncorp. Reviewing funds available for payment. Attaching supporting documentation x 8 invoices and 3 adjustments
05/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Sending confirmation to village manager regarding payment of employee wages

05/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Collating information regarding reimbursement of parking to village employee. Producing file note for review.
06/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Organising payment of Village invoices. Preparing file note and attaching supporting documentation. x 2
09/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering Sales and Marketing invoice re: village manager into ABA file. Uploading to Suncorp. Reviewing account to ensure funds available and entering into payments spread sheet. Collating payment with supporting documentation.
12/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator, organising payment on account and upload to Suncorp. Entering onto payments listing and reviewing account balance to ensure available funds. Collating and attaching supporting documentation.
13/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Re-uploading ABA files as requested by PTAL as previous files expired.
13/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Contacting ANZ regarding Business Banking Status
16/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing account for payments and producing bank listing for reconciliation.



16/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Organising transfer of funds to holding account to pay employee wages
16/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering wages onto ABA file, uploading to Suncorp. Entering onto payments register. Reviewing account balance to ensure funds available. Collating payment and supporting documentation.
17/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.70	\$136.50	Trade On	Entering invoices onto ABA creator, uploading to Suncorp. Entering into payments register. Collating and attaching supporting documentation. x 21 invoices
17/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoices onto ABA creator, uploading to Suncorp. Entering into payments register. Collating and attaching supporting documentation.
19/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.60	\$117.00	Trade On	Entering employee details and payment amounts into ABA creator regarding Village wages to be uploaded to Bankwest.
24/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator and uploading ABA file to Suncorp. Reviewing account balance to ensure sufficient funds. Collating payment with supporting documentation.
30/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing payments to village suppliers to address query from village manager as to when payment was made.

30/03/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering wages into ABA creator. Uploading file to Suncorp. Reviewing account balances to ensure funds available. Reviewing if top up required for Village wages. Collating with supporting documentation.
01/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Producing bank statement from Suncorp for period 25/9/2014 - 31/3/2015.
02/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Collating village wage information. Producing file note and attaching supporting documentation.
02/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Following up emails regarding petty cash for Pinevale Village. Collating supporting documentation and organising payment.
07/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering payments regarding recharges and sales and marketing invoices into ABA creator and uploading to Suncorp. Entering into payments register and reviewing account balance to ensure funds available. Collating and attaching supporting documentation.
07/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering payments regarding management fees into ABA creator and uploading to Suncorp. Entering into payments register and reviewing account balance to ensure funds available. Collating and attaching supporting documentation.
07/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Adding company to the tax agent portal. Printing reports for Kirsty Bauer to review the running balances.

10/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering into payments register. Reviewing account balance online to ensure sufficient funds available. Collating supporting documentation and beginning file note.
10/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering into payments register. Reviewing account balance online to ensure sufficient funds available. Collating supporting documentation and beginning file note.
10/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.40	\$78.00	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering into payments register. Reviewing account balance online to ensure sufficient funds available. Collating supporting documentation and beginning file note.
13/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering invoices into ABA file creator for employee payroll. Uploading to Suncorp. Entering into payments register. Reviewing account balance online to ensure sufficient funds available. Collating supporting documentation and beginning file note.
14/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Updating payments to our solicitors. Editing ABA files and uploading to Suncorp.
16/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments register and reviewing account balance to ensure funds available.
20/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Reviewing upcoming payment requirements to ensure funds available and if a top up from the scheme operator account is required to the Village account.

20/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering service provider information into ABA file creator x 20 invoices.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering payment into payments listing and reviewing account to ensure funds available. Collating with supporting emails.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoices into ABA file creator. Uploading to Suncorp. Entering payment into payments listing and reviewing account to ensure funds available. Collating with supporting emails.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Uploading to Suncorp. Entering payment into payments listing and reviewing account to ensure funds available. Collating with supporting emails.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.80	\$156.00	Trade On	Entering employees superannuation details into Suncorp Clearing account online. x 26.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	1.00	\$195.00	Trade On	Entering employees superannuation details into Suncorp Clearing account online. x 30. Adding new employees into clearing account.
21/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Processing of credit notes and reconciling to statements of accounts

22/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Entering invoice into ABA file creator, uploading to Suncorp. Reviewing account balance to ensure funds available and entering into payments register. Collating with supporting documentation
23/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.80	\$156.00	Trade On	Entering employees superannuation details into Suncorp Clearing account online. x 24.
24/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.30	\$58.50	Trade On	Entering wages information onto ABA creator. Uploading to Suncorp. Entering into payments register and reviewing account and ensuring funds available. Uploading top up ABA file to GSC accounts.
27/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Uploading ABA files to Suncorp that have dropped off
28/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.20	\$39.00	Trade On	Amending amount paid to service provider. Editing ABA file and re uploading to Suncorp regarding deduction of recharge invoice.
29/04/2015	Cunningham, Sarah	BRI	Team Assistant	0.10	\$19.50	Trade On	Reviewing account balance of Village account to see if sufficient funds available to pay employee wages.
12/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Updating and recording of outstanding payments

17/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Checking the accounts to see which new payments have been made. Recording details of these payments.
17/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Locating outstanding payments and emailing details to Nicola Kennedy
20/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Reading mail, scanning and saving important letters, actioning where required.
26/02/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Formatting notice to be sent to residents
27/02/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Amending, scanning, emailing and saving disclosure of information notice to residents
02/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Received 3x invoices via email. Printed and collated invoices, reviewed and prepared file notes for each invoice. Emailed village management invoice details to confirm which bank account the invoices should be paid from
03/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review and prepare file notes for urgent payments for a supplier

03/03/2015	Mayne, Julia	BRI	Accountant II	1.40	\$273.00	Trade On	Printed and reviewed 14 x payments to suppliers. Prepared file notes for each payment. Emailed village management to approve each payment. Emailed village management with a discrepancy for a payment
03/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Printed and reviewed 4 x payments to suppliers. Prepared file notes for each payment. Emailed village management to approve each payment.
03/03/2015	Mayne, Julia	BRI	Accountant II	0.40	\$78.00	Trade On	Locating previous payments to compare with February invoices. Comparing the amounts and bank accounts. Finish file notes.
10/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan, save, file and draft email for outstanding payments to Nicola Kennedy
10/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Preparing disclosure of important information to residents
11/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Preparing disclosure of important information to residents
13/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare payments to suppliers for invoices. Prepare file notes for each payment

17/03/2015	Mayne, Julia	BRI	Accountant II	2.10	\$409.50	Trade On	Review and prepare payment to 21 x suppliers. Review previous payment information. Prepare file notes for each payment. Email Dale Ludwig to confirm payment amount for 1 invoice
18/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review and prepare payment to supplier. Prepare file note for payment.
19/03/2015	Mayne, Julia	BRI	Accountant II	2.00	\$390.00	Trade On	Review excel spreadsheet regarding outstanding payments. Obtain relevant electronic or filed copy of invoice. Verify amount and date paid for each invoice.
20/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Identifying outstanding payments for suppliers that need approval from Receiver and Manager. Locating each payment. Scanning, saving and filing of supplier payments. Emailing details to Nicola Kennedy
20/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Review electronic files to locate specific payment for Receiver and Manager to review for supplier
20/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan, save and file 1 x outstanding payment to suppliers. Email Nicola Kennedy regarding payments.
20/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare and review payment for suppliers. Prepare file note for payment



23/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Scanning, saving and emailing 21 x payments to suppliers to village management to confirm if they are reasonable amounts to be paid
24/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Prepare and review payments to 2x suppliers. prepare file notes for each payment
24/03/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Trade On	Prepare and review 11x payments to suppliers. Prepare file notes for each payment for approval and processing
24/03/2015	Mayne, Julia	BRI	Accountant II	1.20	\$234.00	Trade On	Prepare and review 13 x payments to suppliers. Prepare file notes for each payment for approval and processing
24/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Review and prepare 1 x payment to supplier. prepare file note
24/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan payments and draft email to Jo Garcia for David Whyte's approval to pay wages.
24/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Locate previous payment to compare amount and payment method with current supplier payment.

24/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Locate and compare previous payment to current supplier payment. Confirm payment with village management
24/03/2015	Mayne, Julia	BRI	Accountant II	0.10	\$19.50	Trade On	Scan, email and save new supplier payment. Draft email to Jo Garcia for David Whyte's approval of payments.
24/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Send email to village manager to clarify amount to be included as part of a recharge payment
25/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Read and respond to emails from village management in relation to discrepancy with supplier payment. Email village management to clarify amounts to be paid for a specific invoice
25/03/2015	Mayne, Julia	BRI	Accountant II	1.00	\$195.00	Trade On	Email village management to enquire about amounts charged on invoices to suppliers. Review invoices and prepare payments and file notes. Find previous payments for 19 x supplier payments and compare to current payment.
26/03/2015	Mayne, Julia	BRI	Accountant II	0.30	\$58.50	Trade On	Read Jo Garcia's notes for approx. 20 previous payments. Prepare file note for payments
27/03/2015	Mayne, Julia	BRI	Accountant II	0.20	\$39.00	Trade On	Collating payments for Jo Garcia and David Whyte to identify which supplier payments are outstanding.