

**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**

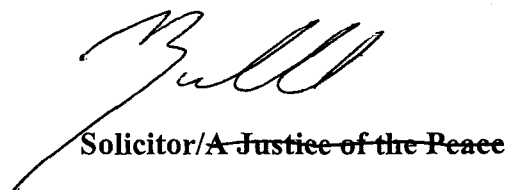
**CERTIFICATE OF EXHIBIT**

**VOLUME 8 OF 8**

Exhibit "DW-34" to "DW-38" to the Affidavit of **DAVID WHYTE** sworn the 23<sup>rd</sup> day of November 2015



**Deponent**



**Solicitor/~~A Justice of the Peace~~**

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**INDEX OF EXHIBITS**

<b>No.</b>	<b>Description</b>	<b>Date</b>	<b>Page No.</b>
DW-34	Schedules of work performed by BDO staff in relation to the controllership appointment in respect of Pinevale	Various	2231 – 2325
DW-35	Schedules of work performed by BDO staff in relation to the controllership appointment in respect of RBLL	Various	2326 – 2409
DW-36	Schedules of work performed by BDO staff in relation to the controllership appointment in respect of Cameo	Various	2410 – 2437
DW-37	Schedules of work performed by BDO staff in relation to the controllership appointment in respect of OVST	Various	2438 – 2514
DW-38	Schedules of work performed by BDO staff in relation to the controllership appointment in respect of RBLLD	Various	2515 - 2517

Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
BRI	Whyte, David	Partner	Assets	27/07/2015	0.20	\$112.00	reviewed correspondence from representative of deceased estate regarding outgoing payment to estate/reviewed previous correspondence and deed of indemnity in relation to same/approved release of funds
BRI	Whyte, David	Partner	Assets	06/10/2015	0.10	\$56.00	reviewed letter to purchaser enclosing loan/lease agreement executed by tenant
BRI	Somerville, John	Senior Manager	Assets	05/05/2015	0.10	\$44.00	Review of email from purchaser of the village regarding resident agreements and email to Sarah Cunningham regarding same
BRI	Somerville, John	Senior Manager	Assets	07/05/2015	0.30	\$132.00	Review of post settlement issues. Discussion with Sarah Cunningham and Nicola Kennedy regarding same. Email to our solicitors advising of outstanding post settlement issues
BRI	Somerville, John	Senior Manager	Assets	13/05/2015	0.10	\$44.00	Review of email from purchaser of village regarding resident debtors collected post settlement and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Assets	27/07/2015	0.10	\$44.00	Call from our solicitors regarding former resident of village and issue with release of proceeds

"DW-34"

BRI	Somerville, John	Senior Manager	Assets	27/07/2015	0.10	\$44.00	Email to our solicitors regarding releasing purchaser from undertaking in relation to exit entitlements held from unit 16
BRI	Somerville, John	Senior Manager	Assets	01/09/2015	0.10	\$44.00	Review of requirements under contract of sale for purchaser to report on exiting residents to track ongoing liability and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Assets	18/09/2015	0.20	\$88.00	Review of list of residents re exit entitlement reporting requirements to monitor contingent liability and email to our solicitors regarding same
BRI	Kennedy, Nicola	Senior Accountant II	Assets	13/05/2015	0.10	\$22.50	review email from John Somerville in relation to debtor receipts after settlement, prepare response to village management re same
BRI	Kennedy, Nicola	Senior Accountant II	Assets	21/05/2015	0.30	\$67.50	review email from John Somerville in relation to journal entries to record sale of property, print and collate documents to record journals in MYOB for sale of village
BRI	Kennedy, Nicola	Senior Accountant II	Assets	28/05/2015	0.20	\$45.00	review and amend letter to Council prepared by Samantha Brown advising settlement of the sale of the village

BRI	Kennedy, Nicola	Senior Accountant II	Assets	04/06/2015	0.20	\$45.00	review email prepared by Samantha Brown to council advising of sale, review email forwarding correspondence to purchaser
BRI	Kennedy, Nicola	Senior Accountant II	Assets	21/08/2015	0.20	\$56.00	review email from John Somerville in relation to cash at bank balance, review provisions for expenses to be paid and consider amount to be transferred to higher interest account, prepare spread sheet and file notes for same
BRI	Mayne, Julia	Accountant II	Assets	28/07/2015	0.10	\$19.50	Review bank statements for previous 90 days. Send copies of statements to Dale Ludwig for reconciliation.
BRI	Mayne, Julia	Accountant II	Assets	04/09/2015	0.20	\$39.00	Prepare letter to bank re closure of account
BRI	Mayne, Julia	Accountant II	Assets	20/10/2015	0.20	\$39.00	2 x phone calls to bank regarding closure of accounts and transfer of funds
BRI	Mayne, Julia	Accountant II	Assets	30/10/2015	0.20	\$39.00	Email to bank regarding closure of account

BRI	Brown, Samantha	Accountant II	Assets	27/05/2015	0.50	\$80.00	Draft letter to Council regarding sale of property per Nicola Kennedy instructions.
BRI	Brown, Samantha	Accountant II	Assets	28/05/2015	0.20	\$32.00	Update letter to Council regarding sale of property following Nicola Kennedy review.
BRI	Brown, Samantha	Accountant II	Assets	29/05/2015	0.30	\$48.00	Update letter to Council regarding sale of property following Nicola Kennedy review.
BRI	Brown, Samantha	Accountant II	Assets	02/06/2015	0.10	\$16.00	Update letter to Council regarding settlement per Nicola Kennedy review.
BRI	Whyte, David	Partner	Trade On	04/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	05/05/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	05/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	06/05/2015	0.10	\$56.00	reviewed declaration of wages for WorkCover
BRI	Whyte, David	Partner	Trade On	11/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	11/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	13/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	18/05/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	18/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	25/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	26/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	27/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	27/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	28/05/2015	0.10	\$56.00	authorised payments



BRI	Whyte, David	Partner	Trade On	03/06/2015	0.10	\$56.00	reviewed letter from council regarding backflow prevention device at property/reviewed letter in response
BRI	Whyte, David	Partner	Trade On	05/06/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	16/06/2015	0.10	\$56.00	reviewed reconciliation of accounts for manager of village
BRI	Whyte, David	Partner	Trade On	17/06/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	22/06/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	24/06/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	26/06/2015	0.10	\$56.00	reviewed/signed PAYG summaries
BRI	Whyte, David	Partner	Trade On	15/07/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	23/07/2015	0.10	\$56.00	Reviewed BAS's
BRI	Whyte, David	Partner	Trade On	28/07/2015	0.10	\$56.00	reviewed June 2015 BAS
BRI	Whyte, David	Partner	Trade On	29/07/2015	0.10	\$56.00	reviewed/executed trust account authority to release funds held on trust for resident
BRI	Whyte, David	Partner	Trade On	24/08/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	25/08/2015	0.10	\$56.00	reviewed debtor reconciliation/authorised payments
BRI	Whyte, David	Partner	Trade On	03/09/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	15/09/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	09/10/2015	0.10	\$56.00	reviewed file note regarding outstanding issues to conclude the controllership/information to be provided to purchaser/controllership to be finalised upon receipt of deferred payment under contract of sale
BRI	Whyte, David	Partner	Trade On	15/10/2015	0.10	\$56.00	reviewed/signed telegraphic transfer form for bank transfer
BRI	Somerville, John	Senior Manager	Trade On	01/05/2015	0.10	\$44.00	Review of outstanding issues to finalise the controllership

BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Review of declaration of wages for Workcover assessment
BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Review of final accounts payable and email to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Meeting with Sarah Cunningham and Nicola Kennedy regarding completion of outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	06/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding post settlement accounts payable to be addressed
BRI	Somerville, John	Senior Manager	Trade On	06/05/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding post settlement accounts payable and MYOB accounts issues
BRI	Somerville, John	Senior Manager	Trade On	11/05/2015	0.10	\$44.00	Review and approval of payment requisitions

BRI	Somerville, John	Senior Manager	Trade On	11/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding finalisation of supplier accounts
BRI	Somerville, John	Senior Manager	Trade On	11/05/2015	0.10	\$44.00	Review of deposit monies from units released from our solicitors trust account and email to Dale Ludwig regarding same
BRI	Somerville, John	Senior Manager	Trade On	12/05/2015	0.20	\$88.00	Review and approval of supplier cheque requisitions. Query certain payments with Julia Mayne
BRI	Somerville, John	Senior Manager	Trade On	12/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding MYOB accounts issues
BRI	Somerville, John	Senior Manager	Trade On	18/05/2015	0.10	\$44.00	Review of email from buyer of village regarding post settlement issues. Instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	19/05/2015	0.10	\$44.00	Review of debtors collected post settlement of the sale of the village and instructions to Nicola Kennedy regarding same

BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Review of letter to suppliers regarding finalisation of trading accounts for the controllership period
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Review of payment requisitions and supporting documentation
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding accounting for settlement proceeds from the sale of the village
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.20	\$88.00	Review of position with respect to outstanding business activity statements. Instructions to Nicola Kennedy regarding accounting for GST and completion of outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	25/05/2015	0.10	\$44.00	Review of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	27/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding GST issues and finalising the MYOB accounts

BRI	Somerville, John	Senior Manager	Trade On	28/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding reconciling outstanding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	28/05/2015	0.10	\$44.00	Instructions to Dale Ludwig regarding entries into the MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	01/06/2015	0.10	\$44.00	Review of debtors collected post settlement of the village and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	02/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	04/06/2015	0.10	\$44.00	Assisting Nicola Kennedy re journal entries in MYOB to account for the settlement proceeds from the sale of the village
BRI	Somerville, John	Senior Manager	Trade On	09/06/2015	0.10	\$44.00	Review of MYOB accounts and instructions to Nicola Kennedy re same

BRI	Somerville, John	Senior Manager	Trade On	09/06/2015	0.10	\$44.00	Review of status of outstanding business activity statement and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.10	\$44.00	Assist Nicola Kennedy with reconciliation of bank accounts
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	12/06/2015	0.10	\$44.00	Review and approval of cheque requisitions
BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.20	\$88.00	Assisting Nicola Kennedy with MYOB accounts and journals required



BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.10	\$44.00	Assisting Nicola Kennedy with MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Email to the prior village manager regarding outstanding accounts
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review of correspondence from electricity provider regarding final accounts and instructions to Julia Mayne regarding same

BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review of queries from prior villager manager regarding outstanding accounts and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	17/06/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding employee PAYG summaries
BRI	Somerville, John	Senior Manager	Trade On	18/06/2015	0.10	\$44.00	Review of outstanding accounts with prior village manager and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	18/06/2015	0.10	\$44.00	Email to the prior village manager regarding a reconciliation of outstanding accounts and further documentation in respect to same
BRI	Somerville, John	Senior Manager	Trade On	19/06/2015	0.10	\$44.00	Review of business activity statements and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Instructions to Julia Mayne regarding employee PAYG summaries

BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Review of employee PAYG summaries and instructions to Sarah Cunningham re same
BRI	Somerville, John	Senior Manager	Trade On	23/06/2015	0.20	\$88.00	Review of outstanding issues to finalise controllership and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Trade On	24/06/2015	0.10	\$44.00	Instructions to Julia Mayne regarding outstanding payments
BRI	Somerville, John	Senior Manager	Trade On	26/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	03/07/2015	0.10	\$44.00	Review of outstanding business activity statements and instructions to Julia Mayne and Sarah Cunningham regarding same
BRI	Somerville, John	Senior Manager	Trade On	06/07/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding outstanding business activity statements

BRI	Somerville, John	Senior Manager	Trade On	06/07/2015	0.10	\$44.00	Review of reconciliation of payments outstanding to the former village manager. Email to the former village manager regarding same
BRI	Somerville, John	Senior Manager	Trade On	08/07/2015	0.10	\$44.00	Instructions to Julia Mayne regarding finalising accounts payable
BRI	Somerville, John	Senior Manager	Trade On	08/07/2015	0.10	\$44.00	Review of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	10/07/2015	0.40	\$176.00	Review of MYOB accounts. Review of business activity statements for September 2014, December 2014 and March 2015 quarters. Review and consider apportionment between input taxed and taxable supplies
BRI	Somerville, John	Senior Manager	Trade On	16/07/2015	0.20	\$88.00	Meeting with Dale Ludwig regarding finalising MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	16/07/2015	0.10	\$44.00	Review of ANZ accounts and instructions to Julia Mayne regarding same

BRI	Somerville, John	Senior Manager	Trade On	20/07/2015	0.10	\$44.00	Review of payment requisitions and accounts payable. Instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	22/07/2015	0.20	\$88.00	Final review of business activity statements for the September, December 2014 and March 2015 quarters
BRI	Somerville, John	Senior Manager	Trade On	27/07/2015	0.10	\$44.00	Call from our solicitors regarding release of purchaser from undertaking in relation to exit entitlements held from unit 16
BRI	Somerville, John	Senior Manager	Trade On	27/07/2015	0.40	\$176.00	Review of business activity statement for the June 2015 quarter. Review of supporting documentation
BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.20	\$88.00	Review of matters to be finalised in relation to the village MYOB accounts, debtors and creditors and under the contract of sale and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.30	\$132.00	Review of schedule of resident agreements entered into by LM to be provided to the purchaser of the village to report on exiting residents required to track the liability of the Fund

BRI	Somerville, John	Senior Manager	Trade On	14/08/2015	0.10	\$44.00	Review of debtors collected post settlement and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	17/08/2015	0.10	\$44.00	Call from the purchaser of the village regarding post settlement issues
BRI	Somerville, John	Senior Manager	Trade On	17/08/2015	0.10	\$44.00	Review of email to Workcover Qld regarding refund of policy
BRI	Somerville, John	Senior Manager	Trade On	19/08/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding post settlement finalisation issues with the accounts
BRI	Somerville, John	Senior Manager	Trade On	20/08/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding finalising and reconciling the MYOB accounts in preparation to handover to the purchaser of the village
BRI	Somerville, John	Senior Manager	Trade On	21/08/2015	0.10	\$44.00	Review of reconciliation of post settlement adjustments due to the purchaser

BRI	Somerville, John	Senior Manager	Trade On	21/08/2015	0.10	\$44.00	Review of letter to purchaser regarding lease agreements
BRI	Somerville, John	Senior Manager	Trade On	24/08/2015	0.20	\$88.00	Review of reconciliation of amounts due to the purchaser of the village for debtors collected post settlement and supplier accounts for charges relating to pre-settlement period. Review and approval of payment requisition
BRI	Somerville, John	Senior Manager	Trade On	25/08/2015	0.30	\$132.00	Review of final MYOB accounts to be provided to the purchaser as required under the contract and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	27/08/2015	0.10	\$44.00	Review of email from the purchaser of the village regarding resident agreements and email to Murray Daniel regarding same
BRI	Somerville, John	Senior Manager	Trade On	31/08/2015	0.10	\$44.00	Review and amendments to the letter to the purchaser of the village regarding post settlement adjustments
BRI	Somerville, John	Senior Manager	Trade On	01/09/2015	0.20	\$88.00	Review of balance sheet from MYOB accounts and note adjustments required

BRI	Somerville, John	Senior Manager	Trade On	01/09/2015	0.30	\$132.00	Review of final MYOB accounts and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	03/09/2015	0.10	\$44.00	Review of payment requisition regarding post settlement adjustments
BRI	Somerville, John	Senior Manager	Trade On	07/09/2015	0.30	\$132.00	Further review of final MYOB accounts and adjustments required thereto. Discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	08/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding business activity statement reviews
BRI	Somerville, John	Senior Manager	Trade On	15/09/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	15/09/2015	0.10	\$44.00	Review and amendments to letter to Unity water regarding final account



BRI	Somerville, John	Senior Manager	Trade On	16/09/2015	0.20	\$88.00	Call from service provider regarding outstanding account and issues around whether the purchaser of the village or Pinevale is liable
BRI	Somerville, John	Senior Manager	Trade On	16/09/2015	0.10	\$44.00	Call from service provider regarding outstanding account and issues around whether the purchaser of the village or Pinevale is liable
BRI	Somerville, John	Senior Manager	Trade On	21/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding finalisation of MYOB accounts and providing to the purchaser to complete audit. Instructions regarding finalising other post settlement issues
BRI	Somerville, John	Senior Manager	Trade On	30/09/2015	0.10	\$44.00	Review of letter to Unity Water regarding final account
BRI	Somerville, John	Senior Manager	Trade On	30/09/2015	0.10	\$44.00	Review of email from the purchaser of the village regarding the general scheme MYOB accounts and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	08/10/2015	0.10	\$44.00	Review of requirements for insurance run-off cover following settlement of the village and email to David Whyte regarding same

BRI	Somerville, John	Senior Manager	Trade On	14/10/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding MYOB files to be released to the purchaser
BRI	Somerville, John	Senior Manager	Trade On	14/10/2015	0.10	\$44.00	Review of ANZ forms regarding closure and transfer of funds from Maintenance Reserve Fund and General Scheme Contribution accounts
BRI	Somerville, John	Senior Manager	Trade On	20/10/2015	0.10	\$44.00	Review and amendments to application to the ATO regarding remission of general interest charges
BRI	Somerville, John	Senior Manager	Trade On	23/10/2015	0.10	\$44.00	Review of business activity statement for the September 2015 quarter
BRI	Somerville, John	Senior Manager	Trade On	27/10/2015	0.10	\$44.00	Review of letter to the ATO regarding the September quarter BAS
BRI	Daniel, Murray	Supervisor	Trade On	14/07/2015	0.20	\$72.00	Reconciliation of payment listing schedule, review of Suncorp bank account for payments made and outstanding payments.

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.10	\$22.50	voicemail and phone call with supplier re invoices
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.10	\$22.50	log into bank account and reconcile payment listing spread sheet for payments released overnight
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.50	\$112.50	review email from supplier regarding payments outstanding, email Sarah Cunningham and Dale Ludwig re same, review file for previous invoices paid and email John Somerville re whether contract is required for payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.20	\$45.00	emails with Dale Ludwig re split of pre appointment and post appointment wages for declaration to WorkCover
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.30	\$67.50	consolidate wages for village and controllership staff, prepare WorkCover declaration of wages form for pre appointment wages and post appointment wages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.10	\$22.50	email supplier and request contract for temporary employee regarding agreed shifts

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.10	\$22.50	reconcile payment listing spreadsheet for payments sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.20	\$45.00	meeting with Sarah Cunningham, Daniel Tipman and John Somerville regarding BAS completion and tasks to complete, collate documentation emailed by Joanne Garcia in preparation for meeting
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.30	\$67.50	review email from supplier regarding contract, email John Somerville re same, email supplier confirming invoice to be amended up until settlement date
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.30	\$67.50	print relevant supporting documents for payment and prepare file note re same, email Dale Ludwig invoice to put through MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.30	\$67.50	review email from Dale Ludwig regarding payment status and review bank statement, email Sarah Cunningham re status of payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.20	\$45.00	review email from Sarah Cunningham regarding status of payment and email Dale Ludwig to obtain copies of invoices

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments forwarded to Secured Creditor
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.10	\$22.50	scan and save payment to file, enter into table to email to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.20	\$45.00	review email from Dale Ludwig with spread sheet attached for utility accounts, collate all accounts into one spread sheet and email to John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.10	\$22.50	review payments forwarded to Custodian by Secured Creditor, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.30	\$67.50	emails with Dale Ludwig regarding status of village payments, email to village management and John Somerville regarding supporting documentation to prepare file notes
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.70	\$157.50	review and consider 5 x village payments, collate supporting documentation and prepare file notes for same, email village management to confirm account details

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.20	\$45.00	scan and email declaration of wages form to WorkCover
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.20	\$45.00	review and amend email to water and sewerage company prepared by Julia Mayne, obtain previous email trail for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.30	\$67.50	review overdue water bill, discuss with John Somerville, review settlement statement and email Julia Mayne to obtain invoice
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.20	\$45.00	review and respond to emails from Sarah Cunningham and Julia Mayne regarding utility invoice
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.30	\$67.50	phone call to ASIC regarding cancellation of business name
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.20	\$45.00	phone call with WorkCover in relation to declaration of wages, discuss refund

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.10	\$22.50	review previous payment for superannuation, consider and make comment on file note for current superannuation payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.20	\$45.00	review invoices for utility payment, discuss apportionment with John Somerville and discuss with Julia Mayne email to obtain final account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.40	\$90.00	review and consider payment for superannuation for employees up until settlement, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.30	\$67.50	review and amend 2 x emails prepared by Julia Mayne to supplier in relation to outstanding invoices and in relation to closure of utility accounts, discussion re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/05/2015	0.10	\$22.50	arrange payment of 5 x invoices from village accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/05/2015	0.10	\$22.50	discuss queries regarding superannuation payments with Sarah Cunningham and John Somerville, email village management re same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/05/2015	0.20	\$45.00	review email from Receivers and Managers re payment query, discuss with Julia Mayne and respond to email
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/05/2015	0.10	\$22.50	review payments sent to Secured Creditor for authorisation, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/05/2015	0.10	\$22.50	review status of payments and email Julia Mayne in relation to supplier payment not yet sent to Receiver and Manager
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	review previous payments made to supplier to confirm invoice for payment is not a duplicate
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	review status of payment and email Julia Mayne re same to confirm whether paid
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	review email from Custodian regarding payments to be uploaded for release, respond and email Sarah Cunningham to upload payments



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.10	\$22.50	review and amend reminder letter to suppliers to finalise and close accounts in the name of the village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.20	\$45.00	discuss amendment to final supplier correspondence and review file to obtain initial controller appointment date to ensure all accounts are finalised
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.10	\$22.50	review initial appointment date of controllers for each village and update supplier letters to include same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.10	\$22.50	review email from John Somerville regarding account balances
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.30	\$67.50	review bank account balances for village and controllership, prepare spread sheet with provision for future expenses to determine amount to be transferred to high interest account, email John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.20	\$45.00	review email from John Somerville regarding update to provision for expenses to transfer money to high interest account, prepare transfer request to be processed, collate supporting documentation

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.40	\$90.00	review and consider payment for 1 x legal fee invoice and 1 x locksmith invoices, prepare file note for same and review and attach previous payments to confirm payments are appropriate to pay
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/05/2015	0.10	\$22.50	assist Julia Mayne with queries regarding Origin account payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/05/2015	0.20	\$45.00	review email from Dale Ludwig with query regarding supplier payments, log into bank account to obtain details and obtain file note from file to send in response
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/05/2015	0.20	\$45.00	review email from Sarah Cunningham in relation to a payment released, email Custodian with correct payment uploaded to be released, attach relevant documentation with authorised payment to support
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments released from bank account and forward to relevant parties (Custodian and Secured Creditor) for authorisation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.20	\$45.00	review email from water supplier in relation to outstanding payment, phone call to discuss same and prepare email to Julia Mayne with relevant details to arrange payment

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.20	\$45.00	email Samantha Brown in relation to correspondence received from Council, review correspondence and instruct to prepare letter advising of sale
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.10	\$22.50	review payment from supplier, email to Julia Mayne, discuss queries regarding whether payments are recoverable
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.10	\$22.50	scan and save top up request to email to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/05/2015	0.10	\$22.50	review and amend email to village management in relation to payment to be repaid by resident
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.10	\$22.50	review payments scanned and saved by Samantha Brown to ensure relevant documents attached and amounts correct, email to Receivers and Managers to authorise
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.20	\$45.00	assist Julia Mayne with queries regarding debtor receipts, prepare email to village management in relation to allocation

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/06/2015	0.20	\$45.00	review MYOB files reconciled and sent through by Dale Ludwig, review debtor receipts for village and controllership accounts, print and collate and email John Somerville an update in relation to same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	02/06/2015	0.10	\$22.50	review email prepared by Julia Mayne to village management regarding invoice received post settlement, discuss same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	03/06/2015	0.20	\$45.00	review email from Julia Mayne in relation to village payment, discuss with John Somerville and instruct Julia Mayne to call village manager and confirm whether payment has been made by resident
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/06/2015	0.20	\$45.00	review email from Julia Mayne and village management in relation to outstanding payment, respond in relation to amount to be deducted from balance transferred to purchaser from account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/06/2015	0.10	\$22.50	review email from village management in relation to deposits received into bank account, email Dale Ludwig, Julia Mayne and Sarah Cunningham to ascertain whether response has been provided with details of receipt
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/06/2015	0.30	\$67.50	review file for Julia Mayne in relation to outstanding payment, review emails to obtain documentation to support payment and email Dale Ludwig regarding same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/06/2015	0.10	\$22.50	review email from Receivers and Managers to Secured Creditor in relation to payments to authorise, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.10	\$22.50	prepare email to Receivers and Managers with payments attached, create zip folder to size of file and update payment listing spread sheet to reflect status
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.10	\$22.50	review email from Custodian in relation to transaction limits on controllership accounts, prepare email response with instructions
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.20	\$45.00	prepare journal entries for settlement to be entered into MYOB accounts, review chart of accounts for correct codes to allocate journals to
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.10	\$22.50	review and amend detailed email prepared by Julia Mayne to utility service provider to finalise account closure, review documents attached
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.30	\$67.50	review of settlement journals to enter into MYOB accounts with John Somerville, review breakdown of adjustments to be entered

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.10	\$22.50	review email from Dale Ludwig in relation to deposits in account, obtain bank statements from Nicole Flashman
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	reconcile bank statement and payment listing spreadsheet for payments released by Custodian
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	finalise spread sheet of journal entries to record sale of retirement village for Dale Ludwig and John Somerville, prepare email in relation to same and reconciling Scheme Operator accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	review receipts and payments collated by Dale Ludwig since appointment as Controllers, prepare email to Receivers and Managers with same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.30	\$67.50	review journal entries recorded by Dale Ludwig and accounts coded for journals re sale of retirement village. make notes for amendments to journals and discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.20	\$45.00	emails with Dale Ludwig regarding reconciliation of bank accounts, obtain bank statements, scan and email same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	review email query from Dale Ludwig regarding transfers to main account, respond to same with journals to enter into MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/06/2015	0.20	\$45.00	review email from Julia Mayne and utility service provider and respond to same re accounts for payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	17/06/2015	0.10	\$22.50	email John Somerville in relation to group certificates for employees
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.10	\$22.50	review email and attachments prepared by Julia Mayne to send to Receivers and Managers, send same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.10	\$22.50	review payments sent to Receivers and Managers and released from bank account, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/08/2015	0.10	\$28.00	log into bank account and update payment listing spread sheet to reflect payments released from account

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.40	\$112.00	review BAS lodgements and prepare correspondence to ATO with payment details for GST, review figures and discuss with Sarah Cunningham and John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.10	\$28.00	discussion with John Somerville re BAS lodgements and obtaining work papers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.20	\$56.00	review email from John Somerville in relation to refund for WorkCover policy, respond to same and attach email correspondence
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.70	\$196.00	review email from John Somerville in relation to reconciliation of debtors and reports for same. Review reports for 3 x bank accounts and reconcile debtors received post appointment, prepare a summary spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.20	\$56.00	review email from John Somerville re outstanding tasks for sale of village, email Dale Ludwig with queries to confirm in respect of the accounts, request reports to be exported into excel



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	17/08/2015	0.10	\$28.00	email WorkCover to obtain refund
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.70	\$196.00	prepare debtor summary to provide to purchaser, export debtor receipts report from MYOB file, email to Dale Ludwig re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.10	\$28.00	email Murray Daniel in relation to reports to be generated from MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.20	\$56.00	prepare file notes for amounts to be paid to purchaser in respect of debtors collected post settlement and adjustments, calculate total to be paid and summarise for Sarah Cunningham
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.10	\$28.00	update BAS lodgement correspondence to ATO and include request for BASs to be issued, collate BASs to post
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.20	\$56.00	log into MYOB accounts and generate bank register reports for Murray Daniel, save and email same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/08/2015	0.10	\$28.00	review payment transfer prepared by Sarah Cunningham and confirm account details are correct
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	0.20	\$56.00	scan, save, file and prepare email to Receivers and Managers re 2 x payments for authorisation, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	0.10	\$28.00	review of balance sheets from MYOB with John Somerville, discuss adjustments to be made
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/08/2015	0.10	\$28.00	discussion with Julia Mayne regarding amendment of correspondence for closure of village accounts and transfer of funds
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	0.40	\$112.00	prepare letter to purchaser with a breakdown of amount to be paid into their bank account for post settlement debtor receipts and other post settlement adjustments, edit formatting of tables, ensure calculations are correct
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	1.10	\$308.00	log into MYOB file for village and conduct review of line items on balance sheet, propose journal entries for adjustments, prepare spread sheet with supporting documentation

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.10	\$28.00	emails to Receivers and Managers in relation to payments, email Julia Mayne and Dale Ludwig re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.10	\$28.00	amend correspondence to purchaser in relation to post settlement adjustments and debtor receipts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.10	\$28.00	discussion with Julia Mayne in relation to refund, review email with account details
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.50	\$140.00	review and consider nature of journal entry in MYOB accounts, email Dale Ludwig re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.30	\$84.00	review and consider 3 x payments from village bank account and journal entries for same, discuss queries with Dale Ludwig and John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	02/09/2015	0.40	\$112.00	amend letter to purchaser and prepare reconciliation of post settlement adjustments, email Sarah Cunningham to amend payment requisition

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	03/09/2015	0.10	\$28.00	discussion with Sarah Cunningham in relation to payment to be amended in account, advise of correct amount to be paid and documentation to support same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/09/2015	0.20	\$56.00	review email from Dale Ludwig in relation to line item in accounts, respond to queries regarding journal adjustments to be made
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/09/2015	0.10	\$28.00	update payment listing spread sheet for 6 x payments sent yesterday to Receivers and Managers for authorisation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/09/2015	0.50	\$140.00	review accounts and line items in MYOB for village, review trade debtors balance, generate reports, make notes on spread sheet for adjustments to be made by Dale Ludwig, print and collate summary for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/09/2015	0.10	\$28.00	review and forward email from Dale Ludwig to John Somerville in relation to debtors adjustments required in accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/09/2015	0.10	\$28.00	discussion with John Somerville in relation to account journal adjustments to be made in village MYOB

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/09/2015	0.30	\$84.00	3 x emails with Dale Ludwig in relation to journals to be processed in the MYOB accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/09/2015	0.60	\$168.00	review accounts and line items in MYOB for village, review un-deposited funds account and nature, make notes on spread sheet for adjustments to be made by Dale Ludwig, print and collate summary for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/09/2015	0.60	\$168.00	review email from Dale Ludwig and attachment with references to supporting documentation in relation to debtor balance reconciliation and un-deposited funds line item, make notes and discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/09/2015	0.20	\$56.00	scan and email journal adjustments to Dale Ludwig to process through MYOB accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/09/2015	0.10	\$28.00	emails with John Somerville in relation to village MYOB files and supporting documentation for BASs lodged by previous Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/09/2015	0.30	\$84.00	review email from Dale Ludwig with balance sheet attached post year end adjustments, review adjustments that have been made and email John Somerville regarding same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/09/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/09/2015	0.10	\$28.00	email Secured Creditor in relation to payments
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/09/2015	0.30	\$84.00	review BAS periods for which work papers on GST details are required, log into MYOB village file and generate reports for same, print and collate
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/09/2015	0.20	\$56.00	log into MYOB file for scheme operator to obtain GST detail reports for the period April to September 2014, generate reports, print reports generated
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/09/2015	0.10	\$28.00	review email from Receivers and Managers in relation to payments to be reloaded, email Sarah Cunningham for same and review uploads to ensure all included, confirm with Receivers and Managers payments awaiting release
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/09/2015	0.10	\$28.00	review payments released from bank account, update payment listing spread sheet for same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/09/2015	0.20	\$56.00	copy previous MYOB files and save to file, attempt to open in MYOB and generate work papers for March and April 2015 BASs
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.40	\$112.00	log into MYOB file, re print GST reports from MYOB for three months on cash basis, collate same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.20	\$56.00	review of BAS lodgements by former Controllers, collate for review by John Somerville, update spread sheet with summary of review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.40	\$112.00	review MYOB files for various periods, log into MRF village file and generate 3 months of GST reports from MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.50	\$140.00	log into scheme operator MYOB file, print and collate GST detail and GST summary reports (accruals) for April to September for main, scheme operator MYOB file separately for 2014. Collate same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.50	\$140.00	log into village MYOB file, print and collate GST detail and GST summary reports (accruals) for April to September for village, GSC MYOB file separately for 2014. Collate same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/09/2015	0.10	\$28.00	review payments sent to Secured Creditor and update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.20	\$56.00	email Damien Hicks in relation to ATO portal and obtaining copies of BASs, discuss with John Somerville same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.20	\$56.00	emails with Damien Hicks in relation to BASs on ATO portal, send copies of BASs on file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.10	\$28.00	attach balance sheet for village MYOB account and email John Somerville in relation to providing files to purchaser of the village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/09/2015	0.10	\$28.00	review email prepared by Julia Mayne for account closure follow up, amend same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/09/2015	0.10	\$28.00	review bank statements to confirm whether account closed, review charges for bank fees, email Julia Mayne to follow up correspondence sent to close accounts and transfer balance



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/09/2015	0.20	\$56.00	commence file note in relation to finalisation of tasks for retirement villages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/09/2015	0.10	\$28.00	prepare file note in relation to finalisation of tasks post sale of retirement village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/09/2015	0.20	\$56.00	email previous Controllers in relation to BASs lodged and query the nil amount report for GST, review previous correspondence sent
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/09/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Custodian for release
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/09/2015	0.10	\$28.00	review email from Sarah Cunningham and review file to complete details to include in ASIC form 524 (receipts and payments account)
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/09/2015	0.30	\$84.00	review queries from Dale Ludwig in relation to reconciliation of accounts, review refunds received and payments to purchaser and documentation to support same, respond to email

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/09/2015	0.20	\$56.00	log into LM database, attempt to generate loan balance report at date of appointment for ASIC form 524 (receipts and payments account)
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	review email from Dale Ludwig in relation to journals for controllership accounts, discuss with John Somerville and respond re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	collate annexures for file note in relation to finalisation of village files, obtain emails and print supporting documents from file, mark up annexures for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	emails with Dale Ludwig in relation to reconciliation of controllership account queries
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/10/2015	0.20	\$56.00	review form to close bank accounts for villages, look up BSB for branch details and discuss with Julia Mayne
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/10/2015	0.10	\$28.00	review email from John Somerville and email bank account details to solicitors

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/10/2015	0.10	\$28.00	review email from insurance broker in relation to whether to lapse policies for professional indemnity, prepare response to same and email John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/10/2015	0.10	\$28.00	review emails from purchaser in relation to MYOB files and supporting documentation, discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.20	\$56.00	phone call to ATO in relation to amending BASs of former Controllers and authority to do same, email John Somerville regarding correspondence to prepare to former Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.10	\$28.00	review boxes with Dale Ludwig, prepare box listing documents to archive same, email Dale Ludwig in relation to entering the details of the contents into the boxes for archiving
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.20	\$56.00	review running balance account received from ATO and discuss with John Somerville, review 2 x BASs lodged in respect of the company
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.10	\$28.00	discussion with David Whyte and John Somerville in relation to BASs lodged and GST reporting

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.10	\$28.00	review and consider response from the former Controllers in relation to BAS lodgements
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.10	\$28.00	print BAS lodgements to be amended for the company
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.10	\$28.00	prepare email to purchaser in relation to MYOB files, email Dale Ludwig to obtain copies of current files
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.20	\$56.00	email Damien Hicks in relation to BAS
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.20	\$56.00	emails with Dale Ludwig in relation to MYOB files, download from share file, save to file, generate balance sheet to confirm ok to send to purchaser, attach to email
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.20	\$56.00	review email from Sarah Cunningham with queries for receipts in the bank account, confirm nature to Dale Ludwig to reconcile accounts and provide supporting documentation for same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.10	\$28.00	email with Damien Hicks in relation to BAS, discuss amount of charges and ATO portal
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.20	\$56.00	prepare email to John Somerville regarding BAS statements
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.60	\$168.00	review 1 x settlement statement for the company, prepare excel breakdown of settlement proceeds to record in ASIC form 524 (receipts and payments account), review settlement adjustment spread sheets and email John Somerville in relation to same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.50	\$140.00	prepare breakdown of business sale adjustments for ASIC form 524 (receipts and payments account)
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.30	\$84.00	discussion with John Somerville in relation to correspondence with the ATO, prepare letter, include information regarding process to have payment released from account and parties involved
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.20	\$56.00	compress MYOB file to zip folder and amend email to purchaser

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.50	\$140.00	update receipts and payments for ASIC form 524 (receipts and payments account) with settlement figures, email Sarah Cunningham for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/10/2015	0.10	\$28.00	email to purchaser with MYOB files attached, phone call re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/10/2015	0.20	\$56.00	review and update MYOB task lists
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.40	\$112.00	review ASIC form 524 (receipts and payments account) prepared by Sarah Cunningham, calculate remuneration and amount owing at date of account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.70	\$196.00	amend ASIC form 524 (receipts and payments account) and calculate the loan balance at date of appointment, prepare work paper for same and update receipts and payments annexure and remuneration figures
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.10	\$28.00	amend loan balance on ASIC form 524 (receipts and payments account) to remove proceeds from settlement due to double counting, collate for review

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.20	\$56.00	obtain bank reconciliation for ASIC form 524 (receipts and payments account) and collate for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.20	\$56.00	discussion with Murray Daniel in relation to account closures for village, obtain current balances, assist Julia Mayne with queries regarding account closure
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/10/2015	0.10	\$28.00	email Damien Hicks in relation to accessing ATO portal and current liabilities
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/10/2015	0.30	\$84.00	review and consider BAS for September 2015 quarter
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/10/2015	0.20	\$56.00	review email from Damien Hicks with correspondence to ATO regarding BAS, respond to same and print documentation for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/10/2015	0.10	\$28.00	discuss GST on sales amount in the September quarter BAS with Sarah Cunningham

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.50	\$140.00	update work papers in excel for BAS lodgement for September 2015 quarter, review GST to be claimed in respect of reconciliation of utility accounts between purchaser and BDO
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.20	\$56.00	review and consider payment to ATO for September quarter BAS, prepare file note for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.10	\$28.00	emails with Sarah Cunningham regarding lodgement of ASIC form 524s (receipts and payments account)
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/10/2015	0.50	\$140.00	complete BAS for the period September 2015 quarter, photocopy for file, collate, prepare letter to ATO in relation to lodgements, scan and email payment to Receivers and Managers, save to file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/10/2015	0.10	\$28.00	scan correspondence signed by David Whyte and email Damien Hicks same, advise tax portal established for other two villages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/10/2015	0.10	\$28.00	review email from Damien Hicks in relation to lodgements on tax portal, save confirmation receipt to file



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/10/2015	0.10	\$28.00	update payment listing spread sheet for payments released and sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/10/2015	0.10	\$28.00	review email prepared by Julia Mayne in relation to closure of account
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.40	\$78.00	Reading and responding to various emails from village management, Dale Ludwig and Sarah Cunningham in relation to specific supplier invoice payment details
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.10	\$19.50	Prepare remuneration summary for the update report to investors for the period 1 October to 17 April 2015
BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.20	\$39.00	Review electronic and physical files to ascertain if specific outstanding supplier invoices have been paid.
BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.20	\$39.00	Scan, save, file and email outstanding payments to Nicola Kennedy for Receiver and Managers approval

BRI	Mayne, Julia	Accountant II	Trade On	05/05/2015	0.10	\$19.50	Scan, save, file and email outstanding payments to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	06/05/2015	0.70	\$136.50	Print, collate, review and prepare payment for approx. 10 supplier payments. Email details to Dale Ludwig to enter through MYOB. Prepare file notes for each payment. Create and upload ABA file for payment
BRI	Mayne, Julia	Accountant II	Trade On	07/05/2015	0.20	\$39.00	Review of approx. 5 x outstanding supplier payments. Compare payment amount and method to previous payment
BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.20	\$39.00	Draft email to supplier regarding outstanding invoices
BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.30	\$58.50	Phone utilities supplier to request invoice for payment for overdue notice
BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.20	\$39.00	Email village management and utilities supplier re outstanding invoice

BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.60	\$117.00	Discussions with supplier regarding outstanding invoices. Liaise with Dale Ludwig to ascertain if these have been paid. Look through MYOB, electronic files, filing and emails to determine if outstanding invoices have been paid previously.
BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.50	\$97.50	Discussions with supplier regarding outstanding invoices. Liaise with Dale Ludwig to ascertain if these have been paid. Look through MYOB, electronic files, filing and emails to determine if outstanding invoices have been paid previously.
BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.20	\$39.00	Prepare and review payment to suppliers. Prepare file note for payment
BRI	Mayne, Julia	Accountant II	Trade On	13/05/2015	0.40	\$78.00	prepare and review payments for 4 x supplier invoices. Contact supplier to confirm account details
BRI	Mayne, Julia	Accountant II	Trade On	15/05/2015	0.50	\$97.50	Email supplier to confirm account details for payment. Confirm the amount is being paid to correct account. Look in MYOB to see if previous payment has ever been paid to supplier
BRI	Mayne, Julia	Accountant II	Trade On	18/05/2015	0.70	\$136.50	Review previous payments for 9 x supplier payments. Compare invoice numbers/dates/amounts/payment method. Prepare file notes and payment requisitions

BRI	Mayne, Julia	Accountant II	Trade On	18/05/2015	0.60	\$117.00	Review previous payments for 3 x supplier payments. Compare invoice numbers/dates/amounts/payment method
BRI	Mayne, Julia	Accountant II	Trade On	18/05/2015	0.20	\$39.00	Prepare and review 2 x payments for suppliers. prepare file notes for each payment
BRI	Mayne, Julia	Accountant II	Trade On	20/05/2015	0.30	\$58.50	Review files to ascertain if 2 batches of outstanding invoices have been paid.
BRI	Mayne, Julia	Accountant II	Trade On	20/05/2015	0.20	\$39.00	Scan, save and email outstanding payment to Nicola Kennedy to send to receiver and manager for approval
BRI	Mayne, Julia	Accountant II	Trade On	20/05/2015	0.20	\$39.00	Phone calls to purchaser to transfer name of account into their name
BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.20	\$39.00	Discussions with Sarah Cunningham regarding payment of supplier invoices

BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.50	\$97.50	prepare letter to suppliers regarding settlement. Prepare approx. 98 copies of the letter to be sent
BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.70	\$136.50	Review balance of GSC bank account. Review of outstanding utilities bills and determine if sufficient funds held in the GSC account to pay. Discussion with Sarah Cunningham and Ashley Richardson regarding topping up the GSC account and paying the outstanding accounts
BRI	Mayne, Julia	Accountant II	Trade On	25/05/2015	0.10	\$19.50	Email to John Somerville and Sarah Cunningham regarding outstanding payments
BRI	Mayne, Julia	Accountant II	Trade On	25/05/2015	0.20	\$39.00	Email to John Somerville providing update re bank account closure and outstanding supplier payments
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.30	\$58.50	Phone call to utility company to obtain invoices for 2 outstanding notices sent for 2 different accounts
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.20	\$39.00	Phone call to utility provider regarding discrepancy between invoice and overdue notice

BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.30	\$58.50	Review electronic and physical files to locate invoice for overdue notice. Review bank statement to ascertain if payment has been made recently.
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.20	\$39.00	Prepare and review payment for 1 x outstanding supplier invoices. Prepare file note for each invoice. Call supplier to ensure account details are correct
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.20	\$39.00	Email Nicola Kennedy and Sarah Cunningham details regarding outstanding utilities bill and information about which account to pay from
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.20	\$39.00	Review correspondence from utilities supplier. Check bank account to ascertain if previous amount on invoice has been paid. Email details of invoice to Dale Ludwig to process through MYOB.
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.30	\$58.50	Review correspondence from supplier regarding final bill. Prepare and review payment. Prepare file note.
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.50	\$97.50	Assist Samantha Brown to prepare and review payment for outstanding supplier payment. Email Dale Ludwig to confirm account details. Locate details of previous payment in file and compare payment method and amount to current payment

BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.20	\$39.00	Email to village management to confirm details of outstanding supplier payment and ascertain which account to pay from
BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.20	\$39.00	Review of email sent from Dale Ludwig regarding unknown deposits. Review of bank account to locate date and amount of unknown deposit. Email details to Nicola Kennedy to send to village management for further details.
BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.20	\$39.00	Email village management details of outstanding payment to confirm details and account to be paid to.
BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.10	\$19.50	Email village management to obtain copies of outstanding invoices to reconcile against our records and ascertain amount outstanding
BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.50	\$97.50	Review of disputed village invoices. Review previous email correspondence, electronic files, copies of invoices and various payment listing spreadsheets to ascertain if invoices had been paid, date paid or determine reason they were unpaid.
BRI	Mayne, Julia	Accountant II	Trade On	02/06/2015	0.20	\$39.00	Prepare and review payment for 1 x supplier invoice. Prepare file note

BRI	Mayne, Julia	Accountant II	Trade On	02/06/2015	0.20	\$39.00	2 x emails to village management regarding transfer of utilities account into name of village purchaser.
BRI	Mayne, Julia	Accountant II	Trade On	02/06/2015	0.10	\$19.50	Emails to village management, purchaser and Nicola Kennedy regarding transfer of utilities account and copies of unpaid invoices
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.40	\$78.00	Emails to Nicola Kennedy, Sarah Cunningham, Dale Ludwig and village management regarding disputed travel charge on invoice, payment of invoice and reimbursement of residents portion of charges
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.10	\$19.50	Email Dale Ludwig details of disputed invoices to ascertain if they have been entered into MYOB
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.10	\$19.50	Email Dale Ludwig details of disputed invoices to ascertain if they have been entered into MYOB
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.20	\$39.00	Review, scan, save, file and email details of 3 x approved payments to Nicola Kennedy to advise Receiver and Manager



BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.30	\$58.50	Phone calls to utilities supplier and village management and emails to village management regarding closure of existing account and transfer of account name
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.10	\$19.50	Discussions with Dale Ludwig and review of physical files to locate outstanding invoices.
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.30	\$58.50	Review disputed payments and prepare spreadsheet of payment amounts, dates, outstanding amounts, credits to be applied and amount to be paid
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.30	\$58.50	Review letters sent to suppliers, emails to utilities providers and emails to village management regarding settlement and requesting account closure. Prepare email to utilities provider requesting closure of account and final bill
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.80	\$156.00	Review of approx. 8 x disputed invoices. Discussions with Dale Ludwig, review of all physical files, review of multiple emails from Dale Ludwig and village management regarding invoices, amount paid and amounts outstanding.
BRI	Mayne, Julia	Accountant II	Trade On	09/06/2015	0.60	\$117.00	Collating of all disputed invoices and preparation of spreadsheet containing information about amount paid, date paid and amount owing

BRI	Mayne, Julia	Accountant II	Trade On	09/06/2015	0.60	\$117.00	Collating of all disputed invoices and preparation of spreadsheet containing information about amount paid, date paid and amount owing
BRI	Mayne, Julia	Accountant II	Trade On	09/06/2015	0.60	\$117.00	Collating of all disputed invoices and preparation of spreadsheet containing information about amount paid, date paid and amount owing
BRI	Mayne, Julia	Accountant II	Trade On	10/06/2015	0.30	\$58.50	Email utilities supplier to arrange for accounts to be closed and transferred into name of purchaser. Review correspondence sent to utilities provider on 15 April and 20 May. Review emails from purchaser to utilities provider.
BRI	Mayne, Julia	Accountant II	Trade On	11/06/2015	0.50	\$97.50	Review of correspondence, files, electronic records and bank statements relating to outstanding invoice to ascertain if payment has been made previously
BRI	Mayne, Julia	Accountant II	Trade On	15/06/2015	0.30	\$58.50	Collating and review of disputed invoices. Review electronic files and discussions with Dale Ludwig regarding dates and amounts paid for each invoice
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.10	\$19.50	Review previous correspondence sent to utilities company regarding account closure. Draft follow up email.

BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.30	\$58.50	Emails to Nicola Kennedy, John Somerville and Dale Ludwig to obtain details of payment from account
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.20	\$39.00	Review of correspondence sent from Dale Ludwig regarding unpaid invoice to prepare for payment
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.20	\$39.00	Prepare and review payment for 1 x supplier invoice. Prepare file note
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.10	\$19.50	Phone call to utilities supplier to close accounts. Provide details of each of the 3 accounts held in the name of the Village
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.20	\$39.00	Phone call to village management regarding closure of utilities account. Prepare spreadsheet detailing each account that has been closed and dates of final bill. Email information to John Somerville and village management
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.10	\$19.50	Review approved 1 x payments. Scan, save and email to Nicola Kennedy for Receiver and Managers approval

BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.10	\$19.50	Email to village management regarding transfer of account name
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.10	\$19.50	Phone call to purchaser of village regarding utilities account
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.60	\$117.00	Review of disputed wages. Review of all electronic file notes, email correspondence to Dale Ludwig and village management and copies of all relevant emails. Prepare detailed listing of payment dates/amount/recharges.
BRI	Mayne, Julia	Accountant II	Trade On	22/06/2015	0.50	\$97.50	Email from supplier regarding unpaid invoice. Review of bank account and email correspondence from village management to ascertain how much was paid and the date paid. Draft email to supplier to explain disputed amount and provide confirmation of what was paid.
BRI	Mayne, Julia	Accountant II	Trade On	22/06/2015	0.10	\$19.50	Email supplier details of recently paid invoice.
BRI	Mayne, Julia	Accountant II	Trade On	22/06/2015	0.10	\$19.50	Phone call to bank for information about unknown payments from account

BRI	Mayne, Julia	Accountant II	Trade On	22/06/2015	0.50	\$97.50	Review of 2 x unknown payments from banks account. Review of bank account, and email correspondence with village management, Nicola Kennedy, Sarah Cunningham and Dale Ludwig. Review of physical and electronic files. Phone call and email correspondence to bank
BRI	Mayne, Julia	Accountant II	Trade On	22/06/2015	1.20	\$234.00	Review of 2 x unknown payments from banks account. Review of bank account, and email correspondence with village management, Nicola Kennedy, Sarah Cunningham and Dale Ludwig. Review of physical and electronic files. Phone call and email correspondence to bank
BRI	Mayne, Julia	Accountant II	Trade On	23/06/2015	1.10	\$214.50	Received statement from supplier outlining 3 unpaid invoices. Review emails from Dale Ludwig, electronic and physical files, and bank statements from March to June 2015. Provide summary of amounts, dates and details of payments. Email to supplier
BRI	Mayne, Julia	Accountant II	Trade On	23/06/2015	1.00	\$195.00	Review 2 x unknown payments from banks account. Review of files for all controllerships to identify transactions/similar transactions. Review of electronic files. Email correspondence to bank
BRI	Mayne, Julia	Accountant II	Trade On	06/07/2015	0.30	\$58.50	Review 2 x invoices sent from village management. Review email correspondence from Dale Ludwig. Ascertain if invoices were paid and date. Prepare reconciliation
BRI	Mayne, Julia	Accountant II	Trade On	07/07/2015	0.10	\$19.50	Prepare and review payment for suppliers. Prepare file note

BRI	Mayne, Julia	Accountant II	Trade On	08/07/2015	0.80	\$156.00	Attend to dispute regarding unpaid supplier invoice. Locate and review previously paid invoices, review bank account and review correspondence from supplier and Dale Ludwig to ascertain which period(s) of invoices are outstanding
BRI	Mayne, Julia	Accountant II	Trade On	08/07/2015	0.20	\$39.00	Review 2 x supplier invoices. Review bank account, file notes and previously paid invoices to ascertain if paid. Email details of each to Dale Ludwig for payment
BRI	Mayne, Julia	Accountant II	Trade On	08/07/2015	0.20	\$39.00	Email to bank account requesting details of 2 unidentifiable payments on bank statement
BRI	Mayne, Julia	Accountant II	Trade On	08/07/2015	0.20	\$39.00	Email to village management with details of previously paid supplier invoice
BRI	Mayne, Julia	Accountant II	Trade On	09/07/2015	0.20	\$39.00	Review 1x supplier invoice and compare to reconciliation to ascertain outstanding amounts. Email details of invoices to Dale Ludwig to process through MYOB
BRI	Mayne, Julia	Accountant II	Trade On	09/07/2015	0.10	\$19.50	Prepare and review payments for supplier. Prepare file note

BRI	Mayne, Julia	Accountant II	Trade On	10/07/2015	0.20	\$39.00	Review cheque to be sent to supplier for payment of invoice. Review invoice details and compare to cheque. Print, collate and post
BRI	Mayne, Julia	Accountant II	Trade On	13/07/2015	0.10	\$19.50	Review 1 x approved payments from David Whyte. Scan, file, and email information to Murray Daniel for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.10	\$19.50	Review 1 x approved payments from David Whyte. Scan, save, file payments. Email details to Murray Daniel for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.10	\$19.50	Phone call to bank regarding unidentifiable payment
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.10	\$19.50	Email to utilities supplier regarding obtaining invoice for payment
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.20	\$39.00	Email and phone call to bank regarding 2 unidentifiable payments

BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.30	\$58.50	Review files to locate PAYG summaries for employees. Review information for specific employee. Email employee to obtain information for group certificate
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.20	\$39.00	Review electronic and physical files for copies of all invoices issued from supplier after settlement date. Collate, scan and save all invoices for reconciliation
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.20	\$39.00	Locate and email group certificate to employee
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.20	\$39.00	Review email correspondence from Dale Ludwig regarding utilities invoices to be paid for period after settlement. Locate, collate and print invoices. Phone call to utilities supplier to locate missing invoices
BRI	Mayne, Julia	Accountant II	Trade On	22/07/2015	0.20	\$39.00	Phone call to supplier regarding transfer of account to name of purchaser
BRI	Mayne, Julia	Accountant II	Trade On	22/07/2015	0.60	\$117.00	Phone call to utilities supplier. Prepare letter re same regarding settlement and payment of invoice post settlement date. Locate previous invoices and correspondence from supplier.



BRI	Mayne, Julia	Accountant II	Trade On	22/07/2015	0.20	\$39.00	Review outstanding utilities invoices sent from Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	23/07/2015	0.30	\$58.50	Phone call to utilities supplier regarding obtaining 2 x invoices for payment
BRI	Mayne, Julia	Accountant II	Trade On	23/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet
BRI	Mayne, Julia	Accountant II	Trade On	24/07/2015	0.20	\$39.00	Phone call to utilities supplier regarding post settlement invoices received
BRI	Mayne, Julia	Accountant II	Trade On	27/07/2015	0.10	\$19.50	Review email from village management regarding village employee PAYG summary. Phone call to village management regarding the same
BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.40	\$78.00	Review invoices for previous 3 months sent from utilities provider. Phone call to purchaser regarding same. Collate all invoices for previous 3 months. Ascertain those that are paid and those missing.

BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.40	\$78.00	Review all supplier invoices issued post March. Ascertain amounts of invoices that have been paid. Review outstanding amounts.
BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.20	\$39.00	Prepare reconciliation of outstanding amounts for supplier invoices issued for previous 5 months
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet with recently paid transactions
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.30	\$58.50	Review supporting documents for supplier payments. Scan, save, file and email details of payment approved by David Whyte to Murray Daniel for Receiver and Manager approval. Update payment listing spreadsheet.
BRI	Mayne, Julia	Accountant II	Trade On	30/07/2015	0.10	\$19.50	Review payments approved from Receiver and Manager and sent to secured creditor for approval. Update payment listing spreadsheet
BRI	Mayne, Julia	Accountant II	Trade On	31/07/2015	0.20	\$39.00	Email approved payment to Receiver and Manager for approval. Review email correspondence from secured creditor regarding approval of outstanding payments. Review and update payment listing spreadsheet. Email village management re timing of unpaid invoice

BRI	Mayne, Julia	Accountant II	Trade On	06/08/2015	0.20	\$39.00	2 x phone calls to village staff regarding clarification of postal address
BRI	Mayne, Julia	Accountant II	Trade On	06/08/2015	0.20	\$39.00	Prepare letter to purchaser regarding execution of lease documents
BRI	Mayne, Julia	Accountant II	Trade On	10/08/2015	0.30	\$58.50	Review invoices approved by David Whyte. Review and update payment listing spreadsheet. Email details of unpaid invoices to Nicola Kennedy for payment
BRI	Mayne, Julia	Accountant II	Trade On	17/08/2015	0.50	\$97.50	Review physical and electronic files for supplier payments relating to periods after settlement. Review and update reconciliation of payments to ascertain amounts owing to/by BDO
BRI	Mayne, Julia	Accountant II	Trade On	18/08/2015	0.40	\$78.00	Prepare reconciliation of amount owed by BDO and purchaser of village for 7 x supplier invoices
BRI	Mayne, Julia	Accountant II	Trade On	18/08/2015	0.10	\$19.50	Review bank account and email statement to Dale Ludwig

BRI	Mayne, Julia	Accountant II	Trade On	19/08/2015	0.10	\$19.50	prepare letter to village management re original Loan Agreement
BRI	Mayne, Julia	Accountant II	Trade On	20/08/2015	0.70	\$136.50	Prepare reconciliation of BDO liability for outstanding supplier invoices for period February to date. Review email correspondence, previously received invoices and previous reconciliation
BRI	Mayne, Julia	Accountant II	Trade On	25/08/2015	0.10	\$19.50	Review payment and prepare payment instructions for Nicole Flashman
BRI	Mayne, Julia	Accountant II	Trade On	25/08/2015	0.20	\$39.00	Prepare letter to banks regarding closure of account
BRI	Mayne, Julia	Accountant II	Trade On	01/09/2015	0.20	\$39.00	Review email from Lawyers regarding outstanding invoice. Review bank account. Draft email confirming account details for refund.
BRI	Mayne, Julia	Accountant II	Trade On	04/09/2015	0.20	\$39.00	Review bank accounts and prepare letter to bank requesting bank account closure

BRI	Mayne, Julia	Accountant II	Trade On	30/09/2015	0.20	\$39.00	Phone call to bank regarding requirements for closure of bank account.
BRI	Mayne, Julia	Accountant II	Trade On	30/09/2015	0.30	\$58.50	Review email from bank regarding process of closure of bank account. Review and complete accompanying forms for bank account closure
BRI	Mayne, Julia	Accountant II	Trade On	09/10/2015	0.20	\$39.00	Phone call to bank regarding process for closure of accounts
BRI	Mayne, Julia	Accountant II	Trade On	09/10/2015	0.30	\$58.50	Review bank account for account numbers and BSB. Complete 2 x requisition for local telegraphic transfer forms for closure of 2 x accounts
BRI	Mayne, Julia	Accountant II	Trade On	13/10/2015	0.20	\$39.00	Review outstanding invoice from supplier. Review correspondence previously sent to purchaser of village re same
BRI	Mayne, Julia	Accountant II	Trade On	13/10/2015	0.20	\$39.00	Review correspondence from supplier regarding unpaid invoice and draft response

BRI	Mayne, Julia	Accountant II	Trade On	14/10/2015	0.50	\$97.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Trade On	15/10/2015	0.20	\$39.00	Review 2 x bank account closure forms approved by David Whyte. Scan, save and email forms to bank for closure of account
BRI	Brown, Samantha	Accountant II	Trade On	27/05/2015	0.50	\$80.00	Assist Julia Mayne to prepare and review payment for outstanding supplier payments. Email Dale Ludwig to confirm account details. Locate details of previous payment in file and compare payment method and amount to current payment. Email village management regarding same.
BRI	Cunningham, Sarah	Team Assistant	Trade On	07/05/2015	0.20	\$39.00	Uploading ABA file to Suncorp, entering into payments register. Reviewing account to ensure funds available x 2 service provider invoices.
BRI	Cunningham, Sarah	Team Assistant	Trade On	08/05/2015	0.50	\$97.50	Entering employee superannuation amounts into clearing account for period 1 April 2015 to Settlement.
BRI	Cunningham, Sarah	Team Assistant	Trade On	11/05/2015	0.10	\$19.50	Printing supporting superannuation documentation for current April lodgements.

BRI	Cunningham, Sarah	Team Assistant	Trade On	14/05/2015	0.10	\$19.50	Submitting Superannuation Payments in clearing account
BRI	Cunningham, Sarah	Team Assistant	Trade On	19/05/2015	0.10	\$19.50	Uploading ABA files requested by PTAL
BRI	Cunningham, Sarah	Team Assistant	Trade On	20/05/2015	0.20	\$39.00	Entering legal invoice into ABA creator. Uploading to Suncorp. Entering payment into payments listing and reviewing balance to ensure funds available.
BRI	Cunningham, Sarah	Team Assistant	Trade On	20/05/2015	0.20	\$39.00	Entering service provider invoice into ABA creator. Uploading to Suncorp. Entering payment into payments listing and reviewing balance to ensure funds available.
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/05/2015	0.20	\$39.00	Organising ABA file regarding top up to Village account to pay supplier invoices. Entering payment into payments listing and reviewing account to ensure funds available.
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/05/2015	0.10	\$19.50	Collating BAS information for Dale Ludwig to produce BAS reports.

BRI	Cunningham, Sarah	Team Assistant	Trade On	04/06/2015	0.80	\$156.00	Producing calculations regarding BAS for periods September, November and December. Reviewing balance sheets with GST position reports. Working on entering adjusting balances and ascertaining previous BAS lodged.
BRI	Cunningham, Sarah	Team Assistant	Trade On	05/06/2015	0.20	\$39.00	Uploading ABA files to Suncorp for PTAL to approve.
BRI	Cunningham, Sarah	Team Assistant	Trade On	10/06/2015	0.30	\$58.50	Reviewing unknown payment request from Dale Ludwig regarding service provider payments and superannuation.
BRI	Cunningham, Sarah	Team Assistant	Trade On	12/06/2015	0.20	\$39.00	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments register and reviewing account balances to ensure funds available x 1 invoice regarding legal fees.
BRI	Cunningham, Sarah	Team Assistant	Trade On	17/06/2015	0.10	\$19.50	Reviewing entries awaiting approval on Suncorp. Uploading missing entries for PTAL to release the funds.
BRI	Cunningham, Sarah	Team Assistant	Trade On	22/06/2015	0.20	\$39.00	Organising reimbursement to MRF account from the GSC account as invoices previously paid to the incorrect account. Collating supporting documentation.



BRI	Cunningham, Sarah	Team Assistant	Trade On	23/06/2015	0.30	\$58.50	Liaising with Dale Ludwig and John Somerville regarding correct wording and dates on PAYG Summaries.
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/06/2015	0.10	\$19.50	Amending dates on ABA files and re uploading to Suncorp for Trust to release.
BRI	Cunningham, Sarah	Team Assistant	Trade On	30/06/2015	0.70	\$136.50	Pulling reports from MYOB regarding September and October BAS. 11 reports for each month. Saving them to BAS calculations spreadsheet.
BRI	Cunningham, Sarah	Team Assistant	Trade On	06/07/2015	0.20	\$39.00	Entering invoice onto ABA file creator. Uploading to Suncorp. Entering onto payments listing and reviewing account balance to ensure funds available x 1 invoice
BRI	Cunningham, Sarah	Team Assistant	Trade On	07/07/2015	0.50	\$97.50	Producing BAS reports from MYOB for MRF, GSC and scheme operator accounts for periods September, December and March. x 4 reports per account. Collating in excel, updating formulas to compile figures for reports.
BRI	Cunningham, Sarah	Team Assistant	Trade On	07/07/2015	0.70	\$136.50	Producing BAS reports from MYOB for MRF, GSC and scheme operator accounts for periods September, December and March. x 4 reports per account. Collating in excel, updating formulas to compile figures for reports.

BRI	Cunningham, Sarah	Team Assistant	Trade On	07/07/2015	0.50	\$97.50	Producing BAS reports from MYOB for MRF, GSC and scheme operator accounts for periods September, December and March. x 4 reports per account. Collating in excel, updating formulas to compile figures for reports.
BRI	Cunningham, Sarah	Team Assistant	Trade On	07/07/2015	0.40	\$78.00	Producing BAS reports from MYOB for MRF, GSC and scheme operator accounts for periods September, December and March. x 4 reports per account. Collating in excel, updating formulas to compile figures for reports.
BRI	Cunningham, Sarah	Team Assistant	Trade On	07/07/2015	0.30	\$58.50	Producing BAS reports from MYOB for MRF, GSC and scheme operator accounts for periods September, December and March. x 4 reports per account. Collating in excel, updating formulas to compile figures for reports.
BRI	Cunningham, Sarah	Team Assistant	Trade On	07/07/2015	0.80	\$156.00	Producing BAS reports from MYOB for MRF, GSC and scheme operator accounts for periods September, December and March. x 4 reports per account. Collating in excel, updating formulas to compile figures for reports.
BRI	Cunningham, Sarah	Team Assistant	Trade On	17/07/2015	0.10	\$19.50	Reviewing tax treatment for maintenance reserve fund transactions
BRI	Cunningham, Sarah	Team Assistant	Trade On	21/07/2015	0.80	\$156.00	Finalising calculations for review by John Somerville regarding BAS for period September Quarter 2014, December Quarter 2014, March Quarter 2015 and June Quarter 2015. Amending calculations for MRF Village GST transactions

BRI	Cunningham, Sarah	Team Assistant	Trade On	27/07/2015	1.80	\$351.00	Producing reports from MYOB for the 2 village accounts and Scheme Operator account for June BAS. Producing formulas in calculation sheet, Manually entering calculations for sale of Pinevale
BRI	Cunningham, Sarah	Team Assistant	Trade On	13/08/2015	0.10	\$19.50	Lodging EMPUDE files with ATO (employee PAYG summaries)
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/08/2015	0.20	\$39.00	Organising transfer to purchaser regarding post settlement debtors collected. Organising ABA file and uploading to Suncorp. Enter into payment register. Reviewing account balance to ensure funds available.
BRI	Garcia, Joanne	Manager	Trade On	01/05/2015	0.20	\$80.00	review payments
BRI	Garcia, Joanne	Manager	Trade On	01/05/2015	0.40	\$160.00	review payments
BRI	Whyte, David	Partner	Creditors	16/06/2015	0.10	\$56.00	reviewed draft email to manager of village regarding outstanding invoices

BRI	Whyte, David	Partner	Creditors	28/10/2015	0.10	\$56.00	reviewed letter to ATO regarding payment of BAS liabilities
BRI	Mayne, Julia	Accountant II	Creditors	29/09/2015	0.30	\$58.50	Review and amend letter to supplier regarding payment of invoice post settlement. Amend accompanying documentation, Review emails for other invoices received post settlement
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.10	\$19.50	Prepare remuneration report for 10th update report to investors and prepare remuneration table for supporting information
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Prepare remuneration report for 10th update report to investors and prepare remuneration table for supporting information. Allocate narrations entered by staff from Tax, Audit and Corporate Finance to milestones.
BRI	Whyte, David	Partner	Administration	21/10/2015	0.10	\$56.00	reviewed ASIC form 524 - receipts and payments
BRI	Whyte, David	Partner	Administration	21/10/2015	0.10	\$56.00	attend ANZ with closure forms for bank account/provide identification

BRI	Somerville, John	Senior Manager	Administration	14/05/2015	0.60	\$264.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	15/05/2015	0.80	\$352.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	15/05/2015	0.50	\$220.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	15/05/2015	0.70	\$308.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	18/05/2015	0.80	\$352.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	21/05/2015	0.20	\$88.00	Review of accounting of settlement proceeds from the sale of the village and instructions to Nicola Kennedy regarding same

BRI	Somerville, John	Senior Manager	Administration	28/05/2015	0.10	\$44.00	Email to our solicitors regarding settlement adjustments
BRI	Somerville, John	Senior Manager	Administration	29/05/2015	0.10	\$44.00	Review of outstanding matters to finalise controllership
BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.10	\$44.00	Review of receipts and payments account and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Administration	28/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding requirements for ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	06/10/2015	0.10	\$44.00	Review of email from our solicitors in relation to undertaking provided by the purchaser's solicitor at settlement and instructions in relation to same
BRI	Somerville, John	Senior Manager	Administration	06/10/2015	0.10	\$44.00	Review of email to our solicitors regarding remitting balance of trust funds to the controllers account

BRI	Somerville, John	Senior Manager	Administration	07/10/2015	0.10	\$44.00	Review of professional indemnity run off cover issues post settlement and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Administration	19/10/2015	0.20	\$88.00	Review of ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	19/10/2015	0.10	\$44.00	Review of ASIC form 524 (Receipts and payments account)
BRI	Daniel, Murray	Supervisor	Administration	06/07/2015	0.20	\$72.00	review of query from Sarah Watson regarding GST coding for receipts and payments.
BRI	Daniel, Murray	Supervisor	Administration	13/10/2015	0.30	\$108.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015.
BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/05/2015	0.20	\$45.00	review email from John Somerville regarding transfer of utility accounts, emails with Dale Ludwig and Sarah Cunningham re details for accounts

BRI	Kennedy, Nicola	Senior Accountant II	Administration	06/05/2015	0.40	\$90.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/06/2015	0.20	\$45.00	discussion with Sarah Cunningham in relation to BASs to be lodged, review emails for previous BASs lodged, email John Somerville to obtain same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	05/06/2015	0.20	\$45.00	email John Somerville in relation to BAS lodgements, review previous emails from Joanne Garcia to confirm previous BAS lodgements required
BRI	Kennedy, Nicola	Senior Accountant II	Administration	09/06/2015	0.10	\$22.50	prepare email to former Controllers in relation to BAS lodgements
BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.20	\$56.00	review BAS lodgements by previous Controllers for period prior to appointment of David Whyte and Andrew Fielding, review work papers and make notes for same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.10	\$28.00	prepare summary spread sheet for John Somerville in relation to review of BASs lodged by previous controllers



BRI	Kennedy, Nicola	Senior Accountant II	Administration	14/08/2015	0.20	\$56.00	review GST details not received from previous controllers for BAS lodgements, prepare email to previous controllers for same and attach relevant documents
BRI	Kennedy, Nicola	Senior Accountant II	Administration	14/08/2015	0.50	\$140.00	review WorkCover refund calculation documents, print and collate, ensure figures used are appropriate, email John Somerville for same and draft a response with the bank account details
BRI	Kennedy, Nicola	Senior Accountant II	Administration	18/08/2015	0.10	\$28.00	emails with Dale Ludwig in relation to finalisation of accounts
BRI	Kennedy, Nicola	Senior Accountant II	Administration	20/08/2015	0.70	\$196.00	print bank statement, log into MYOB file, compare reconciliation report for MRF account with statement, review outstanding payment in system, emails with Dale Ludwig for same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	20/08/2015	0.50	\$140.00	prepare file note for transfer of funds from MRF account to purchaser's account, phone call to purchaser to confirm bank details and emails regarding same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	20/08/2015	0.40	\$112.00	review transaction outstanding in MYOB, query with Dale Ludwig and request reversal of transaction

BRI	Kennedy, Nicola	Senior Accountant II	Administration	21/08/2015	0.20	\$56.00	prepare debtor reconciliation for amount payable to purchaser, collate supporting documentation
BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/09/2015	0.10	\$28.00	filing
BRI	Kennedy, Nicola	Senior Accountant II	Administration	22/09/2015	0.10	\$28.00	email Ashley Richardson to request bank statements for accounts
BRI	Kennedy, Nicola	Senior Accountant II	Administration	21/10/2015	0.10	\$28.00	update tasks
BRI	Kennedy, Nicola	Senior Accountant II	Administration	22/10/2015	0.90	\$252.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	05/05/2015	0.10	\$19.50	Generate and email bank statements to Dale Ludwig

BRI	Mayne, Julia	Accountant II	Administration	06/05/2015	0.20	\$39.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Mayne, Julia	Accountant II	Administration	07/05/2015	0.30	\$58.50	Prepare email correspondence to service provider regarding outstanding payment
BRI	Mayne, Julia	Accountant II	Administration	11/05/2015	0.50	\$97.50	Phone call to utilities supplier, email to utilities supplier and email to purchaser of village regarding transfer of utilities account and confirmation of account numbers and details
BRI	Mayne, Julia	Accountant II	Administration	11/05/2015	0.10	\$19.50	Phone call to supplier to confirm account has been closed and outstanding invoices have been sent for payment
BRI	Mayne, Julia	Accountant II	Administration	12/05/2015	0.70	\$136.50	Review correspondence from various suppliers and village management. draft letter to supplier outlining details of party to address invoice to
BRI	Mayne, Julia	Accountant II	Administration	15/06/2015	0.10	\$19.50	Prepare and review payment for supplier invoice. Prepare file note

BRI	Mayne, Julia	Accountant II	Administration	29/09/2015	0.20	\$39.00	Amend letter to purchaser of the village regarding lease agreements
BRI	Mayne, Julia	Accountant II	Administration	08/10/2015	0.30	\$58.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	09/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	21/10/2015	0.30	\$58.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Brown, Samantha	Accountant II	Administration	29/05/2015	0.10	\$16.00	Update payment listings spreadsheet with details of payments sent to receivers and managers for approval
BRI	Brown, Samantha	Accountant II	Administration	29/05/2015	0.30	\$48.00	Scan, save and file 3 invoices to be sent to Nicola Kennedy for approval by receiver and manager.

BRI	Brown, Samantha	Accountant II	Administration	04/06/2015	0.30	\$48.00	Review correspondence to Council and relevant parties regarding sale of property. Scan same and save to file.
BRI	Brown, Samantha	Accountant II	Administration	22/06/2015	0.20	\$32.00	Assist Julia Mayne with payment of supplier invoices
BRI	Brown, Samantha	Accountant II	Administration	13/10/2015	0.20	\$39.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Hattingh, Moira	Team Assistant	Administration	05/05/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	19/05/2015	0.60	\$48.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	12/06/2015	0.10	\$8.00	Filing

BRI	Hattingh, Moira	Team Assistant	Administration	16/06/2015	0.30	\$24.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	14/07/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	04/08/2015	0.30	\$24.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	19/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	28/08/2015	0.20	\$16.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	03/09/2015	0.50	\$40.00	Filing

BRI	Cunningham, Sarah	Team Assistant	Administration	10/09/2015	0.20	\$39.00	Entering invoices into MYOB, uploading to Suncorp. Entering into payments register and reviewing account balance to ensure funds available. x 1 invoice
BRI	Hattingh, Moira	Team Assistant	Administration	18/09/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	24/09/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	30/09/2015	0.10	\$8.00	Filing
BRI	Cunningham, Sarah	Team Assistant	Administration	13/10/2015	1.20	\$234.00	Preparing ASIC form 524 (receipts and payments account). Reviewing and collating receipts and payments from MYOB. Manually calculating balances for 524 and formatting receipts and payments summary.
BRI	Cunningham, Sarah	Team Assistant	Administration	13/10/2015	0.10	\$19.50	Producing receipts and payments listing in excel for McGrath Nicol. May to August 2015.

BRI	Cunningham, Sarah	Team Assistant	Administration	14/10/2015	0.30	\$58.50	Producing BAS reports for scheme operator's account for period 1/7/2015 - 30/9/2015
BRI	Cunningham, Sarah	Team Assistant	Administration	16/10/2015	1.20	\$234.00	Amending ASIC forms 524 (receipts and payments account). Collating Remuneration and Outlay information. Entering into form 524. Final formatting of Receipts and Payments and collating with supporting documentation.
BRI	Cunningham, Sarah	Team Assistant	Administration	21/10/2015	0.70	\$136.50	Producing calculations for September quarter BAS. Saving reports to excel and collating information. Reviewing balance sheets.
BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Drafting cheque requisition regarding BAS payment.
BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Lodging ASIC form 524 (receipts and payments account)
BRI	Hattingh, Moira	Team Assistant	Administration	23/10/2015	0.10	\$8.00	Filing



BRI	Hicks, Damien	Consultant I	Administration	21/09/2015	0.40	\$90.00	Review BASs via the ATO portal and review whether any sales/purchases had been reported via BAS to the ATO.
BRI	Hicks, Damien	Consultant I	Administration	21/09/2015	0.30	\$67.50	Review BASs via the ATO portal and review whether any sales/purchases had been reported via BAS to the ATO.
BRI	Hicks, Damien	Consultant I	Administration	22/10/2015	1.00	\$225.00	Complete BAS and correspondence to the ATO and respond to Nicola Kennedy re other entities not listed on ATO portal.
BRI	Hicks, Damien	Consultant I	Administration	26/10/2015	0.30	\$67.50	send correspondence regarding BAS statements to the ATO.

Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
BRI	Somerville, John	Senior Manager	Assets	07/05/2015	0.30	\$132.00	Review of post settlement issues. Discussion with Sarah Cunningham and Nicola Kennedy regarding same. Email to our solicitors advising of outstanding post settlement issues
BRI	Somerville, John	Senior Manager	Assets	13/05/2015	0.10	\$44.00	Review of email from purchaser of village regarding resident debtors collected post settlement and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Assets	27/07/2015	0.10	\$44.00	Email to purchaser of the village regarding temporary sign licence
BRI	Somerville, John	Senior Manager	Assets	01/09/2015	0.10	\$44.00	Review of requirements under contract of sale for purchaser to report on exiting residents to track contingent liability and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Assets	18/09/2015	0.20	\$88.00	Review of list of residents for exit entitlement reporting requirements to monitor contingent liability and email to our solicitors regarding same
BRI	Kennedy, Nicola	Senior Accountant II	Assets	13/05/2015	0.10	\$22.50	review email from John Somerville in relation to debtor receipts after settlement, prepare response to village management re same

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BRI	Kennedy, Nicola	Senior Accountant II	Assets	19/05/2015	0.10	\$22.50	email John Somerville regarding a list of debtor receipts post settlement
BRI	Kennedy, Nicola	Senior Accountant II	Assets	04/06/2015	1.00	\$225.00	prepare journal entries for 3 x settlement statements to be entered into accounts, review settlement statements and figures to balance
BRI	Kennedy, Nicola	Senior Accountant II	Assets	21/08/2015	0.20	\$56.00	review email from John Somerville in relation to cash at bank balance, review provisions for expenses to be paid and consider amount to be transferred to higher interest account, prepare spread sheet and file notes for same
BRI	Mayne, Julia	Accountant II	Assets	28/07/2015	0.10	\$19.50	Review bank statements for previous 90 days. Send copies of statements to Dale Ludwig for reconciliation.
BRI	Mayne, Julia	Accountant II	Assets	04/09/2015	0.20	\$39.00	Prepare letter to bank regarding closure of account
BRI	Mayne, Julia	Accountant II	Assets	20/10/2015	0.20	\$39.00	2 x phone calls to bank regarding closure of accounts and transfer of funds

BRI	Hattingh, Moira	Team Assistant	Assets	24/09/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Assets	30/09/2015	0.10	\$8.00	Filing
BRI	Whyte, David	Partner	Trade On	04/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	04/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	05/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	05/05/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	06/05/2015	0.10	\$56.00	reviewed declaration of wages for WorkCover
BRI	Whyte, David	Partner	Trade On	13/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	13/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	22/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	26/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	27/05/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	28/05/2015	0.10	\$56.00	reviewed correspondence from manager of village regarding outstanding accounts/forward to John Somerville to review and draft response
BRI	Whyte, David	Partner	Trade On	28/07/2015	0.10	\$56.00	reviewed June 2015 BAS
BRI	Whyte, David	Partner	Trade On	09/10/2015	0.10	\$56.00	reviewed file note regarding ourstanding issues to conclude the controllership/information to be provided to purchaser/controllership to be finalised upon receipt of deferred payment under contract of sale
BRI	Whyte, David	Partner	Trade On	15/10/2015	0.10	\$56.00	reviewed/signed telegraphic transfer form for bank transfer
BRI	Whyte, David	Partner	Trade On	26/10/2015	0.10	\$56.00	reviewed BAS
BRI	Somerville, John	Senior Manager	Trade On	01/05/2015	0.10	\$44.00	Review of outstanding issues to finalise the controllership

BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Review of declaration of wages for Workcover assessment
BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Meeting with Sarah Cunningham and Nicola Kennedy regarding completion of outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	06/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding post settlement accounts payable to be addressed
BRI	Somerville, John	Senior Manager	Trade On	06/05/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding post settlement accounts payable and MYOB accounts issues
BRI	Somerville, John	Senior Manager	Trade On	11/05/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	11/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding finalisation of supplier accounts

BRI	Somerville, John	Senior Manager	Trade On	12/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding MYOB accounts issues
BRI	Somerville, John	Senior Manager	Trade On	12/05/2015	0.20	\$88.00	Review and approval of supplier cheque requisitions. Query certain payments with Julia Mayne
BRI	Somerville, John	Senior Manager	Trade On	18/05/2015	0.10	\$44.00	Review of email from buyer of village regarding post settlement issues. Instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	19/05/2015	0.10	\$44.00	Review of debtors collected post settlement of the sale of the village and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.20	\$88.00	Review of position with respect to outstanding business activity statements. Instructions to Nicola Kennedy regarding accounting for GST and completion of outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Review of letter to suppliers regarding finalisation of trading accounts for the controllership period



BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Review of payment requisitions and supporting documentation
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding accounting for settlement proceeds from the sale of the village
BRI	Somerville, John	Senior Manager	Trade On	21/05/2015	0.20	\$88.00	Review of accounting for settlement proceeds from the sale of the village and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	25/05/2015	0.10	\$44.00	Review of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	27/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding GST issues and finalising the MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	28/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding reconciling outstanding accounts payable

BRI	Somerville, John	Senior Manager	Trade On	28/05/2015	0.10	\$44.00	Instructions to Dale Ludwig regarding entries into the MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	01/06/2015	0.10	\$44.00	Review of debtors collected post settlement of the village and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	02/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	04/06/2015	0.10	\$44.00	Instructions to Nicola Kennedy re journal entries in the MYOB accounts to account for the settlement proceeds from the sale of the village
BRI	Somerville, John	Senior Manager	Trade On	09/06/2015	0.10	\$44.00	Review of status of outstanding business activity statement and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	09/06/2015	0.10	\$44.00	Review of MYOB accounts and instructions to Nicola Kennedy re same

BRI	Somerville, John	Senior Manager	Trade On	10/06/2015	0.10	\$44.00	Review and amendments to email to Origin re closure of account
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.10	\$44.00	Assist Nicola Kennedy with reconciliation of bank accounts
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	12/06/2015	0.10	\$44.00	Review and approval of cheque requisitions
BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.20	\$88.00	Instructions to Nicola Kennedy regarding adjustments required to MYOB accounts

BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.10	\$44.00	Assisting Nicola Kennedy with MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Email to the prior village manager regarding outstanding accounts
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review of correspondence from electricity provider regarding final accounts and instructions to Julia Mayne regarding same

BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review of queries from prior villager manager regarding outstanding accounts and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	17/06/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding employee PAYG summaries
BRI	Somerville, John	Senior Manager	Trade On	18/06/2015	0.10	\$44.00	Review of outstanding accounts with prior village manager and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	18/06/2015	0.10	\$44.00	Email to the prior village manager regarding a reconciliation of outstanding accounts and further documentation in respect to same
BRI	Somerville, John	Senior Manager	Trade On	19/06/2015	0.10	\$44.00	Email to our solicitors regarding water rates payment and reimbursement due to purchaser
BRI	Somerville, John	Senior Manager	Trade On	19/06/2015	0.10	\$44.00	Review of business activity statements and instructions to Nicola Kennedy regarding same

BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Review of employee PAYG summaries and instructions to Sarah Cunningham re same
BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Instructions to Julia Mayne regarding employee PAYG summaries
BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Review and amendment to an email to a supplier regarding an outstanding account
BRI	Somerville, John	Senior Manager	Trade On	23/06/2015	0.20	\$88.00	Review of outstanding issues to finalise controllership and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Trade On	24/06/2015	0.10	\$44.00	Instructions to Julia Mayne regarding outstanding payments

BRI	Somerville, John	Senior Manager	Trade On	26/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	03/07/2015	0.10	\$44.00	Review of outstanding business activity statements and instructions to Julia Mayne and Sarah Cunningham regarding same
BRI	Somerville, John	Senior Manager	Trade On	06/07/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	06/07/2015	0.10	\$44.00	Review of reconciliation of payments outstanding to the former village manager. Email to the former village manager regarding same
BRI	Somerville, John	Senior Manager	Trade On	08/07/2015	0.10	\$44.00	Instructions to Julia Mayne regarding finalising accounts payable
BRI	Somerville, John	Senior Manager	Trade On	08/07/2015	0.10	\$44.00	Review of payment requisitions

BRI	Somerville, John	Senior Manager	Trade On	10/07/2015	0.40	\$176.00	Review of MYOB accounts. Review of business activity statements for September 2014, December 2014 and March 2015 quarters. Review and consider apportionment between input taxed and taxable supplies
BRI	Somerville, John	Senior Manager	Trade On	16/07/2015	0.20	\$88.00	Meeting with Dale Ludwig regarding finalising MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	20/07/2015	0.10	\$44.00	Review of payment requisitions and accounts payable. Instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	22/07/2015	0.20	\$88.00	Final review of business activity statements for the September, December 2014 and March 2015 quarters
BRI	Somerville, John	Senior Manager	Trade On	27/07/2015	0.50	\$220.00	Review of business activity statement of the June 2015 quarter. Review of supporting documentation
BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.20	\$88.00	Review of matters to be finalised in relation to the village MYOB accounts, debtors and creditors and under the contract of sale and instructions to Nicola Kennedy regarding same



BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.30	\$132.00	Review of schedule of resident agreements entered into by LM to be provided to the purchaser of the village to report on exiting residents required to track the contingent liability of the Fund to exit entitlements
BRI	Somerville, John	Senior Manager	Trade On	14/08/2015	0.10	\$44.00	Review of debtors collected post settlement and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	17/08/2015	0.10	\$44.00	Call from the purchaser of the village regarding post settlement issues
BRI	Somerville, John	Senior Manager	Trade On	19/08/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding post settlement finalisation issues with the accounts
BRI	Somerville, John	Senior Manager	Trade On	20/08/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding finalising and reconciling the MYOB accounts in preparation to handover to the purchaser of the village
BRI	Somerville, John	Senior Manager	Trade On	21/08/2015	0.10	\$44.00	Review of reconciliation of post settlement adjustments due to the purchaser

BRI	Somerville, John	Senior Manager	Trade On	24/08/2015	0.20	\$88.00	Review of reconciliation of amounts due to the purchaser of the village for debtors collected post settlement and supplier accounts for charges relating to pre-settlement. Review and approval of payment requisition
BRI	Somerville, John	Senior Manager	Trade On	25/08/2015	0.30	\$132.00	Review of final MYOB accounts to be provided to the purchaser as required under the contract and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	27/08/2015	0.10	\$44.00	Review of email from the purchaser of the village regarding resident agreements and email to Murray Daniel regarding same
BRI	Somerville, John	Senior Manager	Trade On	31/08/2015	0.10	\$44.00	Review and amendments to the letter to the purchaser of the village regarding post settlement adjustments
BRI	Somerville, John	Senior Manager	Trade On	01/09/2015	0.10	\$44.00	Review of letters to ANZ regarding bank account instructions
BRI	Somerville, John	Senior Manager	Trade On	01/09/2015	0.30	\$132.00	Review of final MYOB accounts and instructions to Nicola Kennedy regarding same

BRI	Somerville, John	Senior Manager	Trade On	08/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding business activity statement reviews
BRI	Somerville, John	Senior Manager	Trade On	18/09/2015	0.30	\$132.00	Review of amendments required to the July to September 2014 quarter BAS and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	21/09/2015	0.10	\$44.00	Review of file note regarding amendments required to business activity statement for the controllership period
BRI	Somerville, John	Senior Manager	Trade On	21/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding finalisation of MYOB accounts and providing to the purchaser to complete audit. Instructions regarding finalising other post settlement issues
BRI	Somerville, John	Senior Manager	Trade On	30/09/2015	0.10	\$44.00	Review of email from the purchaser of the village regarding the general scheme MYOB accounts and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	08/10/2015	0.10	\$44.00	Review of requirements for insurance run-off cover following settlement of the village and email to David Whyte regarding same

BRI	Somerville, John	Senior Manager	Trade On	09/10/2015	0.10	\$44.00	Review of amended business activity statements and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	14/10/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding MYOB files to be released to the purchaser
BRI	Somerville, John	Senior Manager	Trade On	14/10/2015	0.10	\$44.00	Review of ANZ forms regarding closure and transfer of funds from Maintenance Reserve Fund and General Scheme Contribution accounts
BRI	Somerville, John	Senior Manager	Trade On	20/10/2015	0.10	\$44.00	Review and amendments to application to the ATO regarding remission of general interest charges
BRI	Somerville, John	Senior Manager	Trade On	22/10/2015	0.10	\$44.00	Review of incoming mail regarding supplier accounts and instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	23/10/2015	0.10	\$44.00	Review of business activity statement for the September 2015 quarter

BRI	Somerville, John	Senior Manager	Trade On	27/10/2015	0.10	\$44.00	Review of letter to the ATO regarding the September quarter BAS
BRI	Somerville, John	Senior Manager	Trade On	30/10/2015	0.20	\$88.00	Review of amended business activity statements for the quarters March, June and September 2014
BRI	Daniel, Murray	Supervisor	Trade On	14/07/2015	0.20	\$72.00	Reconciliation of payment listing schedule, review of Suncorp bank account for payments made and outstanding payments.
BRI	Daniel, Murray	Supervisor	Trade On	01/07/2015	0.20	\$72.00	review and update of payment listing schedule with information of payments made and outstanding payments, email correspondence to McGrath Nicol for approval
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/08/2015	0.10	\$28.00	review email prepared by Julia Mayne in relation to group certificate addresses and respond
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.10	\$22.50	log into bank account and reconcile payment listing spread sheet for payments released overnight

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.20	\$45.00	review and consider payment for air-conditioning repairs, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.20	\$45.00	review and consider payment for slashing of land, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.40	\$90.00	review and consider payment for 3 x invoices, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.20	\$45.00	scan and save file note for payment for utility costs, update payment listing spread sheet amount for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.20	\$45.00	emails with Dale Ludwig regarding declaration of wages to be made to WorkCover for appointment period
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.40	\$90.00	emails with Dale Ludwig re wages for declaration to WorkCover, log into village MYOB, generate and print reports

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.30	\$67.50	consolidate wages for village and controllership staff, prepare WorkCover declaration of wages form for pre appointment wages and post appointment wages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.20	\$45.00	reprint signed payment requisition to include Custodian stamp, re scan and include in email to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.10	\$22.50	reconcile payment listing spreadsheet for payments sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.10	\$22.50	multiple emails with Dale Ludwig regarding utility accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.20	\$45.00	meeting with Sarah Cunningham, Daniel Tipman and John Somerville regarding BAS completion and tasks to complete, collate documentation emailed by Joanne Garcia in preparation for meeting
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments forwarded to Secured Creditor

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.20	\$45.00	scan and email declaration of wages form to WorkCover
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.20	\$45.00	review email from Dale Ludwig with spread sheet attached for utility accounts, collate all accounts into one spread sheet and email to John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.10	\$22.50	review payments forwarded to Custodian by Secured Creditor, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.10	\$22.50	scan and save payment to file, enter into table to email to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.20	\$45.00	review email from Sarah Cunningham regarding payment, review file for payments, email back to confirm to be sent to Receivers and Managers today
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.20	\$45.00	phone call to ASIC regarding cancellation of business name



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.20	\$45.00	review email from WorkCover, obtain bank account details, confirm account for refund and respond to email with details
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.10	\$22.50	review and amend email prepared by Julia Mayne to purchaser in relation to transfer of utility accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.20	\$45.00	review invoices for utility payment, discuss with Julia Mayne email to obtain final account, attach spread sheet summary with accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.10	\$22.50	review previous payment for superannuation, consider and make comment on file note for current superannuation payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/05/2015	0.10	\$22.50	review email from utility service provider and email Julia Mayne re final accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/05/2015	0.10	\$22.50	discuss queries regarding superannuation payments with Sarah Cunningham and John Somerville, email village management re same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/05/2015	0.10	\$22.50	review payments sent to Secured Creditor for authorisation, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments forwarded to Custodian to be released
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	review email from Custodian regarding payments to be uploaded for release, respond and email Sarah Cunningham to upload payments
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	review email from Custodian regarding cheque collection and review payments to be released to confirm whether it is to be collected
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.10	\$22.50	review and amend reminder letter to suppliers to finalise and close accounts in the name of the village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.10	\$22.50	review initial appointment date of controllers for each village and update supplier letters to include same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.30	\$67.50	review bank account balances for village and controllership amounts, prepare spread sheet with provision for future expenses to determine amount to be transferred to high interest account, email John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.20	\$45.00	review email from John Somerville regarding update to provision for expenses to transfer money to high interest account, prepare transfer request to be processed, collate supporting documentation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.10	\$22.50	review and amend email to utility service provider prepared by Julia Mayne
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.10	\$22.50	email village management in relation to debtor receipts post settlement
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.30	\$67.50	review and consider payment for legal fees, prepare file note for same and review and attach previous payment to confirm payment is appropriate to pay
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.10	\$22.50	review and amend email prepared by Julia Mayne for utility accounts to be transferred into purchaser's name

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.20	\$45.00	review and discussion with John Somerville in relation to settlement statement and journal entries to be entered into accounts for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/05/2015	0.20	\$45.00	assist Julia Mayne with queries regarding Origin account payment, review and amend email to supplier requesting an extension for payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/05/2015	0.10	\$22.50	review email prepared by Julia Mayne to village management in relation to a refund
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments released from bank account and forward to relevant parties (Custodian and Secured Creditor) for authorisation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.10	\$22.50	scan and save top up request to email to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.10	\$22.50	review 2 x emails prepared by Julia Mayne to village management, discuss same re supplier payment

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/06/2015	0.20	\$45.00	review MYOB files reconciled and sent through by Dale Ludwig, review debtor receipts for village and controllership accounts, print and collate and email John Somerville an update in relation to same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/06/2015	0.10	\$22.50	review settlement statement and figures to journal in MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/06/2015	0.20	\$45.00	assist Julia Mayne with queries regarding closure of utility accounts, obtain original emails sent to utility provider in relation to transferring accounts upon appointment, email same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/06/2015	0.20	\$45.00	review email from Julia Mayne to village management in relation to outstanding invoices to be paid, amend same and discuss
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/06/2015	0.10	\$22.50	review email from Receivers and Managers to Secured Creditor in relation to payments to authorise, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/06/2015	0.20	\$45.00	review documentation for payment not yet authorised by Receivers and Managers, send follow up email to Receivers and Managers to confirm consent to be paid

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.10	\$22.50	prepare email to Receivers and Managers with payments attached, create zip folder to size of file and update payment listing spread sheet to reflect status
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.10	\$22.50	review email from Custodian in relation to transaction limits on controllership accounts, prepare email response with instructions
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.10	\$22.50	review email in relation to refund and forward to Dale Ludwig for account reconciliation purposes
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.10	\$22.50	review email from Dale Ludwig in relation to deposits in account, obtain bank statements from Nicole Flashman
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.20	\$45.00	review status of 2 x village payments, amend email prepared by Julia Mayne to village management
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.20	\$45.00	adjust journal entries for settlement to be entered into accounts, review chart of accounts for correct codes to allocate journals to

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	reconcile bank statement and payment listing spreadsheet for payments released by Custodian
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	finalise spread sheet of journal entries to record sale of retirement village for Dale Ludwig and John Somerville, prepare email in relation to same and reconciling Scheme Operator accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.20	\$45.00	review email from Sarah Cunningham in relation to BAS refund, review previous BASs lodged and respond to same after discussion with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	follow up urgent village level payment to be made and discuss amended payment with Sarah Cunningham
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/06/2015	0.10	\$22.50	review email prepared by Julia Mayne in relation to payment status and follow up additional payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	1.40	\$315.00	review settlement statements and record journal entries for sale of additional land for Dale Ludwig, review coding allocation, discuss reconciliation with John Somerville, review amount received for settlement in bank account, email Dale Ludwig re same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.30	\$67.50	review journal entries recorded by Dale Ludwig and accounts coded for journals re sale of retirement village. make notes for amendments to journals and discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.20	\$45.00	emails with Dale Ludwig regarding reconciliation of bank accounts, obtain bank statements, scan and email same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	review email query from Dale Ludwig regarding transfers to main account, respond to same with journals to enter into MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	review receipts and payments collated by Dale Ludwig since appointment as Controllers, prepare email to Receivers and Managers with same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	review invoice and payment listing to ascertain whether payment has been made, email John Somerville in relation to same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/06/2015	0.10	\$22.50	review receipts and payments forwarded from Receiver and Manager to Secured Creditor, update payment listing spread sheet for same



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/06/2015	0.10	\$22.50	review and forward invoice to Sarah Cunningham to arrange payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	17/06/2015	0.10	\$22.50	email John Somerville in relation to group certificates for employees
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.60	\$135.00	discuss queries in relation to BAS for September 2014 quarter with John Somerville, email Sarah Cunningham with amendments to be made to BAS, review previous BAS lodged and email John Somerville in relation to GST remitted
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.80	\$180.00	review recharge invoices in respect of wages with Julia Mayne and discuss, review file for previous payments released, review emails for supporting documentation, prepare calculations to confirm the amount of the recharge, discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.10	\$22.50	review payments sent to Receivers and Managers and released from bank account, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.50	\$112.50	print BAS documentation for September 2014 quarter prepared by Sarah Cunningham, review emails in relation to same and review work papers, note queries to discuss with John Somerville

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/06/2015	0.10	\$22.50	review email from John Somerville in relation to payment, review status and confirm not paid
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/08/2015	0.20	\$56.00	review email prepared by Julia Mayne in relation to payment to be authorised by Receivers and Managers, email same and update payment listing spread sheet
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/08/2015	0.10	\$28.00	log into bank account and update payment listing spread sheet to reflect payments released from account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/08/2015	0.10	\$28.00	review email with utility invoice, email Julia Mayne for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor, email Sarah Cunningham re uploading payments for release by Custodian
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.40	\$112.00	review BAS lodgements and prepare correspondence to ATO with payment details for GST, review figures and discuss with Sarah Cunningham and John Somerville

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.70	\$196.00	review email from John Somerville in relation to reconciliation of debtors and reports for same. Review reports for 3 x bank accounts and reconcile debtors received post appointment, prepare a summary spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.10	\$28.00	email Julia Mayne in relation to providing a reconciliation of amounts owing to purchaser in respect of utility payments
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/08/2015	0.20	\$56.00	emails with Custodian, Receiver and Manager and Julia Mayne in relation to payment to be amended
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.30	\$84.00	email Julia Mayne and Receiver and Manager in relation to amended payments
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.70	\$196.00	prepare debtor summary to provide to purchaser, export debtor receipts report from MYOB file, email with Dale Ludwig for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.10	\$28.00	emails with Dale Ludwig in relation to allocating payments to accounts and trade creditor reports, email John Somerville and respond to Dale Ludwig

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/08/2015	0.10	\$28.00	reconcile payment listing spread sheet for payments sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.10	\$28.00	update BAS lodgement correspondence to ATO and include request for BASs to be issued, collate BASs to post
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.20	\$56.00	log into MYOB accounts and generate bank register reports for Murray Daniel, save and email same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.10	\$28.00	review payments sent to secured creditor and update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.20	\$56.00	prepare file notes for amounts to be paid to purchaser in respect of debtors collected post settlement and adjustments, calculate total to be paid and summarise for Sarah Cunningham
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/08/2015	0.20	\$56.00	review and consider payment for valuer fees, prepare file note for same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/08/2015	0.10	\$28.00	review payment transfer prepared by Sarah Cunningham and confirm account details are correct
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	0.20	\$56.00	scan and email payment for authorisation, save to file, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	0.20	\$56.00	scan, save, file and prepare email to Receivers and Managers re payment for authorisation, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	1.10	\$308.00	review settlement statement for debtor amount sold to purchaser, review MYOB records for village and debtor receipts post settlement, reconcile same, export documents to excel and note discrepancy in accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/08/2015	1.20	\$336.00	review of MYOB accounts and balance sheet, review entries made, prepare journals for adjustments and make notes in spread sheet for same, review GST and PAYG line items
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/08/2015	0.20	\$56.00	discussion with John Somerville in relation to review of balance sheet and adjustments to accounts and journals to enter

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/08/2015	0.10	\$28.00	log into bank account and reconcile payment listing spread sheet to reflect payments released
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	0.30	\$84.00	prepare journal entries for MYOB accounts to adjust balances
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	0.10	\$28.00	reconcile payment listing spread sheet for payments with Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	0.10	\$28.00	emails with Custodian in relation to location for cheques to be collected
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	0.40	\$112.00	prepare letter to purchaser with a breakdown of amount to be paid into their bank account for post settlement debtor receipts and reimbursements to be made by each party, edit formatting of tables, ensure calculations are correct
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.50	\$140.00	review provision for annual leave in MYOB file to ensure correct per settlement statements, scan and email adjustments to be made to Dale Ludwig to enter

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.40	\$112.00	emails with Dale Ludwig in relation to journal adjustments, review adjustments and query line item now on balance sheet, email John Somerville to confirm whether line item should be adjusted
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.10	\$28.00	amend correspondence to purchaser in relation to post settlement adjustments and debtor receipts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/09/2015	0.10	\$28.00	review status of BAS review for Controllers prior to David Whyte and Andrew Fielding's appointment, email John Somerville for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/09/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/09/2015	0.30	\$84.00	phone call and voicemail - Redland City Council, email Council with contact details of purchaser, discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/09/2015	0.10	\$28.00	review email from Receivers and Managers in relation to payments to be reloaded, email Sarah Cunningham for same and review uploads to ensure all included, confirm with Receivers and Managers payments awaiting release

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/09/2015	0.10	\$28.00	review payments released from bank account, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.20	\$56.00	review of BAS lodgements by former Controllers, collate for review by John Somerville, update spread sheet with summary of review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	17/09/2015	0.10	\$28.00	email utility invoice to purchaser
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/09/2015	0.30	\$84.00	emails and meeting with Damien Hicks in relation to amendments to BASs to be made, discussion with John Somerville for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.30	\$84.00	prepare file note for review by David Whyte in relation to BAS amendments of BASs lodged by former Controllers to obtain refund
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.20	\$56.00	emails with Damien Hicks in relation to BASs on ATO portal, send copies of BASs on file



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.10	\$28.00	scan and save correspondence from ATO to file in relation to December 2014 refund
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.10	\$28.00	review email from John Somerville in relation to preparation of file notes for finalisation of tasks in respect to sale of villages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/09/2015	0.20	\$56.00	review bank statements to confirm whether account closed, review charges for bank fees, email Julia Mayne to follow up correspondence sent to close accounts and transfer balance
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/09/2015	0.20	\$56.00	commence file note in relation to finalisation of tasks for retirement villages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/09/2015	0.10	\$28.00	prepare file note in relation to finalisation of tasks post sale of retirement village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/09/2015	0.10	\$28.00	review email from Sarah Cunningham and review file to complete details to include in ASIC form 524

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/09/2015	0.10	\$28.00	email Julia Mayne contact details to follow up closure of village bank account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/09/2015	0.30	\$84.00	review queries from Dale Ludwig in relation to reconciliation of accounts, review refunds received and payments to purchaser and documentation to support same, respond to email
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	collate annexures for file note in relation to finalisation of village files, obtain emails and print supporting documents from file, mark up annexures for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	review email from purchaser in relation to reconciliation and accounts to be provided, prepare response email and send to John Somerville for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/10/2015	0.10	\$28.00	review form to close bank accounts for villages, look up BSB for branch details and discuss with Julia Mayne
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	02/10/2015	0.30	\$84.00	generate 2 x loan balance reports in LM Database, print and collate for ASIC form 524 (receipts and payments account) for the balance at the date of the 524 account and the balance owing on appointment

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/10/2015	0.10	\$28.00	review email from insurance broker in relation to whether to lapse policies for professional indemnity, prepare response to same and email John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/10/2015	0.10	\$28.00	review emails from purchaser of the village in relation to MYOB files and supporting documentation, discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.20	\$56.00	phone call to ATO in relation to amending BASs of former Controllers and authority to do same, email John Somerville regarding correspondence to prepare to former Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.10	\$28.00	review boxes with Dale Ludwig for contents, prepare box listing documents to archive same, email Dale Ludwig in relation to entering the details of the contents into the boxes for archiving
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.30	\$84.00	review running balance account received from ATO and discuss with John Somerville, review 4 x BASs lodged in respect of the company
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.20	\$56.00	prepare correspondence in relation to amendment of BASs

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.10	\$28.00	prepare email to Damien Hicks in relation to BAS lodgements to be amended
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.40	\$112.00	prepare spread sheet detailing amounts to be recorded on sections A1 and G3 of 7 x BASs
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.10	\$28.00	prepare email to purchaser in relation to MYOB files, email Dale Ludwig to obtain copies of current files
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.20	\$56.00	emails with Dale Ludwig in relation to MYOB files, download from share file, save to file, generate balance sheet to confirm ok to send to purchaser, attach to email
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.20	\$56.00	email John Somerville in relation to BAS amendment, prepare template to amend BASs lodged by former Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.10	\$28.00	assist Sarah Cunningham with queries regarding ASIC form 524 (receipts and payments account)

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.40	\$112.00	review query from Sarah Cunningham in relation to settlement funds to be recorded in ASIC form 524 (receipts and payments account), print settlement statements for same, review settlement statements and MYOB export
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.20	\$56.00	compress MYOB file to zip folder and amend email to purchaser
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.10	\$28.00	review and amend email to purchaser in relation to MYOB files
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	1.00	\$280.00	Prepare breakdown of business/land sale adjustments for ASIC form 524 (4 x settlement statements), review nature and payer/payee details
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.20	\$56.00	emails with Sarah Cunningham in relation to receipts and payments annexure of ASIC form 524, amending format and entering receipts and payments
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/10/2015	1.00	\$280.00	update receipts and payments for ASIC form 524 with settlement figures - 4 x settlement statement figures to enter and format, check correct, email Sarah Cunningham for same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/10/2015	0.20	\$56.00	review BAS for September quarter prepared by Sarah Cunningham, collate for John Somerville's review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/10/2015	0.10	\$28.00	assist Sarah Cunningham with queries regarding ASIC form 524 receipts and payments, discuss GST portion held in trust
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.40	\$112.00	review 524 (receipts and payments account) prepared by Sarah Cunningham, calculate remuneration and amount owing at date of account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.50	\$140.00	amend ASIC form 524 (receipts and payments account) and calculate the loan balance at date of appointment, prepare work paper for same and update receipts and payments annexure and remuneration figures
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.20	\$56.00	emails with Julia Mayne regarding outstanding utility account to be forwarded to purchaser, amend emails for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.20	\$56.00	obtain bank reconciliation for ASIC form 524 (receipts and payments account) and collate for review

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/10/2015	0.40	\$112.00	review and consider BAS prepared by Sarah Cunningham for September 2015 quarter, email Dale Ludwig with query regarding GST amount on BAS to be paid
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/10/2015	0.10	\$28.00	discuss GST on sales amount in the September quarter BAS with Sarah Cunningham
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.50	\$140.00	update work papers in excel for BAS lodgement for September 2015 quarter, review GST to be claimed in respect of reconciliation of utility accounts between purchaser and BDO
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.10	\$28.00	emails with Sarah Cunningham and John Somerville in relation to setting up the company on the tax portal
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.20	\$56.00	review and consider payment to ATO for September quarter BAS, prepare file note for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/10/2015	0.50	\$140.00	complete BAS for the period September 2015 quarter, photocopy for file, collate, prepare letter to ATO in relation to lodgements, scan and email payment to Receivers and Managers, save to file

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/10/2015	0.10	\$28.00	scan correspondence signed by David Whyte and email Damien Hicks same, advise tax portal established for other two villages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/10/2015	0.10	\$28.00	update payment listing spread sheet for payments released and sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/10/2015	0.30	\$84.00	review and consider BAS lodgement by former Controllers for January to March 2014, consider GST allocation and MYOB reports to obtain for amendments of the BAS
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/10/2015	0.40	\$112.00	log into MYOB file, generate and print 6 x reports for GST and collate for village file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/10/2015	0.40	\$112.00	log into MYOB file, generate and print 6 x reports for GST and collate for scheme operator file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/10/2015	1.20	\$336.00	review and complete BAS for pre appointment period to obtain credit on account due to incorrect GST coding for lodgements by former Controllers, log into various MYOB files to ensure MYOB reports relied upon are the same as former Controllers



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/10/2015	0.50	\$140.00	review MYOB reports for the maintenance reserve fund and consider differences in GST recorded for March 2014 quarter for different files, discuss inclusion in BAS with John Somerville and amend BAS work paper for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/10/2015	0.30	\$84.00	log into MYOB file to generate MYOB reports for June quarter GST for amendment of BASs lodged by former controllers, export same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/10/2015	0.10	\$28.00	discussion with John Somerville re work papers for BAS lodgements to be amended
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/10/2015	0.40	\$112.00	amend BAS for June 2014 quarter in excel, print and collate work papers for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/10/2015	0.80	\$224.00	review GST reports and amend BAS for September quarter on excel for 3 x bank accounts, collate work papers for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/10/2015	0.50	\$140.00	amend 3 x BAS work papers for changes discussed with John Somerville

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/10/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.30	\$58.50	Reading and responding to various emails from village management, Dale Ludwig and Sarah Cunningham in relation to specific supplier invoice payment details
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.20	\$39.00	Final review of file notes for 10 x supplier payments. Compare payment amount and method to previous payment
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.10	\$19.50	Reading and responding to various emails from village management, Dale Ludwig and Sarah Cunningham in relation to specific supplier invoice payment details
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.10	\$19.50	Prepare remuneration summary for the period 1 Oct - 17 April 2015 to be included in the update report to investors
BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.50	\$97.50	Scan, save, file and email outstanding supplier payments to Nicola Kennedy

BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.20	\$39.00	Review all electronic and physical files to reconcile outstanding supplier invoices
BRI	Mayne, Julia	Accountant II	Trade On	05/05/2015	0.10	\$19.50	Send details of outstanding supplier payments to Nicola Kennedy
BRI	Mayne, Julia	Accountant II	Trade On	06/05/2015	0.80	\$156.00	Print, collate, review and prepare payment for 10 supplier payments. Email details to Dale Ludwig to enter through MYOB. Prepare file notes for each payment. Create and upload ABA file for payment
BRI	Mayne, Julia	Accountant II	Trade On	07/05/2015	0.20	\$39.00	Locate and collate invoices for payment. Mail cheque
BRI	Mayne, Julia	Accountant II	Trade On	07/05/2015	0.20	\$39.00	Final review on 5 x outstanding supplier payments. Compare payment amount and method to previous payment
BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.30	\$58.50	Review and prepare payment for 2 x supplier invoices. Prepare file notes for each invoice

BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.60	\$117.00	Discussions with supplier regarding outstanding invoices. Liaise with Dale Ludwig to ascertain if these have been paid. Look through MYOB, electronic files, filing and emails to determine if outstanding invoices have been paid previously.
BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.40	\$78.00	Discussions with supplier regarding outstanding invoices. Liaise with Dale Ludwig to ascertain if invoices were paid. Look through MYOB, electronic files, filing and emails to determine if outstanding invoices have been paid previously.
BRI	Mayne, Julia	Accountant II	Trade On	13/05/2015	0.20	\$39.00	Email to former village management outlining details of invoices received after settlement date
BRI	Mayne, Julia	Accountant II	Trade On	18/05/2015	0.20	\$39.00	Prepare and review 2 x payments for suppliers. prepare file notes for each payment
BRI	Mayne, Julia	Accountant II	Trade On	20/05/2015	0.20	\$39.00	Phone call to purchaser of village regarding transfer of utilities account
BRI	Mayne, Julia	Accountant II	Trade On	20/05/2015	0.80	\$156.00	Reviewed overdue notice received from a utilities supplier. Reconcile outstanding account. Phone call and email to supplier regarding account

BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.70	\$136.50	Reconciliation of approx. 20 accounts with utilities supplier to ascertain if outstanding payment has been previously made.
BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.50	\$97.50	Prepare letter to suppliers regarding settlement of the sale of the village. Prepare approx. 98 copies of the letter to be sent
BRI	Mayne, Julia	Accountant II	Trade On	25/05/2015	1.00	\$195.00	Prepare and review payments for 22 outstanding utilities accounts. Prepare file notes.
BRI	Mayne, Julia	Accountant II	Trade On	25/05/2015	0.20	\$39.00	Email details of paid supplier invoices to village management.
BRI	Mayne, Julia	Accountant II	Trade On	25/05/2015	0.20	\$39.00	Email village management regarding issue with payment for supplier
BRI	Mayne, Julia	Accountant II	Trade On	26/05/2015	0.10	\$19.50	Prepare and review supplier payment.

BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.10	\$19.50	Email village management to obtain copies of outstanding invoices to reconcile against our records and ascertain amount outstanding
BRI	Mayne, Julia	Accountant II	Trade On	02/06/2015	0.20	\$39.00	Prepare and review payment for 1 x supplier invoice. Prepare file note
BRI	Mayne, Julia	Accountant II	Trade On	02/06/2015	0.10	\$19.50	Emails to village management, purchaser and Nicola Kennedy regarding transfer of utilities account and copies of unpaid invoices
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.30	\$58.50	Phone calls to utilities supplier and village management and emails to village management regarding closure of existing account and transfer of account name
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.40	\$78.00	3 x emails to Nicola Kennedy, Sarah Cunningham and village management regarding status of outstanding supplier payments and requesting copies of invoices
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.10	\$19.50	Email Dale Ludwig details of disputed invoices to ascertain if they have been entered into MYOB

BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	1.00	\$195.00	Review of 8 x disputed village invoices. Review previous email correspondence, electronic files, copies of invoices and various payment listing spreadsheets to ascertain if invoices had been paid, date paid or determine reason they were unpaid.
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.10	\$19.50	Discussions with Dale Ludwig and review of physical files to locate outstanding invoices.
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.80	\$156.00	Review of 8 x disputed invoices. Discussions with Dale Ludwig, review of all physical files, review of multiple emails from Dale Ludwig and village management regarding invoices, amount paid and amounts outstanding.
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.30	\$58.50	Review disputed payments and prepare spreadsheet of payment amounts, dates, outstanding amounts, credits to be applied and amount to be paid
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.30	\$58.50	Review letters sent to suppliers, emails to utilities providers and emails to village management regarding settlement and requesting account closure. Prepare email to utilities provider requesting closure of account and final bill
BRI	Mayne, Julia	Accountant II	Trade On	10/06/2015	0.30	\$58.50	Email utilities supplier to arrange for accounts to be closed and transferred into name of purchaser. Review correspondence sent to utilities provider on 15 April and 20 May. Review emails from purchaser to utilities provider.

BRI	Mayne, Julia	Accountant II	Trade On	11/06/2015	0.10	\$19.50	Review of outstanding payment file notes and advise Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	11/06/2015	0.40	\$78.00	Review of bank account, correspondence from bank and invoices saved to file to locate information regarding payment to supplier that bounced. Review and draft new payment. Draft file note. Call supplier to confirm account details.
BRI	Mayne, Julia	Accountant II	Trade On	11/06/2015	0.50	\$97.50	Review of correspondence, files, electronic records and bank statements relating to outstanding invoice to ascertain if payment has been made previously
BRI	Mayne, Julia	Accountant II	Trade On	15/06/2015	0.30	\$58.50	Collate and review of disputed invoices. Review electronic files and discussions with Dale Ludwig regarding dates and amounts paid for each invoice
BRI	Mayne, Julia	Accountant II	Trade On	15/06/2015	0.10	\$19.50	Email to supplier to request copy of invoice
BRI	Mayne, Julia	Accountant II	Trade On	15/06/2015	0.10	\$19.50	Email to village management with details of recently paid invoices



BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.10	\$19.50	Email details of supplier invoice to Dale Ludwig for account reconciliation purposes
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.10	\$19.50	Review previous correspondence sent to utilities company regarding account closure. Draft follow up email.
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.20	\$39.00	Review of correspondence sent from Dale Ludwig regarding unpaid invoices
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.60	\$117.00	Phone call to utilities supplier to close accounts. Provide details of each of the 74 accounts held in the name of the Village
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.10	\$19.50	Review approved 1 x payments. Scan, save and email to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.20	\$39.00	Phone call to village management regarding closure of utilities account. Prepare spreadsheet detailing each account that has been closed and dates of final bill. Email information to John Somerville and village management

BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.10	\$19.50	Email to village management regarding transfer of account name
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.60	\$117.00	Review of disputed wages. Review of all electronic file note, email correspondence to Dale Ludwig and village management and copies of all relevant emails. Prepare detailed listing of payment dates/amount/recharges.
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.10	\$19.50	Phone call to purchaser of village regarding utilities account
BRI	Mayne, Julia	Accountant II	Trade On	22/06/2015	0.10	\$19.50	Email to Dale Ludwig with details of refund from insurance company
BRI	Mayne, Julia	Accountant II	Trade On	24/06/2015	0.20	\$39.00	Review, scan, save and email approved payments to Murray Daniel for Receiver and Manager approval
BRI	Mayne, Julia	Accountant II	Trade On	25/06/2015	0.30	\$58.50	Review and collate 20 invoices for supplier payment. Email details to Dale Ludwig for payment

BRI	Mayne, Julia	Accountant II	Trade On	30/06/2015	0.30	\$58.50	Phone call to ATO re BAS for July 2014-April 2015. Request to register for PAYG and reissue BAS forms
BRI	Mayne, Julia	Accountant II	Trade On	01/07/2015	0.30	\$58.50	Review invoices sent from supplier. Review correspondence from Dale Ludwig, Email details of invoices for payment.
BRI	Mayne, Julia	Accountant II	Trade On	02/07/2015	0.10	\$19.50	Review of email correspondence and outstanding invoices for supplier sent from Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	07/07/2015	0.10	\$19.50	Phone call to ATO re reissue of Quarterly BAS
BRI	Mayne, Julia	Accountant II	Trade On	07/07/2015	0.10	\$19.50	Review bank account for processed payments and update payment listing spreadsheet.
BRI	Mayne, Julia	Accountant II	Trade On	08/07/2015	0.40	\$78.00	Prepare payment for approx. 10 supplier invoices. Prepare file note

BRI	Mayne, Julia	Accountant II	Trade On	08/07/2015	0.20	\$39.00	Review 2 x supplier invoices. Review bank account, file notes and previously paid invoices to ascertain if paid. Email details of each to Dale Ludwig for payment
BRI	Mayne, Julia	Accountant II	Trade On	09/07/2015	0.20	\$39.00	Review 1x village invoice and compare to reconciliation to ascertain outstanding amounts. Email details of invoices to Dale Ludwig to process through MYOB
BRI	Mayne, Julia	Accountant II	Trade On	09/07/2015	0.10	\$19.50	Prepare and review payments for supplier. Prepare file note
BRI	Mayne, Julia	Accountant II	Trade On	15/07/2015	0.30	\$58.50	Review of invoices sent from utilities provider regarding unpaid amounts. Review email correspondence from Sarah Cunningham and Dale Ludwig. Phone call and email to utilities provider with details of 1 x invoices.
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.20	\$39.00	Review email correspondence from Dale Ludwig regarding utilities invoices to be paid for period after settlement. Locate, collate and print invoices. Phone call to utilities supplier to locate missing invoices
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.20	\$39.00	Review electronic and physical files for copies of all invoices issued from supplier after settlement date. Collate, scan and save all invoices for reconciliation

BRI	Mayne, Julia	Accountant II	Trade On	22/07/2015	0.20	\$39.00	Review outstanding utilities invoices sent from Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	22/07/2015	0.10	\$19.50	Print and post PAYG summary for village employee
BRI	Mayne, Julia	Accountant II	Trade On	23/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet
BRI	Mayne, Julia	Accountant II	Trade On	24/07/2015	0.20	\$39.00	Phone call to utilities supplier regarding backdate of invoice to settlement date
BRI	Mayne, Julia	Accountant II	Trade On	27/07/2015	0.10	\$19.50	Review email from village management regarding village employee PAYG summary. Phone call to village management regarding the same
BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.40	\$78.00	Review invoices for previous 3 months sent from utilities provider. Phone call to purchaser regarding same. Collate all invoices for previous 3 months. Ascertain those that are paid and those missing.

BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.40	\$78.00	Review all supplier invoices issued post March. Ascertain amounts of invoices that have been paid. Review outstanding amounts.
BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.30	\$58.50	Prepare reconciliation of outstanding amounts for supplier invoices issued for previous 5 months
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet with recently paid transactions
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.10	\$19.50	Prepare and review payment for supplier invoice. Prepare and review file note
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.30	\$58.50	Review supporting documents for supplier payments. Scan, save, file and email details of payment approved by David Whyte to Murray Daniel for Receiver and Manager approval. Update payment listing spreadsheet.
BRI	Mayne, Julia	Accountant II	Trade On	30/07/2015	0.10	\$19.50	Review payments approved from Receiver and Manager and sent to secured creditor for approval. Update payment listing spreadsheet

BRI	Mayne, Julia	Accountant II	Trade On	31/07/2015	0.20	\$39.00	Email approved payment to Receiver and Manager for approval. Review email correspondence from secured creditor regarding approval of outstanding payments. Review and update payment listing spreadsheet. Email village management re timing of unpaid invoice
BRI	Mayne, Julia	Accountant II	Trade On	31/07/2015	0.20	\$39.00	Prepare cheque for payment of supplier invoice
BRI	Mayne, Julia	Accountant II	Trade On	31/07/2015	0.20	\$39.00	Review files to locate invoice, arrange for payment via cheque
BRI	Mayne, Julia	Accountant II	Trade On	11/08/2015	0.10	\$19.50	Email to village management regarding PAYG summaries
BRI	Mayne, Julia	Accountant II	Trade On	13/08/2015	0.30	\$58.50	Review invoice sent from supplier. Amend reconciliation of outstanding payments for suppliers invoices. Draft email to village management with details of additional supplier invoice to be paid
BRI	Mayne, Julia	Accountant II	Trade On	13/08/2015	0.20	\$39.00	Review and email PAYG summary to employee

BRI	Mayne, Julia	Accountant II	Trade On	17/08/2015	0.50	\$97.50	Review physical and electronic files for supplier payments relating to periods after settlement. Review and update reconciliation of payments to ascertain amounts owing to/by the controllers
BRI	Mayne, Julia	Accountant II	Trade On	18/08/2015	0.50	\$97.50	Review email correspondence from secured creditor, payments emailed to receiver and manager and bank statements to resolve issue regarding drawing cheque for supplier payment
BRI	Mayne, Julia	Accountant II	Trade On	18/08/2015	0.10	\$19.50	Review bank account and email statement to Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	19/08/2015	0.20	\$39.00	Review files to locate information regarding ATO BAS payment
BRI	Mayne, Julia	Accountant II	Trade On	19/08/2015	0.20	\$39.00	Review payments approved by David Whyte and email details to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	19/08/2015	0.20	\$39.00	Review payments approved by David Whyte and email details to Nicola Kennedy for Receiver and Managers approval



BRI	Mayne, Julia	Accountant II	Trade On	20/08/2015	0.70	\$136.50	Prepare reconciliation of controllers liability for outstanding supplier invoices for the period February to date. Review email correspondence, previously received invoices and previous reconciliation
BRI	Mayne, Julia	Accountant II	Trade On	25/08/2015	0.10	\$19.50	Review payment and prepare payment instructions for Nicole Flashman
BRI	Mayne, Julia	Accountant II	Trade On	25/08/2015	0.20	\$39.00	Prepare letter to banks regarding closure of account
BRI	Mayne, Julia	Accountant II	Trade On	01/09/2015	0.20	\$39.00	Review bank accounts and prepare letter to bank requesting bank account closure
BRI	Mayne, Julia	Accountant II	Trade On	30/09/2015	0.10	\$19.50	Phone call to bank regarding requirements for closure of bank account.
BRI	Mayne, Julia	Accountant II	Trade On	30/09/2015	0.30	\$58.50	Review email from bank regarding process of closure of bank account. Review and complete accompanying forms for bank account closure

BRI	Mayne, Julia	Accountant II	Trade On	09/10/2015	0.10	\$19.50	Phone call to bank regarding process for closure of accounts
BRI	Mayne, Julia	Accountant II	Trade On	09/10/2015	0.30	\$58.50	Review bank account for account numbers and bsb. Complete 3 x requisition for local telegraphic transfer forms for closure of 3 x accounts
BRI	Mayne, Julia	Accountant II	Trade On	14/10/2015	0.20	\$39.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Trade On	15/10/2015	0.20	\$39.00	Review 3 x bank account closure forms approved by David Whyte. Scan, save and email forms to bank for closure of account
BRI	Mayne, Julia	Accountant II	Trade On	30/10/2015	0.20	\$39.00	Review supplier invoice for period post settlement and email details to purchaser of village for payment
BRI	Mayne, Julia	Accountant II	Trade On	30/10/2015	0.20	\$39.00	Email to bank regarding closure of account

BRI	Brown, Samantha	Accountant II	Trade On	29/05/2015	0.20	\$32.00	Review 2 invoices to be sent to Nicola Kennedy for approval by receiver and manager. Scan and save same to file.
BRI	Brown, Samantha	Accountant II	Trade On	29/05/2015	0.10	\$16.00	Update payment listings spreadsheet with details of payments sent to receivers and managers for approval
BRI	Cunningham, Sarah	Team Assistant	Trade On	08/05/2015	0.50	\$97.50	Entering superannuation amounts into Sunsuper clearing account for period 1 April to Settlement.
BRI	Cunningham, Sarah	Team Assistant	Trade On	11/05/2015	0.10	\$19.50	Printing supporting employee superannuation documentation for current April lodgements.
BRI	Cunningham, Sarah	Team Assistant	Trade On	14/05/2015	0.10	\$19.50	Submitting superannuation payments into clearing account
BRI	Cunningham, Sarah	Team Assistant	Trade On	19/05/2015	0.10	\$19.50	Uploading ABA files requested by PTAL for processing of payments

BRI	Cunningham, Sarah	Team Assistant	Trade On	19/05/2015	0.30	\$58.50	Reviewing supplier invoices to reconcile accounts payable. Reviewed files and account online.
BRI	Cunningham, Sarah	Team Assistant	Trade On	20/05/2015	0.20	\$39.00	Entering legal invoice into ABA creator. Uploading to Suncorp. Entering payment into payments listing and reviewing balance to ensure funds available.
BRI	Cunningham, Sarah	Team Assistant	Trade On	22/05/2015	0.60	\$117.00	Reconciling service provider invoices paid and comparing to outstanding invoices with Julia Mayne. x 43 invoices.
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/05/2015	0.10	\$19.50	Collating BAS information for Dale Ludwig to produce BAS reports.
BRI	Cunningham, Sarah	Team Assistant	Trade On	01/06/2015	0.30	\$58.50	Reviewing email from former village manager regarding final bill for service provider that remains unpaid. Reviewing account online and documents on file.
BRI	Cunningham, Sarah	Team Assistant	Trade On	01/06/2015	0.60	\$117.00	Reviewing Village accounts regarding unreconciled receipts and payments. Email to Dale Ludwig regarding same

BRI	Cunningham, Sarah	Team Assistant	Trade On	04/06/2015	1.90	\$370.50	Producing calculations regarding BAS for periods September 2014, December 2014 and March 2015. Reviewing balance sheets with GST position reports. Reconcile issues with opening balances. Enter adjusting balances.
BRI	Cunningham, Sarah	Team Assistant	Trade On	04/06/2015	0.30	\$58.50	Producing calculations regarding BAS returns. Reviewing balance sheets with GST position reports. Reconcile issues with opening balances. Enter adjusting balances
BRI	Cunningham, Sarah	Team Assistant	Trade On	11/06/2015	2.30	\$448.50	Producing all reports for the preparation of BAS for September 2014, December 2014 and March 2015 quarters. Exporting reports to excel and collating information with formulas to produce final BAS calculations. Reconciling balance sheet GST accounts.
BRI	Cunningham, Sarah	Team Assistant	Trade On	12/06/2015	0.20	\$39.00	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments register and reviewing account balances to ensure funds available x 1 invoice regarding legal fees.
BRI	Cunningham, Sarah	Team Assistant	Trade On	16/06/2015	0.20	\$39.00	Reviewing email from Julia Mayne regarding a supplier payment and the appropriate account to make payment from.
BRI	Cunningham, Sarah	Team Assistant	Trade On	17/06/2015	0.10	\$19.50	Reviewing entries awaiting approval on Suncorp. Uploading ABA files. Uploading entries for PTAL to release funds.

BRI	Cunningham, Sarah	Team Assistant	Trade On	22/06/2015	0.20	\$39.00	Organising reimbursement to MRF account from the GSC account. Collating supporting documentation.
BRI	Cunningham, Sarah	Team Assistant	Trade On	22/06/2015	0.20	\$39.00	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments listing and reviewing account balance to ensure funds available x 1 service provider invoice.
BRI	Cunningham, Sarah	Team Assistant	Trade On	23/06/2015	0.30	\$58.50	Liaising by email with Dale Ludwig and John Somerville regarding correct wording and dates to be disclosed in the employee PAYG Summaries.
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/06/2015	0.30	\$58.50	Reconciling PAYG summaries to the MYOB reports. x 33 summaries.
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/06/2015	1.50	\$292.50	Adjusting BAS calculations for quarters September 2014, December 2014 and March 2015 as per GST private ruling. Generating report for GST on transactions in the maintenance reserve fund account and adding to excel calculations.
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/06/2015	0.50	\$97.50	Reconciling PAYG summaries with MYOB. x 44 summaries

BRI	Cunningham, Sarah	Team Assistant	Trade On	29/06/2015	0.10	\$19.50	Amending dates on ABA files and re-uploading to Suncorp for PTAL to release.
BRI	Cunningham, Sarah	Team Assistant	Trade On	30/06/2015	1.00	\$195.00	Reconciling 977 account in MYOB Insolvency. Preparing BAS calculations for period September 2014, December 2014 and March 2015 quarters regarding the 977 account recorded on MYOB Insolvency. Entering figures into BAS summary.
BRI	Cunningham, Sarah	Team Assistant	Trade On	06/07/2015	0.10	\$19.50	Organising mailing of PAYG summaries to employees
BRI	Cunningham, Sarah	Team Assistant	Trade On	09/07/2015	0.10	\$19.50	Uploading ABA files for PTAL to process payments
BRI	Cunningham, Sarah	Team Assistant	Trade On	17/07/2015	0.10	\$19.50	Reviewing tax treatment for transactions in the maintenance reserve fund account
BRI	Cunningham, Sarah	Team Assistant	Trade On	21/07/2015	0.80	\$156.00	Finalising calculations for review by John Somerville regarding BAS's for the period September Quarter 2014, December Quarter 2014, March Quarter 2015 and June Quarter 2015. Amending calculations in relation to transaction in the maintenance reserve fund account.

BRI	Cunningham, Sarah	Team Assistant	Trade On	24/07/2015	2.20	\$429.00	Reconciling accounts. Producing reports from MYOB for the 2 village accounts and 2 Scheme Operator accounts for the June 2015 BAS. Producing work sheet to support calculations. Manually entering in calculations for sale of Redland Bay. Populating BAS
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/07/2015	0.50	\$97.50	Producing reports from MYOB for the 2 village accounts and 2 Scheme Operator accounts for the June 2015 BAS. Producing work sheet to support calculations. Manually entering in calculations for sale of Redland Bay. Populating BAS
BRI	Cunningham, Sarah	Team Assistant	Trade On	13/08/2015	0.10	\$19.50	Lodging EMPDUPE files (PAYG summaries) with the ATO
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/08/2015	0.20	\$39.00	Organising transfer of post settlement debtors collected to purchaser. Organising ABA file and uploading to Suncorp. Enter into payment register. Reviewing account balance to ensure funds available.
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/08/2015	0.20	\$39.00	Payment x 1 invoice to Valuer. Organising ABA file and uploading to Suncorp. Enter into payment register. Reviewing account balance to ensure funds available.
BRI	Garcia, Joanne	Manager	Trade On	01/05/2015	0.20	\$80.00	review payments



BRI	Garcia, Joanne	Manager	Trade On	01/05/2015	0.40	\$160.00	review payments
BRI	Mayne, Julia	Accountant II	Creditors	01/05/2015	0.30	\$58.50	Preparing letter to suppliers confirming settlement of village and advising details of new purchaser for future invoices
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.10	\$19.50	Prepare remuneration report for the Redland Bay controllership for inclusion in the 10th report to investors
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.10	\$19.50	Prepare remuneration report for the Redland Bay controllership for inclusion in the 10th report to investors
BRI	Hattingh, Moira	Team Assistant	Creditors	14/07/2015	0.10	\$8.00	Filing
BRI	Whyte, David	Partner	Administration	21/10/2015	0.10	\$56.00	reviewed ASIC form 524 - receipts and payments

BRI	Somerville, John	Senior Manager	Administration	12/05/2015	1.60	\$704.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	29/05/2015	0.10	\$44.00	Review of outstanding matters to finalise controllership
BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.10	\$44.00	Review of receipts and payments account and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Administration	28/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding requirements for ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	06/10/2015	0.10	\$44.00	Review of email to our solicitors regarding remitting balance of trust funds to the controllers account
BRI	Somerville, John	Senior Manager	Administration	07/10/2015	0.10	\$44.00	Review of professional indemnity run off cover issues post settlement and email to David Whyte regarding same

BRI	Somerville, John	Senior Manager	Administration	19/10/2015	0.10	\$44.00	Review of ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	20/10/2015	0.20	\$88.00	Review of ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	27/10/2015	0.80	\$352.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/05/2015	0.10	\$22.50	review email from John Somerville regarding transfer of utility accounts, emails with Dale Ludwig and Sarah Cunningham re details for accounts
BRI	Kennedy, Nicola	Senior Accountant II	Administration	06/05/2015	0.40	\$90.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	29/05/2015	0.10	\$22.50	discussion with Sarah Cunningham in relation to GST coding and BAS payments

BRI	Kennedy, Nicola	Senior Accountant II	Administration	09/06/2015	0.20	\$45.00	review email from Dale Ludwig in relation to amount to be transferred between village accounts, email John Somerville and respond to same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.50	\$140.00	review BAS lodgements by previous Controllers for period prior to appointment of David Whyte and Andrew Fielding, review work papers and make notes for same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.10	\$28.00	prepare summary spread sheet for John Somerville in relation to review of BASs lodged by previous controllers
BRI	Kennedy, Nicola	Senior Accountant II	Administration	20/08/2015	0.50	\$140.00	prepare file note for transfer of funds from MRF account to purchaser's account, phone call to purchaser to confirm bank details and emails regarding same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	20/08/2015	0.40	\$112.00	print bank statement, log into MYOB file, compare reconciliation report for MRF account with statement, emails with Dale Ludwig for same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	21/08/2015	0.20	\$56.00	prepare debtor reconciliation for amount payable to purchaser, collate supporting documentation

BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/09/2015	0.10	\$28.00	filing
BRI	Kennedy, Nicola	Senior Accountant II	Administration	18/09/2015	0.10	\$28.00	review email from John Somerville in relation to resident contributions and contingent liability
BRI	Kennedy, Nicola	Senior Accountant II	Administration	21/09/2015	0.10	\$28.00	filing work papers
BRI	Kennedy, Nicola	Senior Accountant II	Administration	22/09/2015	0.10	\$28.00	email Ashley Richardson to request bank statements for accounts, review same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	08/10/2015	0.10	\$28.00	discussion with John Somerville in relation to phone call to ATO to amend pre-appointment BASs and confirm authority to do same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	13/10/2015	0.50	\$140.00	discussion with Sarah Cunningham in relation to recording settlement proceeds, prepare example for ASIC form 524 (receipts and payments account), email John Somerville to confirm correct

BRI	Kennedy, Nicola	Senior Accountant II	Administration	22/10/2015	0.60	\$168.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	22/10/2015	0.30	\$84.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	05/05/2015	0.10	\$19.50	Log onto internet banking and generate account statements. Email bank statements to Dale Ludwig
BRI	Mayne, Julia	Accountant II	Administration	06/05/2015	0.20	\$39.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Mayne, Julia	Accountant II	Administration	11/05/2015	0.50	\$97.50	Phone call to utilities supplier, email to utilities supplier and email to purchaser of village regarding transfer of utilities account and confirmation of account numbers and details
BRI	Mayne, Julia	Accountant II	Administration	11/05/2015	0.10	\$19.50	Phone call to supplier to confirm account has been closed and outstanding invoices have been sent for payment

BRI	Mayne, Julia	Accountant II	Administration	13/05/2015	0.20	\$39.00	Phone call to supplier to request information about outstanding invoice
BRI	Mayne, Julia	Accountant II	Administration	20/05/2015	0.30	\$58.50	Review of emails to identify correspondence sent from utilities supplier regarding payment of invoice via cheque. Review and reconcile outstanding notice that was received from same utilities supplier.
BRI	Mayne, Julia	Accountant II	Administration	02/06/2015	0.20	\$39.00	Email to Nicola Kennedy, Sarah Cunningham and Dale Ludwig regarding locating invoices for outstanding supplier payment.
BRI	Mayne, Julia	Accountant II	Administration	15/06/2015	0.10	\$19.50	Prepare and review payment of supplier invoice. Prepare file note
BRI	Mayne, Julia	Accountant II	Administration	22/06/2015	0.20	\$39.00	Review and prepare payment to supplier. Prepare file note
BRI	Mayne, Julia	Accountant II	Administration	08/10/2015	0.30	\$58.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015

BRI	Mayne, Julia	Accountant II	Administration	08/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	09/10/2015	0.20	\$39.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	09/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	22/10/2015	0.20	\$39.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Brown, Samantha	Accountant II	Administration	01/07/2015	0.40	\$78.00	Review and confirm that all outstanding supplier invoices have been accounted for and prepare file note for approval by David Whyte
BRI	Brown, Samantha	Accountant II	Administration	13/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015



BRI	Hattingh, Moira	Team Assistant	Administration	05/05/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	19/05/2015	0.60	\$48.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	12/06/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	23/07/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	31/07/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	04/08/2015	0.40	\$32.00	Filing

BRI	Hattingh, Moira	Team Assistant	Administration	19/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	28/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	04/09/2015	0.30	\$24.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	18/09/2015	0.10	\$8.00	Filing
BRI	Cunningham, Sarah	Team Assistant	Administration	28/09/2015	0.10	\$19.50	Reconciling account to 524 period (statutory receipts and payments)
BRI	Hattingh, Moira	Team Assistant	Administration	01/10/2015	0.20	\$16.00	Filing

BRI	Cunningham, Sarah	Team Assistant	Administration	12/10/2015	0.10	\$19.50	Reconciling account and supplying receipts and payments listing to McGrath Nicol.
BRI	Cunningham, Sarah	Team Assistant	Administration	12/10/2015	0.80	\$156.00	Drafting ASIC form 524 (receipts and payments account). Reviewing receipts and payments from MYOB. Prepare reconciliation
BRI	Cunningham, Sarah	Team Assistant	Administration	12/10/2015	0.40	\$78.00	Drafting ASIC form 524 (receipts and payments account). Reviewing receipts and payments from MYOB.
BRI	Cunningham, Sarah	Team Assistant	Administration	13/10/2015	0.10	\$19.50	Producing receipts and payments listing in excel for McGrath Nicol. May to August 2015.
BRI	Cunningham, Sarah	Team Assistant	Administration	14/10/2015	0.30	\$58.50	Formatting receipts and payments annexures for ASIC form 524
BRI	Cunningham, Sarah	Team Assistant	Administration	16/10/2015	1.70	\$331.50	Amending ASIC forms 524 (receipts and payments account). Collating Remuneration and Outlay information. Entering into form 524. Final formatting of Receipts and Payments and collating with supporting documentation.

BRI	Cunningham, Sarah	Team Assistant	Administration	16/10/2015	1.50	\$292.50	Amending ASIC form 524 (receipts and payments account). Collating Remuneration and Outlay information. Entering into form 524. Final formatting of Receipts and Payments and collating with supporting documentation.
BRI	Cunningham, Sarah	Team Assistant	Administration	21/10/2015	1.00	\$195.00	Producing calculations for Sept quarter BAS. Saving reports to excel and collating information. Reviewing balance sheets.
BRI	Cunningham, Sarah	Team Assistant	Administration	21/10/2015	0.40	\$78.00	Reviewing supplier entries in previous June BAS regarding reversal in current period.
BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Drafting cheque requisition regarding BAS payment.
BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Lodging ASIC form 524 (receipts and payments account)
BRI	Hattingh, Moira	Team Assistant	Administration	23/10/2015	0.10	\$8.00	Filing

BRI	Hicks, Damien	Consultant I	Administration	26/10/2015	0.30	\$67.50	Draft correspondence regarding BAS liabilities to ATO. Review current outstanding statements on ATO portal.
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Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
BRI	Whyte, David	Partner	Trade On	04/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	26/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	17/06/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	23/07/2015	0.10	\$56.00	Reviewed BAS's
BRI	Whyte, David	Partner	Trade On	28/07/2015	0.10	\$56.00	reviewed June 2015 BAS
BRI	Whyte, David	Partner	Trade On	19/08/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	20/10/2015	0.10	\$56.00	reviewed BAS
BRI	Whyte, David	Partner	Trade On	28/10/2015	0.10	\$56.00	reviewed draft correspondence to ATO in relation to lodgement and payment of BAS liabilities

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BRI	Somerville, John	Senior Manager	Assets	07/05/2015	0.30	\$132.00	Review of post settlement issues. Discussion with Sarah Cunningham and Nicola Kennedy regarding same. Email to our solicitors advising of outstanding post settlement issues
BRI	Somerville, John	Senior Manager	Assets	18/09/2015	0.10	\$44.00	Review of list of residents for exit entitlement reporting requirements to monitor contingent liability and email to our solicitors regarding same
BRI	Kennedy, Nicola	Senior Accountant II	Assets	28/05/2015	0.10	\$22.50	review email from John Somerville regarding transferring funds post settlement
BRI	Kennedy, Nicola	Senior Accountant II	Assets	21/08/2015	0.20	\$56.00	review email from John Somerville in relation to cash at bank balance, review provisions for expenses to be paid and consider amount to be transferred to higher interest account, prepare spread sheet and file notes for same
BRI	Mayne, Julia	Accountant II	Assets	28/07/2015	0.10	\$19.50	Review bank statements for previous 90 days. Send copies of statements to Dale Ludwig for reconciliation.
BRI	Hattingh, Moira	Team Assistant	Assets	23/10/2015	0.10	\$8.00	Filing
BRI	Somerville, John	Senior Manager	Trade On	01/05/2015	0.10	\$44.00	Review of outstanding issues to finalise the controllership
BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Meeting with Sarah Cunningham and Nicola Kennedy regarding completion of outstanding business activity statements

BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Review of accounts payable and email to Sarah Cunningham regarding same
BRI	Somerville, John	Senior Manager	Trade On	18/05/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding outstanding water rates and response required
BRI	Somerville, John	Senior Manager	Trade On	18/05/2015	0.10	\$44.00	Review of email from buyer of village regarding post settlement issues. Instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	19/05/2015	0.10	\$44.00	Review of outstanding water notices and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Review of letter to suppliers regarding finalisation of trading accounts for the controllership period
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding accounting for settlement proceeds from the sale of the village
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.20	\$88.00	Review of position with respect to outstanding business activity statements. Instructions to Nicola Kennedy regarding accounting for GST and completion of outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	21/05/2015	0.20	\$88.00	Review of accounting for settlement proceeds from the sale of the village and instructions to Nicola Kennedy regarding same



BRI	Somerville, John	Senior Manager	Trade On	25/05/2015	0.10	\$44.00	Review of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	28/05/2015	0.10	\$44.00	Email to village manager regarding balance of the maintenance reserve fund
BRI	Somerville, John	Senior Manager	Trade On	02/06/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding MYOB accounting issues
BRI	Somerville, John	Senior Manager	Trade On	02/06/2015	0.20	\$88.00	Instructions to Nicola Kennedy regarding final village MYOB accounts to be provided to the purchaser. Review of final accounts
BRI	Somerville, John	Senior Manager	Trade On	02/06/2015	0.30	\$132.00	Review of MYOB village accounts to be provided to the purchaser of the village as required under the contract of sale
BRI	Somerville, John	Senior Manager	Trade On	09/06/2015	0.10	\$44.00	Review of status of outstanding business activity statements and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.10	\$44.00	Assist Sarah Cunningham with reconciliation of bank accounts
BRI	Somerville, John	Senior Manager	Trade On	12/06/2015	0.10	\$44.00	Review and approval of cheque requisitions

BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	23/06/2015	0.20	\$88.00	Review of outstanding issues to finalise controllership and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Trade On	03/07/2015	0.10	\$44.00	Review of outstanding business activity statements and instructions to Julia Mayne and Sarah Cunningham regarding same
BRI	Somerville, John	Senior Manager	Trade On	10/07/2015	0.80	\$352.00	Review of MYOB accounts. Review of business activity statements for September 2014, December 2014 and March 2015 quarters. Review and consider apportionment between input taxed and taxable supplies
BRI	Somerville, John	Senior Manager	Trade On	13/07/2015	0.40	\$176.00	Discussion with Leisa Rafter regarding Business Activity Statements. Review and amendments to business activity statements for the December 2014 and March and June 2015 quarters
BRI	Somerville, John	Senior Manager	Trade On	13/07/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding amendments to the business activity statements
BRI	Somerville, John	Senior Manager	Trade On	20/07/2015	0.10	\$44.00	Review of payment requisitions and accounts payable. Instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	22/07/2015	0.20	\$88.00	Final review of business activity statements for the September, December 2014 and March 2015 quarters

BRI	Somerville, John	Senior Manager	Trade On	06/08/2015	0.20	\$88.00	Review of issues with Business Activity Statement and email to McGrath Nicol regarding same
BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.10	\$44.00	Review of matters to be finalised in relation to the village MYOB accounts, debtors and creditors and under the contract of sale and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.30	\$132.00	Review of schedule of resident agreements entered into by LM to be provided to the purchaser of the village to report on exiting residents required to track the liability of the Fund to exit entitlements
BRI	Somerville, John	Senior Manager	Trade On	21/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding finalisation of MYOB accounts and providing to the purchaser to complete audit. Instructions regarding finalising other post settlement issues
BRI	Somerville, John	Senior Manager	Trade On	08/10/2015	0.10	\$44.00	Review of requirements for insurance run-off cover following settlement of the village and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Trade On	14/10/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding MYOB files to be released to the purchaser. Discussion regarding other information to be released to the purchaser
BRI	Somerville, John	Senior Manager	Trade On	16/10/2015	0.10	\$44.00	Review of revised business activity statement
BRI	Somerville, John	Senior Manager	Trade On	20/10/2015	0.10	\$44.00	Review and amendments to application to the ATO regarding remission of general interest charges

BRI	Somerville, John	Senior Manager	Trade On	30/10/2015	0.10	\$44.00	Review of email to the purchaser of the village regarding books and records for completion of the audit of the village accounts
BRI	Daniel, Murray	Supervisor	Trade On	14/07/2015	0.20	\$72.00	Reconciliation of payment listing schedule, review of Suncorp bank account for payments made and outstanding payments.
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.30	\$67.50	review and consider payment for sales commission, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.50	\$112.50	review and consider payment for 4 x invoices - sales commission, village management reimbursement for petty cash, travel expenses, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.10	\$22.50	log into bank account and reconcile payment listing spread sheet for payments released overnight
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.10	\$22.50	reconcile payment listing spreadsheet for payments sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.20	\$45.00	meeting with Sarah Cunningham, Daniel Tipman and John Somerville regarding BAS completion and tasks to complete, collate documentation emailed by Joanne Garcia in preparation for meeting
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments forwarded to Secured Creditor

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.10	\$22.50	review payments forwarded to Custodian by Secured Creditor, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.10	\$22.50	email Receivers and Managers payments to authorise
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.30	\$67.50	review water bill, check to see if paid on settlement, email John Somerville and village management to arrange payment, scan and save
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/05/2015	0.10	\$22.50	review payments sent to Secured Creditor for authorisation, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.40	\$90.00	review email from village management regarding payment for water accounts, review water accounts and the amounts charged, review previous emails in relation to an amount being transferred
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.20	\$45.00	prepare email to water supplier regarding invoice charges, include relevant details regarding previous reallocated amounts between accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments forwarded to Custodian to be released
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.10	\$22.50	review and amend reminder letter to suppliers to finalise and close accounts in the name of the village

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.30	\$67.50	amend email to village management regarding water account, summarise payments and reallocated figures to obtain balance owing on account and email John Somerville for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.40	\$90.00	review response from water provider and prepare email to village management to explain the adjustments in account statement
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.10	\$22.50	review initial appointment date of controllers for each village and update supplier letters to include same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.20	\$45.00	review bank account balances for village and controllership accounts, prepare spread sheet with provision for future expenses to determine amount to be transferred to high interest account, email John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.20	\$45.00	review email from John Somerville regarding update to provision for expenses to transfer money to high interest account, prepare transfer request to be processed, collate supporting documentation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.40	\$90.00	review and consider payment for 1 x legal fee and 1 x unit cleaning invoices, prepare file note for same and review and attach previous payments to confirm payments are appropriate to pay
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.10	\$22.50	email village management in relation to purchaser's trading account details
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.10	\$22.50	email village management in relation to bank account details

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.10	\$22.50	review payments scanned and saved by Samantha Brown to ensure relevant documents attached and amounts correct, email to Receivers and Managers to authorise
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.10	\$22.50	voicemail and phone call with water supplier in relation to account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/06/2015	0.10	\$22.50	review settlement statement and figures to journal in MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	02/06/2015	0.40	\$90.00	log into MYOB village file and generate trial balance, discuss balances with John Somerville, drill down into account and print supporting journal documentation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/06/2015	0.10	\$22.50	review email from Receivers and Managers to Secured Creditor in relation to payments to authorise, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.10	\$22.50	prepare email to Receivers and Managers with payments attached, create zip folder to size of file and update payment listing spread sheet to reflect status
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.20	\$45.00	review email from Custodian and email Sarah Cunningham to ensure payments are uploaded for release, confirm same with Custodian
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.10	\$22.50	email Sarah Cunningham in relation to entering settlement statement into MYOB and reconciling account to send receipts and payments to Receivers and Managers

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.20	\$45.00	adjust journal entries for settlement to be entered into accounts, review chart of accounts for correct codes to allocate journals to
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	reconcile bank statement and payment listing spreadsheet for payments released by Custodian
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.20	\$45.00	review letter of recommendation for village management prepared by Julia Mayne, amend same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	review email from Sarah Cunningham with queries regarding bank account reconciliation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	email to supplier with bank account details for refund payable
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.10	\$22.50	review email and attachments prepared by Julia Mayne to send to Receivers and Managers, send same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.10	\$22.50	review payments sent to Receivers and Managers and released from bank account, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/08/2015	0.10	\$28.00	log into bank account and update payment listing spread sheet to reflect payments released from account



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor, email Sarah Cunningham re uploading payments for release by Custodian
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.40	\$112.00	review BAS lodgements and prepare correspondence to ATO with payment details for GST, review figures and discuss with Sarah Cunningham and John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.20	\$56.00	emails with Sarah Cunningham in relation to amending BAS cheque amount
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.40	\$112.00	review and amend payment prepared by Sarah Cunningham in respect of GST, prepare file note and note reason for additional payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.20	\$56.00	scan save and email payment to Receiver and Manager for authorisation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/08/2015	0.10	\$28.00	reconcile payment listing spread sheet for payments sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.10	\$28.00	update BAS lodgement correspondence to ATO and include request for BASs to be issued, collate BASs to post
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.10	\$28.00	review payments sent to secured creditor and update payment listing spread sheet for same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/08/2015	0.20	\$56.00	review and consider payment prepared by Sarah Cunningham for transfer to high interest account, prepare file note for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	0.20	\$56.00	scan and email payment for authorisation, save to file, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	0.10	\$28.00	reconcile payment listing spread sheet for payments with Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.10	\$28.00	arrange for collection of cheque for BAS lodgement
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/09/2015	0.10	\$28.00	review status of MYOB accounts and email John Somerville in relation to conducting a review of village managements journals
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/09/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.20	\$56.00	review of BAS lodgements by former Controllers, collate for review by John Somerville, update spread sheet with summary of review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/09/2015	0.30	\$84.00	review emails to confirm whether review of MYOB file has been conducted, review emails to confirm whether refund from WorkCover received and email John Somerville for same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	collate annexures for file note in relation to finalisation of village files, obtain emails and print supporting documents from file, mark up annexures for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	02/10/2015	0.30	\$84.00	generate 2 x loan balance reports in LM Database, print and collate for ASIC form 524 for the balance at the date of the 524 account (receipts and payments) and the balance owing on appointment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/10/2015	0.50	\$140.00	review correspondence from ATO in relation to BAS lodgement and Debit on account, phone call to ATO to discuss same, email to Sarah Cunningham in relation to amending June BAS
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/10/2015	0.20	\$56.00	phone call to ATO to confirm amendment process from BASs, discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.10	\$28.00	review running balance account received from ATO and discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.10	\$28.00	email with Damien Hicks in relation to GIC, discuss amount of charges and ATO portal
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.20	\$56.00	prepare email to John Somerville regarding ATO lodgements and outstanding payments.
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.30	\$84.00	discussion with John Somerville in relation to ATO liabilities and outstanding returns

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.80	\$224.00	Prepare a breakdown of business/land sale adjustments for ASIC form 524 (receipts and payments account)
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/10/2015	0.10	\$28.00	email to purchaser of the village with MYOB files attached, phone call re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/10/2015	0.20	\$56.00	discuss amendments with John Somerville in relation to ASIC form 524s (receipts and payments account), discuss amendments for same with Sarah Cunningham
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/10/2015	0.20	\$56.00	review BAS for September quarter prepared by Sarah Cunningham, collate for John Somerville's review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/10/2015	0.30	\$84.00	complete ATO form to amend BAS for the June 2015 quarter, print and collate supporting documentation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.40	\$112.00	review 524 prepared by Sarah Cunningham, calculate remuneration and amount owing at date of account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.10	\$28.00	phone calls with purchaser of the village in relation to MYOB files for retirement villages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.50	\$140.00	amend ASIC form 524 (receipts and payments account) and calculate the loan balance at date of appointment, prepare work paper for same and update receipts and payments annexure and remuneration figures

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.10	\$28.00	amend loan balance on ASIC form 524 (receipts and payments account) to remove proceeds from settlement due to double counting, collate for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.10	\$28.00	scan and save BAS amendment form to file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.40	\$112.00	amend receipts annexure of ASIC form 524 for settlement proceeds, re-collate for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/10/2015	0.10	\$28.00	email Damien Hicks in relation to accessing ATO portal and lodgement
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.10	\$28.00	emails with Sarah Cunningham and John Somerville in relation to setting up the company on the ATO tax portal
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/10/2015	0.10	\$28.00	emails with Sarah Cunningham regarding BAS lodgement for September 2015 quarter
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/10/2015	0.30	\$84.00	review correspondence prepared by Damien Hicks to ATO, print and attach running balance account, discuss outstanding lodgements for pre appointment period with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/10/2015	0.30	\$84.00	scan and email correspondence to Damien Hicks, prepare email for same in relation to remission of GIC

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/10/2015	0.10	\$28.00	review email from purchaser of the village in relation to work papers for audit of accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/10/2015	0.10	\$28.00	email to purchaser of the village in relation to work papers for audit, advise records held on site
BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.40	\$78.00	Scan, save, file and email outstanding payments to Nicola Kennedy
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.10	\$19.50	Review approved payments. Scan, save and email to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	07/07/2015	0.10	\$19.50	Review bank account for processed payments and update payment listing spreadsheet.
BRI	Mayne, Julia	Accountant II	Trade On	23/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet with recently paid transactions
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.30	\$58.50	Review supporting documents for supplier payments. Scan, save, file and email details of payment approved by David Whyte to Murray Daniel for Receiver and Manager approval. Update payment listing spreadsheet.

BRI	Mayne, Julia	Accountant II	Trade On	30/07/2015	0.10	\$19.50	Review payments approved from Receiver and Manager and sent to secured creditor for approval. Update payment listing spreadsheet
BRI	Mayne, Julia	Accountant II	Trade On	31/07/2015	0.10	\$19.50	Review bank account for recently made payments, review email correspondence from secured creditor regarding approval of outstanding payments. Review and update payment listing spreadsheet.
BRI	Mayne, Julia	Accountant II	Trade On	06/08/2015	0.30	\$58.50	Review correspondence from Receiver and Manager regarding calculations for BAS. Discussions with Sarah Cunningham and review of file. Prepare response to receiver and manager regarding same
BRI	Mayne, Julia	Accountant II	Trade On	06/08/2015	0.20	\$39.00	Review email correspondence from Receiver and Manager regarding clarification on two payments. Phone call to Receiver and Manager and discussions with Sarah Cunningham regarding same. Review of electronic payments to resolve issues
BRI	Mayne, Julia	Accountant II	Trade On	06/08/2015	0.20	\$39.00	Phone call to receiver and manager to provide clarification for certain payments
BRI	Mayne, Julia	Accountant II	Trade On	18/08/2015	0.10	\$19.50	Review bank account and email statement to Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	13/10/2015	0.20	\$39.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 31 October 2015
BRI	Brown, Samantha	Accountant II	Trade On	29/05/2015	0.30	\$48.00	Scan, save and file 3 invoices to be sent to Nicola Kennedy for approval by receiver and manager.

BRI	Brown, Samantha	Accountant II	Trade On	29/05/2015	0.10	\$16.00	Update payment listings spreadsheet with details of payments sent to receivers and managers for approval
BRI	Cunningham, Sarah	Team Assistant	Trade On	20/05/2015	0.20	\$39.00	Entering invoice regarding legal fees into accounts payable. Making payment and uploading ABA file to Suncorp. Entering into payments listing and reviewing account to ensure funds available.
BRI	Cunningham, Sarah	Team Assistant	Trade On	20/05/2015	0.20	\$39.00	Entering invoice regarding service provider into accounts payable. Making payment and uploading ABA file to Suncorp. Entering into payments listing and reviewing account to ensure funds available.
BRI	Cunningham, Sarah	Team Assistant	Trade On	22/05/2015	1.00	\$195.00	Reconciling account from 13 April to 20 May. Entering lease loans and settlement statements.
BRI	Cunningham, Sarah	Team Assistant	Trade On	10/06/2015	1.10	\$214.50	Entering settlement statement for sale of Land and Sale of Business into MYOB. Creating settlement adjustment accounts and entering data.
BRI	Cunningham, Sarah	Team Assistant	Trade On	10/06/2015	0.20	\$39.00	Reconciling bank accounts in MYOB. Identifying receipts not yet entered into MYOB.
BRI	Cunningham, Sarah	Team Assistant	Trade On	11/06/2015	0.20	\$39.00	Entering accounts receivable debtor regarding deferred payment on the sale of the village.
BRI	Cunningham, Sarah	Team Assistant	Trade On	12/06/2015	0.20	\$39.00	Entering invoice into MYOB accounts payable. Making payment and uploading ABA file to Suncorp. Entering into payments register and reviewing account balances to ensure funds available x 1 invoice regarding legal fees.



BRI	Cunningham, Sarah	Team Assistant	Trade On	29/06/2015	0.10	\$19.50	Amending dates on ABA files and re uploading to Suncorp for Trust to release.
BRI	Cunningham, Sarah	Team Assistant	Trade On	30/06/2015	0.50	\$97.50	Producing BAS for the quarters September, December 2014 and March 2015. Amending GST allocations as per ATO private ruling.
BRI	Cunningham, Sarah	Team Assistant	Trade On	21/07/2015	0.90	\$175.50	Finalising calculations for review by John Somerville regarding BAS for periods September Quarter 2014, December Quarter 2014, March Quarter 2015 and June Quarter 2015.
BRI	Cunningham, Sarah	Team Assistant	Trade On	21/07/2015	0.60	\$117.00	Finalising calculations for review by John Somerville regarding BAS for period September Quarter 2014, December Quarter 2014, March Quarter 2015 and June Quarter 2015.
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/08/2015	0.10	\$19.50	Organising transfer to high interest account. Organising payment transfer request form and enter into payment register. Reviewing account balance to ensure funds available.
BRI	Garcia, Joanne	Manager	Trade On	01/05/2015	0.40	\$160.00	review payments
BRI	Whyte, David	Partner	Administration	21/10/2015	0.10	\$56.00	reviewed ASIC form 524 - receipts and payments
BRI	Somerville, John	Senior Manager	Administration	13/05/2015	1.30	\$572.00	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 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	13/05/2015	0.60	\$264.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	29/05/2015	0.10	\$44.00	Review of outstanding matters to finalise controllership
BRI	Somerville, John	Senior Manager	Administration	12/06/2015	0.10	\$44.00	Call from our solicitors regarding supplementary deed of indemnity. Email to our solicitors regarding same
BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.10	\$44.00	Review of receipts and payments account and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Administration	24/06/2015	0.10	\$44.00	Email to our solicitors regarding executed supplementary deed
BRI	Somerville, John	Senior Manager	Administration	25/06/2015	0.20	\$88.00	Review of supplementary deed of indemnity, prepare consent for PTAL to execute and email to McGrath Nicol regarding same.
BRI	Somerville, John	Senior Manager	Administration	13/07/2015	0.10	\$44.00	Call from McGrath Nicol regarding amendment to the deed of indemnity
BRI	Somerville, John	Senior Manager	Administration	22/07/2015	0.10	\$44.00	Email to our solicitors regarding supplementary deed of indemnity

BRI	Somerville, John	Senior Manager	Administration	22/07/2015	0.10	\$44.00	Email to PTAL regarding supplementary deed of indemnity
BRI	Somerville, John	Senior Manager	Administration	28/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding requirements for ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	15/10/2015	0.10	\$44.00	Review of form 524 (receipts and payments account) and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Administration	19/10/2015	0.10	\$44.00	Review of ASIC form 524 (Receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	20/10/2015	0.20	\$88.00	Review of ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	27/10/2015	0.10	\$44.00	Review of application to the ATO for remission of the general interest charges
BRI	Daniel, Murray	Supervisor	Administration	09/06/2015	0.30	\$108.00	Review of David Whyte's affidavit regarding Controllership fees breakup and review of outstanding invoices for relevant period.
BRI	Daniel, Murray	Supervisor	Administration	10/06/2015	0.20	\$72.00	Further review of David Whyte's affidavit regarding Controllership fees breakup and review of outstanding invoices in APS.

BRI	Daniel, Murray	Supervisor	Administration	12/06/2015	0.30	\$108.00	Review of invoices raised in APS against BDO Fee application.
BRI	Daniel, Murray	Supervisor	Administration	16/06/2015	0.30	\$108.00	Review invoice to be prepared for BDO Fee application against APS fees raised and prepare schedule.
BRI	Daniel, Murray	Supervisor	Administration	23/06/2015	0.20	\$72.00	Review BDO invoice and prepare email showing schedule of fees and outlays.
BRI	Daniel, Murray	Supervisor	Administration	06/07/2015	0.20	\$72.00	Review of query from Sarah Watson regarding GST coding for receipts and payments.
BRI	Daniel, Murray	Supervisor	Administration	13/10/2015	0.30	\$108.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015.
BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.10	\$28.00	prepare summary spread sheet for John Somerville in relation to review of BASs lodged by previous controllers
BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.50	\$140.00	review BAS lodgements by previous Controllers for period prior to appointment of David Whyte and Andrew Fielding, review work papers and make notes for same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/09/2015	0.10	\$28.00	filing

BRI	Kennedy, Nicola	Senior Accountant II	Administration	09/10/2015	0.10	\$28.00	scan and save correspondence from ATO in relation to Running Balance Account
BRI	Kennedy, Nicola	Senior Accountant II	Administration	14/10/2015	0.10	\$28.00	discussion with Sarah Cunningham in relation to reconciliation of village account and GST reporting for BAS
BRI	Kennedy, Nicola	Senior Accountant II	Administration	15/10/2015	0.20	\$56.00	review and amend 524 (ASIC receipts and payments account) prepared by Sarah Cunningham
BRI	Kennedy, Nicola	Senior Accountant II	Administration	20/10/2015	0.70	\$196.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 31 October 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	01/05/2015	0.30	\$67.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	01/05/2015	0.30	\$67.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Mayne, Julia	Accountant II	Administration	05/05/2015	0.20	\$39.00	Printing and collating documentation for David Whyte in relation to the sale of the village
BRI	Mayne, Julia	Accountant II	Administration	05/05/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015.

BRI	Mayne, Julia	Accountant II	Administration	12/05/2015	0.20	\$39.00	Prepare letter of to village management regarding settlement issues
BRI	Mayne, Julia	Accountant II	Administration	12/06/2015	0.10	\$19.50	Prepare letter to the former village manager regarding post settlement issues
BRI	Mayne, Julia	Accountant II	Administration	15/06/2015	0.10	\$19.50	Prepare and review payment for supplier invoice. Prepare file note
BRI	Mayne, Julia	Accountant II	Administration	09/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 31 October 2015
BRI	Mayne, Julia	Accountant II	Administration	01/05/2015	0.20	\$39.00	Prepare remuneration summary for the period 1 October - 17 April 2015 to accompany update report to investors
BRI	Brown, Samantha	Accountant II	Administration	13/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 31 October 2015.
BRI	Hattingh, Moira	Team Assistant	Administration	05/05/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	19/05/2015	0.20	\$16.00	Filing

BRI	Hattingh, Moira	Team Assistant	Administration	11/06/2015	0.30	\$24.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	14/07/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	04/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	20/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	28/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	03/09/2015	0.20	\$16.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	18/09/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	30/09/2015	0.20	\$16.00	Filing

BRI	Cunningham, Sarah	Team Assistant	Administration	03/07/2015	0.10	\$19.50	Reconciling account and organising receipts and payments listing for McGrath Nicol.
BRI	Cunningham, Sarah	Team Assistant	Administration	28/09/2015	0.10	\$19.50	Reconciling account to 524 period (ASIC receipts and payments)
BRI	Cunningham, Sarah	Team Assistant	Administration	12/10/2015	0.10	\$19.50	Reconciling account and supplying receipts and payments listing to McGrath Nicol.
BRI	Cunningham, Sarah	Team Assistant	Administration	12/10/2015	0.30	\$58.50	Drafting ASIC form 524 (receipts and payments account)
BRI	Cunningham, Sarah	Team Assistant	Administration	13/10/2015	0.10	\$19.50	Producing receipts and payments listing in excel for McGrath Nicol. May to August 2015.
BRI	Cunningham, Sarah	Team Assistant	Administration	14/10/2015	0.20	\$39.00	Drafting BAS calculations for the September 2015 quarter.
BRI	Cunningham, Sarah	Team Assistant	Administration	16/10/2015	0.40	\$78.00	Amending ASIC form 524 (receipts and payments account). Collating Remuneration and Outlay information. Entering into form 524.
BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Lodging ASIC form 524 (receipts and payments account)



BRI	Hicks, Damien	Consultant I	Administration	26/10/2015	0.40	\$90.00	Draft correspondence to the ATO regarding BAS. Review current outstanding statements on ATO portal.
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Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
BRI	Whyte, David	Partner	Assets	27/05/2015	0.10	\$56.00	reviewed/signed vacation of premises form in respect of transferring electricity accounts to purchaser
BRI	Somerville, John	Senior Manager	Assets	07/05/2015	0.30	\$132.00	Review of post settlement issues. Discussion with Sarah Cunningham and Nicola Kennedy regarding same. Email to our solicitors advising of outstanding post settlement issues
BRI	Somerville, John	Senior Manager	Assets	13/05/2015	0.10	\$44.00	Review of email from purchaser of village regarding resident debtors collected post settlement and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Assets	20/05/2015	0.20	\$88.00	Review of requirements to release the GST Retention Amount held in our solicitors trust account pursuant to the contract of sale. Email to our solicitors regarding same
BRI	Somerville, John	Senior Manager	Assets	21/05/2015	0.10	\$44.00	Call from our solicitors regarding release of GST Retention Amount as required under the contract of sale
BRI	Somerville, John	Senior Manager	Assets	22/05/2015	0.20	\$88.00	Review of email from our solicitors regarding the release of the GST Retention Amount. Review of GST private ruling and email to David Whyte regarding same

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BRI	Somerville, John	Senior Manager	Assets	25/05/2015	0.10	\$44.00	Email to our solicitors regarding the GST retention amount held under the contract of sale
BRI	Somerville, John	Senior Manager	Assets	01/09/2015	0.10	\$44.00	Review of requirements under contract of sale for purchaser to report on exiting residents to track ongoing liability and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Assets	18/09/2015	0.20	\$88.00	Review of list of residents for exit entitlement reporting requirements to monitor contingent liability and email to our solicitors regarding same
BRI	Simpson-Wade, Ashleigh	Supervisor	Assets	16/07/2015	0.10	\$36.00	Review and approve Julia Mayne's email regarding supplier account
BRI	Kennedy, Nicola	Senior Accountant II	Assets	04/06/2015	0.70	\$157.50	prepare journal entries for settlement statement to be entered into accounts, review settlement statement and figures to balance
BRI	Kennedy, Nicola	Senior Accountant II	Assets	21/08/2015	0.20	\$56.00	review email from John Somerville in relation to cash at bank balance, review provisions for expenses to be paid and consider amount to be transferred to higher interest account, prepare spread sheet and file notes for same
BRI	Mayne, Julia	Accountant II	Assets	28/07/2015	0.10	\$19.50	Review bank statements for previous 90 days. Send copies of statements to Dale Ludwig for reconciliation.

BRI	Whyte, David	Partner	Trade On	04/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	05/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	06/05/2015	0.10	\$56.00	reviewed declaration of wages for WorkCover
BRI	Whyte, David	Partner	Trade On	13/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	15/05/2015	0.30	\$168.00	reviewed GST private ruling determining supplies to residents are GST free
BRI	Whyte, David	Partner	Trade On	18/05/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	27/05/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	28/05/2015	0.10	\$56.00	meeting with purchaser/reviewed/executed transfer of food licence
BRI	Whyte, David	Partner	Trade On	03/06/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	05/06/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	12/06/2015	0.10	\$56.00	reviewed/executed trust account authority
BRI	Whyte, David	Partner	Trade On	16/06/2015	0.10	\$56.00	reviewed reconciliation of accounts for manager of village
BRI	Whyte, David	Partner	Trade On	16/06/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	17/06/2015	0.10	\$56.00	authorised payments

BRI	Whyte, David	Partner	Trade On	06/07/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	27/07/2015	0.10	\$56.00	reviewed/signed trust account authority regarding release of funds to resident
BRI	Whyte, David	Partner	Trade On	24/08/2015	0.10	\$56.00	authorised payments
BRI	Whyte, David	Partner	Trade On	25/08/2015	0.10	\$56.00	reviewed debtors reconciliation/other payments to purchaser/authorised payments
BRI	Whyte, David	Partner	Trade On	01/09/2015	0.10	\$56.00	reviewed letter to ATO regarding payments for outstanding BAS's/request for statements
BRI	Whyte, David	Partner	Trade On	09/10/2015	0.10	\$56.00	reviewed file note regarding outstanding issues to conclude the controllership/information to be provided to purchaser/controllership to be finalised upon receipt of deferred payment under contract of sale
BRI	Whyte, David	Partner	Trade On	26/10/2015	0.10	\$56.00	reviewed BAS

BRI	Whyte, David	Partner	Trade On	26/10/2015	0.10	\$56.00	reviewed letter to QBE Workers Compensation regarding declaration of wages/reviewed and signed declaration form
BRI	Whyte, David	Partner	Trade On	26/10/2015	0.10	\$56.00	reviewed ATO lodgement
Tax:Indirect (BRI Support)	Rafter, Leisa	Partner	Trade On	15/05/2015	1.00	\$560.00	Review of ATO's position in relation to the GST private ruling and discussion with Sam Alexander regarding same
Tax:Indirect (BRI Support)	Rafter, Leisa	Partner	Trade On	22/05/2015	0.30	\$168.00	Discussion with John Somerville regarding GST private ruling
BRI	Somerville, John	Senior Manager	Trade On	01/05/2015	0.10	\$44.00	Review of outstanding issues to finalise the controllership
BRI	Somerville, John	Senior Manager	Trade On	04/05/2015	0.40	\$176.00	Review of further information to support application to the ATO for a GST private ruling and email to Sam Alexander regarding same
BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Review of declaration of wages for WorkCover assessment

BRI	Somerville, John	Senior Manager	Trade On	05/05/2015	0.10	\$44.00	Meeting with Sarah Cunningham and Nicola Kennedy regarding completion of outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	06/05/2015	0.10	\$44.00	Discussion with Sam Alexander regarding status of application for an ATO private ruling for the treatment of GST on supplies to residents
BRI	Somerville, John	Senior Manager	Trade On	06/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding post settlement accounts payable to be addressed
BRI	Somerville, John	Senior Manager	Trade On	06/05/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding post settlement accounts payable and MYOB accounts issues
BRI	Somerville, John	Senior Manager	Trade On	11/05/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	11/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding finalisation of supplier accounts
BRI	Somerville, John	Senior Manager	Trade On	12/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding MYOB accounts issues



BRI	Somerville, John	Senior Manager	Trade On	15/05/2015	0.20	\$88.00	Review of ATO private ruling in relation to treatment of GST on supplies to residents
BRI	Somerville, John	Senior Manager	Trade On	18/05/2015	0.10	\$44.00	Review of email from buyer of village regarding post settlement issues. Instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	19/05/2015	0.10	\$44.00	Review of debtors collected post settlement of the sale of the village and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Review of payment requisitions and supporting documentation
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Review of letter to suppliers regarding finalisation of trading accounts for the controllership period
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding accounting for settlement proceeds from the sale of the village
BRI	Somerville, John	Senior Manager	Trade On	20/05/2015	0.20	\$88.00	Review of position with respect to outstanding business activity statements. Instructions to Nicola Kennedy regarding accounting for GST and completion of outstanding business activity statements

BRI	Somerville, John	Senior Manager	Trade On	21/05/2015	0.20	\$88.00	Review of accounting for settlement proceeds from the sale of the village and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	22/05/2015	0.10	\$44.00	Email to Leisa Rafter regarding the GST private ruling and GST Retention Amount under the contract of sale
BRI	Somerville, John	Senior Manager	Trade On	25/05/2015	0.10	\$44.00	Discussion with Sam Alexander regarding GST private ruling received from the ATO and the issues in relation to meals and laundry
BRI	Somerville, John	Senior Manager	Trade On	25/05/2015	0.10	\$44.00	Review of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	25/05/2015	0.10	\$44.00	Discussion with Leisa Rafter regarding GST private ruling and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Trade On	27/05/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding GST issues and finalising the MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	28/05/2015	0.10	\$44.00	Instructions to Julia Mayne regarding reconciling outstanding accounts payable

BRI	Somerville, John	Senior Manager	Trade On	28/05/2015	0.10	\$44.00	Instructions to Dale Ludwig regarding entries to be processed in the MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	01/06/2015	0.10	\$44.00	Review of debtors collected post settlement of the village and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	02/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	04/06/2015	0.10	\$44.00	Assisting Nicola Kennedy re journal entries in MYOB to account for the settlement proceeds from the sale of the village
BRI	Somerville, John	Senior Manager	Trade On	04/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	09/06/2015	0.10	\$44.00	Review of MYOB accounts and instructions to Nicola Kennedy re same
BRI	Somerville, John	Senior Manager	Trade On	09/06/2015	0.10	\$44.00	Review of status of outstanding business activity statement and instructions to Nicola Kennedy regarding same

BRI	Somerville, John	Senior Manager	Trade On	10/06/2015	0.10	\$44.00	Review and amendments to email to Origin re closure of account
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.10	\$44.00	Assist Nicola Kennedy with reconciliation of bank accounts
BRI	Somerville, John	Senior Manager	Trade On	11/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	12/06/2015	0.10	\$44.00	Review of trust account authority to release funds to resident (original cheque returned to solicitors), Instructions to Julia Mayne re same
BRI	Somerville, John	Senior Manager	Trade On	12/06/2015	0.10	\$44.00	Review and approval of cheque requisitions
BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable and discussion with Julia Mayne regarding same

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BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.20	\$88.00	Assisting Nicola Kennedy with MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	15/06/2015	0.10	\$44.00	Assisting Nicola Kennedy with adjustments required to MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review of queries from prior village manager regarding outstanding accounts and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.20	\$88.00	Review and reconciliation of outstanding accounts payable
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Email to the prior village manager regarding outstanding accounts
BRI	Somerville, John	Senior Manager	Trade On	16/06/2015	0.10	\$44.00	Review of correspondence from electricity provider regarding final accounts and instructions to Julia Mayne regarding same

BRI	Somerville, John	Senior Manager	Trade On	17/06/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding employee PAYG summaries
BRI	Somerville, John	Senior Manager	Trade On	18/06/2015	0.10	\$44.00	Review of outstanding accounts with prior village manager and discussion with Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	18/06/2015	0.10	\$44.00	Email to the prior village manager regarding a reconciliation of outstanding accounts and further documentation in respect to same
BRI	Somerville, John	Senior Manager	Trade On	19/06/2015	0.10	\$44.00	Review of business activity statements and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Review of employee PAYG summaries and instructions to Sarah Cunningham re same
BRI	Somerville, John	Senior Manager	Trade On	22/06/2015	0.10	\$44.00	Instructions to Julia Mayne regarding employee PAYG summaries
BRI	Somerville, John	Senior Manager	Trade On	23/06/2015	0.20	\$88.00	Review of outstanding issues to finalise controllership and email to David Whyte regarding same

BRI	Somerville, John	Senior Manager	Trade On	25/06/2015	0.20	\$88.00	Review of GST issues on sale of the village and instructions to Dale Ludwig regarding same
BRI	Somerville, John	Senior Manager	Trade On	26/06/2015	0.10	\$44.00	Review and approval of payment requisitions
BRI	Somerville, John	Senior Manager	Trade On	03/07/2015	0.10	\$44.00	Review of outstanding business activity statements and instructions to Julia Mayne and Sarah Cunningham regarding same
BRI	Somerville, John	Senior Manager	Trade On	06/07/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	06/07/2015	0.10	\$44.00	Review of reconciliation of payments outstanding to the former village manager. Email to the former village manager regarding same
BRI	Somerville, John	Senior Manager	Trade On	08/07/2015	0.10	\$44.00	Instructions to Julia Mayne regarding finalising accounts payable
BRI	Somerville, John	Senior Manager	Trade On	08/07/2015	0.10	\$44.00	Review of payment requisitions

BRI	Somerville, John	Senior Manager	Trade On	09/07/2015	0.20	\$88.00	Review of employee PAYG summaries. Instructions to Sarah Cunningham re same
BRI	Somerville, John	Senior Manager	Trade On	16/07/2015	0.20	\$88.00	Meeting with Dale Ludwig regarding finalising MYOB accounts
BRI	Somerville, John	Senior Manager	Trade On	20/07/2015	0.10	\$44.00	Review of payment requisitions and accounts payable. Instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Trade On	28/07/2015	0.10	\$44.00	Instructions to Sarah Cunningham regarding GST treatment on certain transactions
BRI	Somerville, John	Senior Manager	Trade On	29/07/2015	0.80	\$352.00	Review of business activity statements for the September, December 2014 and March, June 2015 quarters and supporting transaction reports and PAYG reports. Discussion with Sarah Cunningham regarding same
BRI	Somerville, John	Senior Manager	Trade On	06/08/2015	0.10	\$44.00	Instructions to Julia Mayne regarding workers compensation payouts
BRI	Somerville, John	Senior Manager	Trade On	11/08/2015	0.20	\$88.00	Review of workers compensation claim prior to settlement of the village and instructions to Julia Mayne regarding same



BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.30	\$132.00	Review of schedule of resident agreements entered into by LM to be provided to the purchaser of the village to report on exiting residents required to track the liability of the Fund
BRI	Somerville, John	Senior Manager	Trade On	13/08/2015	0.20	\$88.00	Review of matters to be finalised in relation to the village MYOB accounts, debtors, creditors and under the contract of sale and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	14/08/2015	0.10	\$44.00	Review of debtors collected post settlement and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	14/08/2015	0.10	\$44.00	Instructions to Julia Mayne regarding outstanding supplier accounts
BRI	Somerville, John	Senior Manager	Trade On	17/08/2015	0.10	\$44.00	Call from the purchaser of the village regarding post settlement issues
BRI	Somerville, John	Senior Manager	Trade On	19/08/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding post settlement finalisation issues with the accounts
BRI	Somerville, John	Senior Manager	Trade On	20/08/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding finalising and reconciling the MYOB accounts in preparation to handover to the purchaser of the village

BRI	Somerville, John	Senior Manager	Trade On	21/08/2015	0.10	\$44.00	Review of reconciliation of post settlement adjustments due to the purchaser
BRI	Somerville, John	Senior Manager	Trade On	24/08/2015	0.20	\$88.00	Review of reconciliation of amounts due to the purchaser of the village for debtors collected post settlement and supplier accounts for charges relating to pre-settlement period. Review and approval of payment requisition
BRI	Somerville, John	Senior Manager	Trade On	25/08/2015	0.30	\$132.00	Review of final MYOB accounts to be provided to the purchaser as required under the contract and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	31/08/2015	0.10	\$44.00	Review and amendments to the letter to the purchaser of the village regarding post settlement adjustments
BRI	Somerville, John	Senior Manager	Trade On	01/09/2015	0.30	\$132.00	Review of final MYOB accounts and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	08/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding business activity statement reviews
BRI	Somerville, John	Senior Manager	Trade On	15/09/2015	0.20	\$88.00	Review of MYOB file and reconciliation of debtors to be provided to the purchaser as required under the contract of sale. Discussion with Nicola Kennedy regarding same

BRI	Somerville, John	Senior Manager	Trade On	15/09/2015	0.20	\$88.00	Review of adjustments required to MYOB accounts and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	18/09/2015	0.30	\$132.00	Review of amendments required to the July to September 2014 quarter BAS and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	21/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding finalisation of MYOB accounts and providing to the purchaser to complete audit. Instructions regarding finalising other post settlement issues
BRI	Somerville, John	Senior Manager	Trade On	21/09/2015	0.10	\$44.00	Review of file note regarding amendments required to business activity statement for the controllership period
BRI	Somerville, John	Senior Manager	Trade On	08/10/2015	0.10	\$44.00	Review of requirements for insurance run-off cover following settlement of the village and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Trade On	09/10/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding amendments required to business activity statements
BRI	Somerville, John	Senior Manager	Trade On	14/10/2015	0.10	\$44.00	Discussion with Nicola Kennedy regarding MYOB files to be released to the purchaser. Discussion regarding other information to be released to the purchaser

BRI	Somerville, John	Senior Manager	Trade On	14/10/2015	0.10	\$44.00	review and amendments to letter to the Tweed Shire Council regarding rates and land tax notices
BRI	Somerville, John	Senior Manager	Trade On	15/10/2015	0.40	\$176.00	Review of amendments required to pre-appointment business activity statements to obtain a refund from the ATO and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	16/10/2015	0.10	\$44.00	Review of wages declaration for WorkCover and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Trade On	19/10/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding amendments required to business activity statements
BRI	Somerville, John	Senior Manager	Trade On	21/10/2015	0.50	\$220.00	Review of amendments to the pre-appointment business activity statements for the period April to September 2014 to enable a refund from the ATO
BRI	Somerville, John	Senior Manager	Trade On	23/10/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding outstanding business activity statements
BRI	Somerville, John	Senior Manager	Trade On	23/10/2015	0.10	\$44.00	Review of business activity statement for the September 2015 quarter

BRI	Somerville, John	Senior Manager	Trade On	23/10/2015	0.10	\$44.00	Review of letter to WorkCover regarding wages declaration for a pre-appointment period
BRI	Somerville, John	Senior Manager	Trade On	27/10/2015	0.10	\$44.00	Review of letter to the ATO regarding the September quarter BAS
BRI	Daniel, Murray	Supervisor	Trade On	14/07/2015	0.20	\$72.00	Reconciliation of payment listing schedule, review of Suncorp bank account for payments made and outstanding payments.
Tax:Indirect (BRI Support)	Alexander, Samuel	Supervisor	Trade On	06/05/2015	0.50	\$160.00	Follow up ATO regarding GST private ruling in relation to the supplies to residents
Tax:Indirect (BRI Support)	Alexander, Samuel	Supervisor	Trade On	06/05/2015	1.50	\$480.00	Provision of additional information to the ATO in relation to the GST private ruling for the treatment of supplies to residents
Tax:Indirect (BRI Support)	Alexander, Samuel	Supervisor	Trade On	14/05/2015	0.40	\$128.00	Discussion with ATO regarding GST private ruling
Tax:Indirect (BRI Support)	Alexander, Samuel	Supervisor	Trade On	22/05/2015	0.80	\$256.00	Prepare advice regarding the GST private ruling to our solicitors

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.10	\$22.50	log into bank account and reconcile payment listing spread sheet for payments released overnight
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.10	\$22.50	review and amend email prepared by Julia Mayne to village management
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.20	\$45.00	review and consider payment for utility invoice, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/05/2015	0.20	\$45.00	review and consider payment for unit reinstatement, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.10	\$22.50	print MYOB reports from Dale Ludwig
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.10	\$22.50	reconcile payment listing spreadsheet for payments sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.20	\$45.00	log into village MYOB file and generate reports for wages declaration for pre appointment and post appointment periods, print

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.50	\$112.50	review and consider workers compensation declaration of wages forms to complete, complete forms and discuss queries with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/05/2015	0.10	\$22.50	review email prepared by Julia Mayne to forward to Receivers and Managers and send
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.20	\$45.00	meeting with Sarah Cunningham, Daniel Tipman and John Somerville regarding BAS completion and tasks to complete, collate documentation emailed by Joanne Garcia in preparation for meeting
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments forwarded to Secured Creditor
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.20	\$45.00	review email from Dale Ludwig with spread sheet attached for utility accounts, collate all accounts into one spread sheet and email to John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.10	\$22.50	review payments forwarded to Custodian by Secured Creditor, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/05/2015	0.10	\$22.50	scan and save payment to file, enter into table to email to Receivers and Managers

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.20	\$45.00	review and amend 2 x emails prepared by Julia Mayne in relation to cancellation of WorkCover policy
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	07/05/2015	0.10	\$22.50	discuss with Julia Mayne workers compensation forms to be sent and explain process
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.40	\$90.00	review and consider payment for superannuation for employees up until settlement, prepare file note re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/05/2015	0.10	\$22.50	review previous payment for superannuation, consider and make comment on file note for current superannuation payment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/05/2015	0.10	\$22.50	discuss queries regarding superannuation payments with Sarah Cunningham and John Somerville, email village management re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/05/2015	0.20	\$45.00	scan and email payments to Receivers and Managers, save to file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/05/2015	0.10	\$22.50	review payments sent to Secured Creditor for authorisation, update payment listing spread sheet for same



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/05/2015	0.10	\$22.50	reconcile payment listing spread sheet for payments forwarded to Custodian to be released
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.10	\$22.50	review and amend reminder letter to suppliers to finalise and close accounts in the name of the village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/05/2015	0.20	\$45.00	discuss amendment to final supplier correspondence and review file to obtain initial controller appointment date to ensure all accounts are finalised
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.10	\$22.50	email Dale Ludwig to obtain a list of debtor receipts post settlement for each village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.10	\$22.50	review initial appointment date of controllers for each village and update supplier letters to include same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.30	\$67.50	review bank account balances for village and controllership amounts, prepare spread sheet with provision for future expenses to determine amount to be transferred to high interest account, email John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/05/2015	0.20	\$45.00	review email from John Somerville regarding update to provision for expenses to transfer money to high interest account, prepare transfer request to be processed, collate supporting documentation

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.40	\$90.00	review and consider payment for 2 x legal fee invoices, prepare file note for same and review and attach previous payments to confirm payments are appropriate to pay
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/05/2015	0.50	\$112.50	prepare journal entries to record sale of property, discuss interest queries, review amount received in bank statement, review GST allocation and rates allocation for journals with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/05/2015	0.20	\$45.00	review insurance refund and scan and save correspondence to file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/05/2015	0.10	\$22.50	review and amend email prepared by Julia Mayne in relation to insurance refund
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/05/2015	0.20	\$45.00	review bank account for amount paid from controllership, email Sarah Cunningham copy of the payment request and bank statement to confirm whether the payment was made from the correct account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/05/2015	0.20	\$45.00	review email from Sarah Cunningham in relation to the payment released , email Custodian with payment to be released, attach relevant documentation with authorised payment to support
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/05/2015	0.10	\$22.50	review email prepared by Julia Mayne and discuss obtaining a statement of account for payment to be made

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/05/2015	0.10	\$22.50	scan and save scheme operator top up request and email to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/05/2015	0.10	\$22.50	email to Dale Ludwig regarding village MYOB accounts and debtor receipts to be finalised
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/05/2015	0.10	\$22.50	review email from supplier in relation to outstanding invoice, email Julia Mayne for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.20	\$45.00	discussion with Sarah Cunningham and John Somerville in relation to BAS process to prepare lodgements
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.10	\$22.50	review payments scanned and saved by Samantha Brown to ensure relevant documents attached and amounts correct, email to Receivers and Managers to authorise
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/05/2015	0.20	\$45.00	assist Julia Mayne with queries regarding debtor receipts, prepare email to village management in relation to allocation
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/06/2015	0.20	\$45.00	review MYOB files reconciled and sent through by Dale Ludwig, review debtor receipts for village and controllership accounts, print and collate and email John Somerville an update in relation to same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/06/2015	0.10	\$22.50	review settlement statement and figures to journal in MYOB
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	03/06/2015	0.20	\$45.00	review utility invoice and email from Sarah Cunningham, respond re payment to be made by purchasers and discuss closure of accounts with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	04/06/2015	0.10	\$22.50	review email from village management in relation to deposits received into bank account, email Dale Ludwig, Julia Mayne and Sarah Cunningham to ascertain whether response has been provided with details of receipt
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	05/06/2015	0.10	\$22.50	review email from Receivers and Managers to Secured Creditor in relation to payments to authorise, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.10	\$22.50	review email from Sarah Cunningham with utility account invoice and email Julia Mayne to advise of status
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/06/2015	0.10	\$22.50	prepare email to Receivers and Managers with payments attached, create zip folder to size of file and update payment listing spread sheet to reflect status
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.10	\$22.50	review and amend detailed email prepared by Julia Mayne to utility service provider to finalise account closure, review documents attached

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.30	\$67.50	review of settlement journals to enter into accounts with John Somerville, review breakdown of adjustments to be entered
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.10	\$22.50	review email from Dale Ludwig in relation to deposits in account, obtain bank statements from Nicole Flashman
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/06/2015	0.20	\$45.00	adjust journal entries for settlement figures to be entered into MYOB accounts, review chart of accounts for correct codes to allocate journals to
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/06/2015	0.10	\$22.50	finalise spread sheet of journal entries to record sale of retirement village for Dale Ludwig and John Somerville, prepare email in relation to same and reconciling Scheme Operator accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.30	\$67.50	review journal entries recorded by Dale Ludwig and accounts coded for journals re sale of retirement village. make notes for amendments to journals and discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.20	\$45.00	emails with Dale Ludwig regarding reconciliation of bank accounts, obtain bank statements, scan and email same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	review receipts and payments collated by Dale Ludwig since appointment as Controllers, prepare email to Receivers and Managers with same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/06/2015	0.10	\$22.50	review 2 x emails prepared by Julia Mayne to village management
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/06/2015	0.10	\$22.50	review receipts and payments forwarded from Receiver and Manager to Secured Creditor, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/06/2015	0.10	\$22.50	review email prepared by Julia Mayne in relation to closure of utility accounts, provide contact for email
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.10	\$22.50	review payments sent to Receivers and Managers and released from bank account, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/06/2015	0.20	\$45.00	review email from former controllers in relation to BAS lodgements, prepare draft response
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/08/2015	0.10	\$28.00	log into bank account and update payment listing spread sheet to reflect payments released from account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	11/08/2015	0.20	\$56.00	review emails from Julia Mayne in relation to workers compensation refunds, email John Somerville for same and respond

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor, email Sarah Cunningham re uploading payments for release by Custodian
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/08/2015	0.40	\$112.00	review BAS lodgements and prepare correspondence to ATO with payment details for GST, review figures and discuss with Sarah Cunningham and John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.20	\$56.00	review email from John Somerville re outstanding tasks for sale of village, email Dale Ludwig with queries to confirm in respect of the accounts, request reports to be exported into excel
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/08/2015	0.70	\$196.00	review email from John Somerville in relation to reconciliation of debtors and reports for same. Review reports for 2 x bank accounts and reconcile debtors received post appointment, prepare a summary spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	17/08/2015	0.10	\$28.00	email former Controllers to obtain work papers regarding BAS lodgements
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.40	\$112.00	prepare debtor summary to provide to purchaser, export debtor receipts report from MYOB file, email to Dale Ludwig re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/08/2015	0.10	\$28.00	emails with Dale Ludwig in relation to allocating payments to accounts and trade creditor reports, email John Somerville and respond to Dale Ludwig

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/08/2015	0.40	\$112.00	review reconciliation prepared by Julia Mayne in respect of funds owed to purchaser for utility bills
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.30	\$84.00	prepare file notes for amounts to be paid to purchaser in respect of debtors collected post settlement and adjustments, calculate total to be paid and summarise for Sarah Cunningham
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.20	\$56.00	update BAS lodgement correspondence to ATO and include request for BASs to be issued, collate BASs to post
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/08/2015	0.20	\$56.00	log into MYOB accounts and generate bank register reports for Murray Daniel, save and email same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/08/2015	0.10	\$28.00	prepare follow up email to previous Controllers to obtain work papers for BASs lodged during their appointment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/08/2015	0.10	\$28.00	review payment transfer prepared by Sarah Cunningham and confirm account details are correct
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	0.20	\$56.00	scan, save, file and prepare email to Receivers and Managers re payment for authorisation, update payment listing spread sheet for same



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	25/08/2015	0.10	\$28.00	review of balance sheets from MYOB with John Somerville, discuss adjustments to be made
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/08/2015	0.10	\$28.00	review email prepared by Julia Mayne in relation to payment to supplier
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/08/2015	0.10	\$28.00	discussion with John Somerville regarding closure of village accounts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/08/2015	0.10	\$28.00	log into bank account and reconcile payment listing spread sheet to reflect payments released
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	31/08/2015	0.40	\$112.00	prepare letter to purchaser with a breakdown of amount to be paid into their bank account for post settlement debtor receipts and reimbursements to be made by each party, edit formatting of tables, ensure calculations are correct
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.10	\$28.00	amend correspondence to purchaser in relation to post settlement adjustments and debtor receipts
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/09/2015	0.10	\$28.00	arrange for correspondence to be faxed regarding BAS Lodgements, collate information for same and discuss with Julia Mayne

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/09/2015	0.10	\$28.00	review status of BAS's for Controllers prior to David Whyte and Andrew Fielding's appointment, email John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/09/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/09/2015	0.30	\$84.00	review BAS periods for which work papers on GST details are required, log into MYOB village file and generate reports for same, print and collate
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	10/09/2015	0.20	\$56.00	log into MYOB file for scheme operator to obtain GST detail reports for the period April to September 2014, generate reports, print reports generated, review error message for reports failing to generate
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/09/2015	0.10	\$28.00	review email from Receivers and Managers in relation to payments to be reloaded, email Sarah Cunningham for same and review uploads to ensure all included, confirm with Receivers and Managers payments awaiting release
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/09/2015	0.10	\$28.00	email to purchaser with post settlement reconciliation attached
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/09/2015	0.50	\$140.00	review debtor line item in balance sheet, discuss with John Somerville, calculated expected balance from settlement statement and debtor receipts post settlement, note adjustments on balance sheet to be made

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/09/2015	0.10	\$28.00	review payments released from bank account, update payment listing spread sheet for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/09/2015	0.20	\$56.00	copy previous MYOB files and save to file, open in MYOB and generate work papers for March and April 2015 BASs
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/09/2015	0.50	\$140.00	log into village MYOB file, export balance sheet to excel, print settlement statement and debtors ledgers at settlement, review line items of accounts and note adjustments to be made
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.30	\$84.00	log into MYOB file, re print GST reports from MYOB for two months on cash basis, collate same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.20	\$56.00	log into MYOB file and print accrual reports for March and April 2015
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/09/2015	0.40	\$112.00	log into MYOB file and print accrual reports for March and April 2015
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	17/09/2015	0.20	\$56.00	review balance sheet from Dale Ludwig, email back regarding queries and adjustments required

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	17/09/2015	0.20	\$56.00	review journal adjustments made by Dale Ludwig for village file in MYOB, email to John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	18/09/2015	0.30	\$84.00	emails and meeting with Damien Hicks in relation to amendments to BASs to be made, discussion with John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.30	\$84.00	prepare file note for review by David Whyte in relation to BAS amendments required to BASs lodged by former Controllers to obtain refund
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.20	\$56.00	emails with Damien Hicks in relation to BASs on ATO portal, send copies of BASs on file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/09/2015	0.10	\$28.00	attach balance sheet for village MYOB account and email John Somerville in relation to providing files to purchaser
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/09/2015	0.10	\$28.00	log into bank account to confirm whether account has been closed for village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/09/2015	0.40	\$112.00	review procedure to close bank account and prepare correspondence to bank and complete instructions form for same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/09/2015	0.10	\$28.00	prepare file note in relation to finalisation of tasks post sale of retirement village
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	24/09/2015	0.20	\$56.00	scan, save and email correspondence to the NAB in relation to closure of the village account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	28/09/2015	0.10	\$28.00	review email from Sarah Cunningham and review file to complete details to include in ASIC form 524
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/09/2015	0.30	\$84.00	review queries from Dale Ludwig in relation to reconciliation of accounts, review refunds received and payments to purchaser and documentation to support same, respond to email
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	review email from Dale Ludwig in relation to journals for controllership accounts, discuss with John Somerville and respond to same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	collate annexures for file note in relation to finalisation of village files, obtain emails and print supporting documents from file, mark up annexures for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	review email from purchaser in relation to reconciliation and accounts to be provided, prepare response email and send to John Somerville for review

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/09/2015	0.10	\$28.00	emails with Dale Ludwig in relation to reconciliation of controllership account queries
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	01/10/2015	0.10	\$28.00	review form to close bank accounts for villages, look up BSB for branch details and discuss with Julia Mayne
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	02/10/2015	0.30	\$84.00	generate 2 x loan balance reports in LM Database, print and collate for ASIC form 524 (receipts and payments account) for the balance at the date of the 524 account and the balance owing on appointment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/10/2015	0.10	\$28.00	review correspondence from WorkCover re declaration of pre appointment wages, discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	06/10/2015	0.10	\$28.00	review correspondence from WorkCover and confirm whether controllers were appointed over relevant period to declare wages
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.10	\$28.00	review boxes of records with Dale Ludwig relating to the village, prepare box listing of documents to archive same, email Dale Ludwig in relation to entering the details of the contents into the boxes for archiving
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.30	\$84.00	review email from John Somerville in relation to WorkCover declaration, log into MYOB file and generate 2 x payroll reports and print

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.70	\$196.00	review files obtained from former staff member of village, log into MYOB file for village and scheme operator, generate payroll reports, discuss with John Somerville, review WorkCover form and complete same, email John Somerville example of wages paid
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	08/10/2015	0.10	\$28.00	review box listings prepared by Dale Ludwig and respond to email in relation to same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.40	\$112.00	review work papers obtained from MYOB for March 2014 BAS lodged by former Controllers, prepare calculations for amendments and discuss with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.20	\$56.00	discussion with John Somerville in relation to declaration of wages for financial year ended 30 June 2012, review payroll report
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.20	\$56.00	prepare correspondence in relation to amendment of BASs
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.40	\$112.00	log into MYOB account, print payroll report, click through files to obtain employee start and end dates for employment, export report and print same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.30	\$84.00	prepare spread sheet detailing amounts to be recorded on sections A1 and G3 of 3 x BASs, print and collate

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	09/10/2015	0.10	\$28.00	prepare email to Damien Hicks in relation to BAS lodgements to be amended
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.20	\$56.00	emails with Dale Ludwig in relation to MYOB files, download from share file, save to file, generate balance sheet to confirm ok to send to purchaser, attach to email
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	12/10/2015	0.20	\$56.00	review email from Sarah Cunningham with queries for receipts in the bank account, confirm with Dale Ludwig to reconcile accounts and provide supporting documentation for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.40	\$112.00	prepare file note with amendments for Damien Hicks to lodge on ATO portal for September 2014 BAS prepared by previous Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.40	\$112.00	prepare file note with amendments for Damien Hicks to lodge on ATO portal for July 2014 BAS prepared by previous Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.40	\$112.00	prepare file note with amendments for Damien Hicks to lodge on ATO portal for June 2014 BAS prepared by previous Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.40	\$112.00	prepare file note with amendments for Damien Hicks to lodge on ATO portal for August 2014 BAS prepared by previous Controllers



BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.40	\$112.00	prepare file note with amendments for Damien Hicks to lodge on ATO portal for May 2014 BAS prepared by previous Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.40	\$112.00	prepare file note with amendments for Damien Hicks to lodge on ATO portal for April 2014 BAS prepared by previous Controllers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	13/10/2015	0.50	\$140.00	prepare file note with amendments for Damien Hicks to lodge on ATO portal for March 2014 BAS prepared by previous Controllers, consider GST recorded on purchases due to large discrepancy, review MYOB reports
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.50	\$140.00	prepare breakdown of business sale adjustments for ASIC form 524 (receipts and payments account)
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.20	\$56.00	discussion with John Somerville in relation to GST reporting obligation in respect to proceeds from the sale of the village.
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	14/10/2015	0.20	\$56.00	compress MYOB file to zip folder and amend email to purchaser
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	15/10/2015	0.50	\$140.00	update receipts and payments for ASIC form 524 (receipts and payments account) with settlement figures, email Sarah Cunningham re same

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/10/2015	0.20	\$56.00	assist Sarah Cunningham with queries regarding ASIC form 524 receipts and payments, discuss GST portion held in trust
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	16/10/2015	0.60	\$168.00	generate payroll reports from multiple MYOB village files saved to file, review declaration of wages form and complete
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.50	\$140.00	amend ASIC form 524 (receipts and payments account) and calculate the loan balance at date of appointment, prepare work paper for same and update receipts and payments annexure and remuneration figures
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.40	\$112.00	review form 524 (receipts and payments account) prepared by Sarah Cunningham, calculate remuneration and amount owing at date of account
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.40	\$112.00	phone call with ATO in relation to issuing of BASs and system error, discuss manual lodgement of BASs and email John Somerville re same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.10	\$28.00	amend loan balance on ASIC form 524 (receipts and payments account) to remove proceeds from settlement due to double counting, collate for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.20	\$56.00	review work papers for BAS lodgements, email Damien Hicks to confirm whether BASs have to be lodged monthly on ATO portal

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.20	\$56.00	emails with Sarah Cunningham regarding setting up the ATO portal for the appointment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.20	\$56.00	obtain bank reconciliation for ASIC form 524 (receipts and payments account) and collate for review
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	20/10/2015	0.10	\$28.00	review emails and obtain balance of account that was closed for the village in September for Murray Daniel
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/10/2015	0.30	\$84.00	review and consider BAS for September quarter, discuss reporting basis with John Somerville
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/10/2015	0.10	\$28.00	review and amend email prepared by Julia Mayne in relation to rates notices
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	21/10/2015	0.90	\$252.00	amend BAS lodgements to be submitted in ATO portal after review by John Somerville, prepare work paper for Damien Hicks
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/10/2015	0.20	\$56.00	phone call with council in relation to sale of village, discuss correspondence sent

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	22/10/2015	0.20	\$56.00	review and consider BAS for September quarter and email Dale Ludwig regarding a query for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.20	\$56.00	review and consider payment to ATO for September quarter BAS, prepare file note for same
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.30	\$84.00	prepare letter to QBE in relation to declaration of wages for pre appointment period
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.50	\$140.00	update work papers in excel for BAS lodgement for September 2015 quarter, review GST to be claimed in respect of reconciliation of utility accounts between purchaser and BDO
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	23/10/2015	0.10	\$28.00	emails with Sarah Cunningham and John Somerville in relation to setting up the company on the tax portal
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	26/10/2015	0.50	\$140.00	complete BAS for the September 2015 quarter, photocopy for file, collate, prepare letter to ATO in relation to lodgements, scan and email payment to Receivers and Managers, save to file
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/10/2015	0.20	\$56.00	email to Dermot O'Brien in relation to ATO creating a CAC for appointment and lodgement of BASs, provide previous correspondence as attachment

BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/10/2015	0.10	\$28.00	update payment listing spread sheet for payments released and sent to Receivers and Managers
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	27/10/2015	0.10	\$28.00	confirm CAC required to be allocated by ATO with Sarah Cunningham to set up tax portal for company, discuss phone call between ATO with Julia Mayne
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/10/2015	0.10	\$28.00	review correspondence from council and email to John Somerville to confirm whether to forward to purchaser
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	29/10/2015	0.20	\$56.00	emails with Julia Mayne and John Somerville in relation to council notices, confirmed advice of settlement previously provided
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	30/10/2015	0.10	\$28.00	update payment listing spread sheet for payments sent to Secured Creditor
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.40	\$78.00	Reading and responding to various emails from village management, Dale Ludwig and Sarah Cunningham in relation to specific supplier invoice payment details
BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.30	\$58.50	Review electronic and physical files to ascertain if specific outstanding supplier invoices have been paid.

BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.40	\$78.00	Scan, save and file outstanding payments. Email details of each payment to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	04/05/2015	0.20	\$39.00	Scan, save and file outstanding payments. Email details of each payment to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	05/05/2015	0.30	\$58.50	Prepare and review 3 x payments to suppliers. Prepare file notes for each payment
BRI	Mayne, Julia	Accountant II	Trade On	05/05/2015	0.10	\$19.50	Scan, save and file outstanding payments. Email details of each payment to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	06/05/2015	0.80	\$156.00	Print, collate, review and prepare payment for approx. 10 supplier payments. Email details to Dale Ludwig to enter through MYOB. Prepare file notes for each payment. Create and upload ABA file for payment
BRI	Mayne, Julia	Accountant II	Trade On	07/05/2015	0.20	\$39.00	Locate and collate invoices for payment. Mail cheque
BRI	Mayne, Julia	Accountant II	Trade On	07/05/2015	0.20	\$39.00	Final review on approx. 5 x outstanding supplier payments. Compare payment amount and method to previous payment

BRI	Mayne, Julia	Accountant II	Trade On	11/05/2015	0.30	\$58.50	Review and prepare payment for 2 x supplier invoices. Prepare file notes for each invoice
BRI	Mayne, Julia	Accountant II	Trade On	15/05/2015	0.20	\$39.00	Phone call to insurance company regarding workers compensation insurance
BRI	Mayne, Julia	Accountant II	Trade On	15/05/2015	0.20	\$39.00	process supplier payment
BRI	Mayne, Julia	Accountant II	Trade On	18/05/2015	0.40	\$78.00	Phone supplier to confirm payment information. Process outstanding invoice
BRI	Mayne, Julia	Accountant II	Trade On	18/05/2015	0.20	\$39.00	Review and process 2 x supplier invoices
BRI	Mayne, Julia	Accountant II	Trade On	20/05/2015	0.20	\$39.00	Phone calls to purchaser of village regarding the transfer of an account
BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.50	\$97.50	prepare letter to suppliers re settlement. Prepare approx. 98 copies of the letter to be sent

BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.40	\$78.00	Phone call to supplier re payment of invoice. Email bank account details for refund
BRI	Mayne, Julia	Accountant II	Trade On	22/05/2015	0.30	\$58.50	Email bank account details to insurance company to ascertain if refund owing can be paid via EFT transfer instead of cheque
BRI	Mayne, Julia	Accountant II	Trade On	25/05/2015	0.20	\$39.00	Email to John Somerville providing update regarding issues with supplier invoice.
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.30	\$58.50	prepare and review 2 x payments to suppliers. Prepare file note for payments
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.30	\$58.50	Prepare and review payment for 3 x outstanding supplier invoices. Prepare file note for each invoice
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.30	\$58.50	Phone call to utilities provider to enquire about process for cancellation of account following sale of retirement village. Complete relevant cancellation forms and locate supporting documentation.
BRI	Mayne, Julia	Accountant II	Trade On	27/05/2015	0.20	\$39.00	Read correspondence from insurance provider advising of an outstanding amount on the account. Email to insurance provider to request copy of invoice for payment



BRI	Mayne, Julia	Accountant II	Trade On	28/05/2015	0.20	\$39.00	Check bank account to ascertain if supplier invoice has been paid
BRI	Mayne, Julia	Accountant II	Trade On	28/05/2015	0.50	\$97.50	Review discrepancy between amount we have paid for insurance and amount insurance company have recorded on their invoice. Discussions with Sarah Cunningham and review of all email correspondence sent from insurance company regarding payment of instalments
BRI	Mayne, Julia	Accountant II	Trade On	28/05/2015	0.90	\$175.50	Review discrepancy re outstanding amount owed to insurance company. Review all MYOB payments to insurance provider for past 12 months. Compare each payment recorded in MYOB against payments recorded in correspondence from insurance provider. Document differences
BRI	Mayne, Julia	Accountant II	Trade On	28/05/2015	0.40	\$78.00	Prepare and review payment for insurance. Review previous payment information from MYOB. Prepare file note for payment. Prepare payment and print documents for David Whyte's approval.
BRI	Mayne, Julia	Accountant II	Trade On	28/05/2015	0.40	\$78.00	Prepare and review payment of invoice. Check bank account and files to ensure invoice has not been previously paid. Email details to Dale Ludwig to process through MYOB. Prepare file note
BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.10	\$19.50	Prepare and review payment of supplier invoice. Prepare file note
BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.20	\$39.00	Review of email sent from Dale Ludwig regarding unknown deposits. Review of bank account to locate date and amount of unknown deposit. Email details to Nicola Kennedy to send to village management for further details.

BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	1.00	\$195.00	Review of disputed village invoices. Review previous email correspondence, electronic files, copies of invoices and various payment listing spreadsheets to ascertain if invoices had been paid, date paid or determine reason they were unpaid.
BRI	Mayne, Julia	Accountant II	Trade On	29/05/2015	0.10	\$19.50	Email village management to obtain copies of outstanding invoices to reconcile against our records and ascertain amount outstanding
BRI	Mayne, Julia	Accountant II	Trade On	02/06/2015	0.20	\$39.00	Prepare and review payment for 1 x supplier invoice. Prepare file note
BRI	Mayne, Julia	Accountant II	Trade On	02/06/2015	0.10	\$19.50	Emails to village management, purchaser and Nicola Kennedy regarding transfer of utilities account and copies of unpaid invoices
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.30	\$58.50	Phone calls to utilities supplier and village management and emails to village management regarding closure of existing account and transfer of account name
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.70	\$136.50	Review of 5 disputed village invoices. Review previous email correspondence, electronic files, copies of invoices and various payment listing spreadsheets to ascertain if invoices had been paid, date paid or determine reason they were unpaid.
BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.60	\$117.00	Review of 4 disputed village invoices. Review previous email correspondence, electronic files, copies of invoices and various payment listing spreadsheets to ascertain if invoices had been paid, date paid or determine reason they were unpaid.

BRI	Mayne, Julia	Accountant II	Trade On	04/06/2015	0.10	\$19.50	Email Dale Ludwig details of disputed invoices to ascertain if they have been entered into MYOB
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.10	\$19.50	Discussions with Dale Ludwig and review of physical files to locate outstanding invoices.
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.80	\$156.00	Review of 9 x disputed invoices. Discussions with Dale Ludwig, review of all physical files, review of multiple emails from Dale Ludwig and village management regarding invoices, amount paid and amounts outstanding.
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.30	\$58.50	Review disputed payments and prepare spreadsheet of payment amounts, dates, outstanding amounts, credits to be applied and amount to be paid
BRI	Mayne, Julia	Accountant II	Trade On	05/06/2015	0.30	\$58.50	Review letters sent to suppliers, emails to utilities providers and emails to village management regarding settlement and requesting account closure. Prepare email to utilities provider requesting closure of account and final bill
BRI	Mayne, Julia	Accountant II	Trade On	10/06/2015	0.30	\$58.50	Email utilities supplier to arrange for accounts to be closed and transferred into name of purchaser. Review correspondence sent to utilities provider on 15 April and 20 May. Review emails from purchaser to utilities provider.
BRI	Mayne, Julia	Accountant II	Trade On	11/06/2015	0.30	\$58.50	Review of 3 x outstanding invoices. Review of bank accounts to ascertain if payments were made

BRI	Mayne, Julia	Accountant II	Trade On	12/06/2015	0.50	\$97.50	Prepare and review 3 x payments to suppliers. Review previous payments to confirm payment method and account details, prepare payments in bank account
BRI	Mayne, Julia	Accountant II	Trade On	15/06/2015	0.30	\$58.50	Collating and review of disputed invoices. Review electronic files and discussions with Dale Ludwig regarding dates and amounts paid for each invoice
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.10	\$19.50	Review previous correspondence sent to utilities company regarding account closure. Draft follow up email.
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.20	\$39.00	Review recent supplier payments and email details to village management
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.20	\$39.00	Review of correspondence sent from Dale Ludwig regarding unpaid invoices
BRI	Mayne, Julia	Accountant II	Trade On	16/06/2015	0.20	\$39.00	Phone call to ATO regarding creation of new CAC number for the controllers appointment
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.30	\$58.50	Review details of disputed invoice. Review electronic files to locate invoice. Email Dale Ludwig details

BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.30	\$58.50	Phone call to utilities supplier to close accounts. Provide details of each of the 32 accounts held in the name of the Village
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.20	\$39.00	Phone call to village management regarding closure of utilities account. Prepare spreadsheet detailing each account that has been closed and dates of final bill. Email information to John Somerville and village management
BRI	Mayne, Julia	Accountant II	Trade On	17/06/2015	0.10	\$19.50	Review approved 1 x payments. Scan, save and email to Nicola Kennedy for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.10	\$19.50	Email to village management regarding transfer of account name
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.50	\$97.50	Review of disputed invoices. Review of all electronic file notes and email correspondence to Dale Ludwig. Review bank account to ascertain if payment was made. Email confirmation of payment
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.70	\$136.50	Review of disputed invoices. Review of email correspondence sent from village management and Dale Ludwig. Review of all electronic files to locate invoice and payment date. Review bank statement to ascertain payment date/account/amount. Prepare summary
BRI	Mayne, Julia	Accountant II	Trade On	18/06/2015	0.10	\$19.50	Phone call to purchaser of village regarding utilities account

BRI	Mayne, Julia	Accountant II	Trade On	22/06/2015	0.30	\$58.50	Review and email bank statements to Dale Ludwig. Email Nicole Flashman and Ashley Richardson regarding details of payment on statement.
BRI	Mayne, Julia	Accountant II	Trade On	24/06/2015	0.20	\$39.00	Phone call to ATO regarding creation of new CAC number for controllers appointment
BRI	Mayne, Julia	Accountant II	Trade On	30/06/2015	0.30	\$58.50	Phone call to ATO regarding creation of new CAC number for controllers appointment
BRI	Mayne, Julia	Accountant II	Trade On	01/07/2015	0.20	\$39.00	Review and process 2 x payments for suppliers. Prepare file notes.
BRI	Mayne, Julia	Accountant II	Trade On	01/07/2015	0.30	\$58.50	Review invoices sent from supplier. Review correspondence from Dale Ludwig, Email details of invoices for payment.
BRI	Mayne, Julia	Accountant II	Trade On	07/07/2015	0.20	\$39.00	Phone call to ATO regarding creation of new CAC number for controllers appointment
BRI	Mayne, Julia	Accountant II	Trade On	07/07/2015	0.20	\$39.00	Review payments approved by David Whyte for payment. Email details to Murray Daniel for receiver and managers approval. Review bank account for processed payments and update payment listing spreadsheet.

BRI	Mayne, Julia	Accountant II	Trade On	08/07/2015	0.70	\$136.50	Review 16 x supplier invoices. Review bank account, file notes and previously paid invoices to ascertain if paid. Email details of each to Dale Ludwig for payment
BRI	Mayne, Julia	Accountant II	Trade On	09/07/2015	0.20	\$39.00	Review 1x invoice and compare to reconciliation to ascertain outstanding amounts. Email details of invoices to Dale Ludwig to process through MYOB
BRI	Mayne, Julia	Accountant II	Trade On	09/07/2015	0.10	\$19.50	Prepare and review payments for supplier. Prepare file note
BRI	Mayne, Julia	Accountant II	Trade On	10/07/2015	0.20	\$39.00	Review cheque to be sent to supplier for payment of invoice. Review invoice details and compare to cheque. Print, collate and post
BRI	Mayne, Julia	Accountant II	Trade On	14/07/2015	0.50	\$97.50	Review outstanding amount on utilities supplier statement. Read correspondence from Dale Ludwig and Sarah Cunningham and call utilities supplier for invoice details
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.10	\$19.50	Review 1 x approved payments from David Whyte. Scan, save, file payments. Email details to Murray Daniel for Receiver and Managers approval
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.50	\$97.50	Review email to utilities supplier regarding purported outstanding invoices. Review invoices sent and correspondence from Dale Ludwig. Prepare summary

BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.60	\$117.00	Review email correspondence, electronic and physical files to ascertain why approval for supplier payment was not given. Email details to John Somerville, Sarah Cunningham and Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.40	\$78.00	Phone call and email to village management regarding payment of disputed invoice
BRI	Mayne, Julia	Accountant II	Trade On	16/07/2015	0.20	\$39.00	Emails to Dale Ludwig with details of multiple utilities bills for payment
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.30	\$58.50	Review files to locate PAYG summaries for employees. Review information for specific employee. Arrange for address to be updated and reissue
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.20	\$39.00	phone call to supplier regarding payment of outstanding invoice and obtaining purchase order
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.20	\$39.00	Review email correspondence from Dale Ludwig regarding utilities invoices to be paid for period after settlement. Locate, collate and print invoices. Phone call to utilities supplier to locate missing invoices
BRI	Mayne, Julia	Accountant II	Trade On	21/07/2015	0.30	\$58.50	Review electronic and physical files for copies of all invoices issued from supplier after settlement date. Collate, scan and save all invoices for reconciliation



BRI	Mayne, Julia	Accountant II	Trade On	22/07/2015	0.20	\$39.00	Review outstanding utilities invoices sent from Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	22/07/2015	0.10	\$19.50	Print and collate PAYG summary for village employees
BRI	Mayne, Julia	Accountant II	Trade On	23/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet
BRI	Mayne, Julia	Accountant II	Trade On	24/07/2015	0.20	\$39.00	Phone call to utilities supplier regarding invoices post settlement date
BRI	Mayne, Julia	Accountant II	Trade On	27/07/2015	0.10	\$19.50	Review email from village management regarding village employee PAYG summary. Phone call to village management regarding the same
BRI	Mayne, Julia	Accountant II	Trade On	27/07/2015	0.30	\$58.50	Phone call to ATO regarding creation of new CAC number for controllers appointment
BRI	Mayne, Julia	Accountant II	Trade On	27/07/2015	0.10	\$19.50	Email Dale Ludwig regarding changes to employee PAYG summary

BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.40	\$78.00	Review invoices for previous 3 months sent from utilities provider. Phone call to purchaser of village regarding same. Collate all invoices for previous 3 months. Ascertain those that are paid and those missing.
BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.20	\$39.00	Discussions with Dale Ludwig regarding payment reconciliation for supplier invoices
BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.40	\$78.00	Review all supplier invoices issued post March. Ascertain amounts of invoices that have been paid. Review outstanding amounts.
BRI	Mayne, Julia	Accountant II	Trade On	28/07/2015	0.20	\$39.00	Prepare reconciliation of outstanding amounts for supplier invoices issued for previous 5 months
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.10	\$19.50	Review and email bank statement to Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.10	\$19.50	Review bank account and update payment listing spreadsheet with recently paid transactions
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.40	\$78.00	Phone call to utilities supplier regarding unpaid supplier invoice. Review bank account to ascertain date cheque was posted and presented. Email Dale Ludwig for further information

BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.30	\$58.50	Phone call to supplier regarding invoice dated post settlement.
BRI	Mayne, Julia	Accountant II	Trade On	29/07/2015	0.10	\$19.50	Email village management regarding unpaid supplier invoice
BRI	Mayne, Julia	Accountant II	Trade On	30/07/2015	0.10	\$19.50	Review payments approved from Receiver and Manager and sent to secured creditor for approval. Update payment listing spreadsheet
BRI	Mayne, Julia	Accountant II	Trade On	31/07/2015	0.30	\$58.50	Email approved payment to Receiver and Manager for approval. Review email correspondence from secured creditor regarding approval of outstanding payments. Review and update payment listing spreadsheet. Email village management re timing of unpaid invoice
BRI	Mayne, Julia	Accountant II	Trade On	04/08/2015	0.10	\$19.50	Email to village management regarding returned PAYG summary
BRI	Mayne, Julia	Accountant II	Trade On	11/08/2015	0.10	\$19.50	Review email from village management regarding insurance cheques, draft response
BRI	Mayne, Julia	Accountant II	Trade On	11/08/2015	0.20	\$39.00	Review email from supplier containing supporting information to justify charges for unpaid invoice. Review and draft response

BRI	Mayne, Julia	Accountant II	Trade On	13/08/2015	0.30	\$58.50	2 x phone calls to suppliers regarding obtaining copy of outstanding invoice
BRI	Mayne, Julia	Accountant II	Trade On	13/08/2015	0.20	\$39.00	Review correspondence from village management regarding outstanding invoices and draft response regarding same
BRI	Mayne, Julia	Accountant II	Trade On	13/08/2015	0.20	\$39.00	Provide bank account details for cheque deposit
BRI	Mayne, Julia	Accountant II	Trade On	13/08/2015	0.10	\$19.50	Review and email PAYG summary to employee
BRI	Mayne, Julia	Accountant II	Trade On	17/08/2015	0.50	\$97.50	Review physical and electronic files for supplier payments relating to periods after settlement. Review and update reconciliation of payments to ascertain amounts owing to/by BDO
BRI	Mayne, Julia	Accountant II	Trade On	18/08/2015	0.80	\$156.00	Prepare reconciliation of amount owed by BDO and purchaser of village for 16 x supplier invoices
BRI	Mayne, Julia	Accountant II	Trade On	18/08/2015	0.10	\$19.50	Review bank account and email statement to Dale Ludwig

BRI	Mayne, Julia	Accountant II	Trade On	19/08/2015	0.10	\$19.50	Review bank account and email bank statement to Dale Ludwig
BRI	Mayne, Julia	Accountant II	Trade On	20/08/2015	0.70	\$136.50	Prepare reconciliation of BDO liability for outstanding supplier invoices for the period February to date. Review email correspondence, previously received invoices and previous reconciliation
BRI	Mayne, Julia	Accountant II	Trade On	26/08/2015	0.30	\$58.50	Review of files to locate PAYG summary for village employee. Email summary
BRI	Mayne, Julia	Accountant II	Trade On	27/08/2015	0.20	\$39.00	Email to village management regarding payment of outstanding supplier invoice. Advise Sarah Cunningham
BRI	Mayne, Julia	Accountant II	Trade On	12/10/2015	0.10	\$19.50	Email to employee regarding group certificate
BRI	Mayne, Julia	Accountant II	Trade On	13/10/2015	0.20	\$39.00	Review correspondence from supplier regarding unpaid invoice and draft response
BRI	Mayne, Julia	Accountant II	Trade On	16/10/2015	0.20	\$39.00	Amend letter to council regarding rates and water payment

BRI	Mayne, Julia	Accountant II	Trade On	21/10/2015	0.30	\$58.50	Review letter for council approved by David Whyte. Scan, save, email/post letter and approx. 40 accompanying notices
BRI	Cunningham, Sarah	Team Assistant	Trade On	07/05/2015	0.20	\$39.00	Uploading ABA file to Suncorp, entering into payments register. Reviewing account to ensure funds available x 2 service provider invoices.
BRI	Cunningham, Sarah	Team Assistant	Trade On	08/05/2015	0.50	\$97.50	Entering superannuation amounts into Sunsuper clearing account for period 1 April 2015 to settlement.
BRI	Cunningham, Sarah	Team Assistant	Trade On	11/05/2015	0.10	\$19.50	Printing supporting superannuation documentation for current April lodgements.
BRI	Cunningham, Sarah	Team Assistant	Trade On	14/05/2015	0.10	\$19.50	Submitting Superannuation Payments in clearing account
BRI	Cunningham, Sarah	Team Assistant	Trade On	19/05/2015	0.10	\$19.50	uploading ABA files requested by PTAL
BRI	Cunningham, Sarah	Team Assistant	Trade On	20/05/2015	0.20	\$39.00	Entering invoice regarding legal fees into accounts payable. Making payment and uploading ABA file to Suncorp. Entering into payments listing and reviewing account to ensure funds available.

BRI	Cunningham, Sarah	Team Assistant	Trade On	22/05/2015	0.30	\$58.50	Reviewing payments to service providers to confirm if paid or not. x 5 invoices.
BRI	Cunningham, Sarah	Team Assistant	Trade On	28/05/2015	0.40	\$78.00	Assisting Julia review MYOB regarding Work Cover payments. Calculating instalments paid.
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/05/2015	0.20	\$39.00	Entering invoice into MYOB accounts payable. Creating cheque requisition. Entering into payments listing. Reviewing account balance to ensure funds available. Collating with supporting documents. x 1 Service provider invoice
BRI	Cunningham, Sarah	Team Assistant	Trade On	01/06/2015	0.70	\$136.50	Reviewing Village account regarding unknown receipts and payments. Identify payments to and receipts for Dale Ludwig to reconcile account x 6 entries.
BRI	Cunningham, Sarah	Team Assistant	Trade On	01/06/2015	0.20	\$39.00	Reviewing Village account regarding unknown receipts and payments. Identify payments to and receipts for Dale Ludwig to reconcile account x 1 entry.
BRI	Cunningham, Sarah	Team Assistant	Trade On	09/06/2015	0.20	\$39.00	Producing cheque request from MYOB. Entering into payments register and reviewing account balance to ensure funds available. x 1 service provider invoice
BRI	Cunningham, Sarah	Team Assistant	Trade On	12/06/2015	0.20	\$39.00	Entering invoice into ABA creator. Uploading to Suncorp. Entering into payments register and reviewing account balances to ensure funds available x 1 invoice regarding legal fees.

BRI	Cunningham, Sarah	Team Assistant	Trade On	22/06/2015	0.20	\$39.00	Reviewing emails and MYOB to ensure all Village invoices received from the former village manager have been paid. x 5
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/06/2015	0.10	\$19.50	Amending dates on ABA files and re uploading to Suncorp for Trust to release.
BRI	Cunningham, Sarah	Team Assistant	Trade On	08/07/2015	0.40	\$78.00	Reviewing PAYG summaries regarding amounts for employees
BRI	Cunningham, Sarah	Team Assistant	Trade On	14/07/2015	0.20	\$39.00	Email discussion with Dale Ludwig regarding service provider payment outstanding from November 2014. Confirmation if payment had been made.
BRI	Cunningham, Sarah	Team Assistant	Trade On	27/07/2015	2.00	\$390.00	Producing reports from MYOB for the 2 village accounts and Scheme Operator account for Sept, Dec, March and June BAS. Calculating figures to enter onto BAS. Balancing with balance sheet.
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/07/2015	0.80	\$156.00	Finalising formulas in spreadsheets for Village and Scheme Operator Accounts. Calculating to ensure balance sheet correct for period September 2014, December 2014, March 2015 and June 2015. Manually entering sale figures into spreadsheet.
BRI	Cunningham, Sarah	Team Assistant	Trade On	29/07/2015	0.90	\$175.50	Finalising formulas in spreadsheets for Village and Scheme Operator Accounts. Calculating to ensure balance sheet correct for period September 2014, December 2014, March 2015 and June 2015. Manually entering sale figures into spreadsheet.



BRI	Cunningham, Sarah	Team Assistant	Trade On	29/07/2015	1.10	\$214.50	Finalising formulas in spreadsheets for Village and Scheme Operator Accounts. Calculating to ensure balance sheet correct for period September 2014, December 2014, March 2015 and June 2015. Manually entering sale figures into spreadsheet.
BRI	Cunningham, Sarah	Team Assistant	Trade On	13/08/2015	0.10	\$19.50	Lodging EMPUDE files with ATO (employee PAYG summaries)
BRI	Cunningham, Sarah	Team Assistant	Trade On	24/08/2015	0.20	\$39.00	Organising transfer to purchaser regarding post settlement debtors collected. Organising ABA file and uploading to Suncorp. Enter into payment register. Reviewing account balance to ensure funds available.
BRI	Garcia, Joanne	Manager	Trade On	01/05/2015	0.20	\$80.00	review payments
BRI	Garcia, Joanne	Manager	Trade On	01/05/2015	0.40	\$160.00	review payments
BRI	Whyte, David	Partner	Creditors	21/10/2015	0.10	\$56.00	reviewed correspondence from council and collection agency regarding outstanding water and rates charges/reviewed letter in response
BRI	Mayne, Julia	Accountant II	Creditors	26/05/2015	0.20	\$39.00	Email to Nicola Kennedy, Sarah Cunningham and John Somerville regarding outstanding insurance payment

BRI	Mayne, Julia	Accountant II	Creditors	19/08/2015	0.50	\$97.50	Phone call to supplier and village management regarding payment of an outstanding invoice. Review correspondence from supplier and village management. Draft email to same regarding obtaining further information
BRI	Mayne, Julia	Accountant II	Creditors	13/10/2015	0.30	\$58.50	Review 1 x invoice and 23 x letters from supplier regarding outstanding rates for Village. Prepare letter to supplier regarding same
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Prepare remuneration listing for 10th report to investors and prepare remuneration table for supporting information
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Prepare remuneration listing report for 10th report to investors and prepare remuneration table for supporting information. Allocate narrations entered by staff from Tax, Audit and Corporate Finance to milestones.
BRI	Whyte, David	Partner	Administration	21/10/2015	0.10	\$56.00	reviewed ASIC form 524 - receipts and payments
BRI	Somerville, John	Senior Manager	Administration	12/05/2015	0.20	\$88.00	Review and approval of supplier cheque requisitions. Query certain payments with Julia Mayne
BRI	Somerville, John	Senior Manager	Administration	14/05/2015	1.20	\$528.00	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 1 October 2014 to 30 April 2015.

BRI	Somerville, John	Senior Manager	Administration	18/05/2015	0.80	\$352.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	20/05/2015	0.80	\$352.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	20/05/2015	0.60	\$264.00	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 1 October 2014 to 30 April 2015.
BRI	Somerville, John	Senior Manager	Administration	29/05/2015	0.10	\$44.00	Review of outstanding matters to finalise controllership
BRI	Somerville, John	Senior Manager	Administration	12/06/2015	0.10	\$44.00	Email to our solicitors regarding trust account authority
BRI	Somerville, John	Senior Manager	Administration	15/06/2015	0.10	\$44.00	Review of receipts and payments account and instructions to Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Administration	29/06/2015	0.10	\$44.00	Review of incoming mail and instructions to Julia Mayne regarding same

BRI	Somerville, John	Senior Manager	Administration	30/06/2015	0.10	\$44.00	Review of incoming mail and instructions to Julia Mayne regarding same
BRI	Somerville, John	Senior Manager	Administration	28/09/2015	0.10	\$44.00	Instructions to Nicola Kennedy regarding requirements for ASIC form 524 (receipts and payments account)
BRI	Somerville, John	Senior Manager	Administration	06/10/2015	0.10	\$44.00	Review of email to our solicitors regarding remitting balance of trust funds to the controllers account
BRI	Somerville, John	Senior Manager	Administration	06/10/2015	0.10	\$44.00	Review of email from our solicitors in relation to undertaking provided by the purchaser's solicitor at settlement and instructions in relation to same
BRI	Somerville, John	Senior Manager	Administration	07/10/2015	0.10	\$44.00	Review of professional indemnity run off cover issues post settlement and email to David Whyte regarding same
BRI	Somerville, John	Senior Manager	Administration	09/10/2015	0.20	\$88.00	Review of amendments required to the pre-appointment business activity statements to obtain a refund and discussion with Nicola Kennedy regarding same
BRI	Somerville, John	Senior Manager	Administration	19/10/2015	0.10	\$44.00	Review of ASIC form 524 (receipts and payments account)

BRI	Somerville, John	Senior Manager	Administration	20/10/2015	0.10	\$44.00	Review of ASIC 524 (receipts and payments account) and discussion with Nicola Kennedy regarding same
BRI	Daniel, Murray	Supervisor	Administration	06/07/2015	0.20	\$72.00	review of query from Sarah Cunningham regarding GST coding for receipts and payments.
BRI	Simpson-Wade, Ashleigh	Supervisor	Administration	27/07/2015	0.20	\$72.00	Assist Sarah Watson with GST tax treatment in accounts in MYOB and amendment to calculation
BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/05/2015	0.20	\$45.00	review email from John Somerville regarding transfer of utility accounts, emails with Dale Ludwig and Sarah Cunningham re details for accounts
BRI	Kennedy, Nicola	Senior Accountant II	Administration	06/05/2015	0.40	\$90.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	29/05/2015	0.10	\$22.50	discussion with Sarah Cunningham in relation to GST coding and BAS payments
BRI	Kennedy, Nicola	Senior Accountant II	Administration	09/06/2015	0.10	\$22.50	prepare email to former Controllers in relation to BAS lodgements

BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.10	\$28.00	prepare summary spread sheet for John Somerville in relation to review of BASs lodged by previous controllers
BRI	Kennedy, Nicola	Senior Accountant II	Administration	11/08/2015	0.50	\$140.00	review BAS lodgements by previous Controllers for period prior to appointment of David Whyte and Andrew Fielding, review work papers and make notes for same
BRI	Kennedy, Nicola	Senior Accountant II	Administration	14/08/2015	0.10	\$28.00	email Julia Mayne to confirm status of BAS CAC allocation by ATO
BRI	Kennedy, Nicola	Senior Accountant II	Administration	14/08/2015	0.20	\$56.00	review GST details from previous controllers for BAS lodgements, prepare email to previous controllers re same and attach relevant documents
BRI	Kennedy, Nicola	Senior Accountant II	Administration	17/08/2015	0.10	\$28.00	discussion with Julia Mayne in relation to ATO BAS lodgements and CAC to be allocated
BRI	Kennedy, Nicola	Senior Accountant II	Administration	18/08/2015	0.10	\$28.00	emails with Dale Ludwig in relation to finalisation of accounts
BRI	Kennedy, Nicola	Senior Accountant II	Administration	21/08/2015	0.20	\$56.00	prepare debtor reconciliation for amount payable to purchaser, collate supporting documentation

BRI	Kennedy, Nicola	Senior Accountant II	Administration	04/09/2015	0.10	\$28.00	filing
BRI	Kennedy, Nicola	Senior Accountant II	Administration	09/10/2015	0.10	\$28.00	scan and save correspondence from ATO in relation to Running Balance Account
BRI	Kennedy, Nicola	Senior Accountant II	Administration	21/10/2015	0.40	\$112.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	22/10/2015	0.40	\$112.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Kennedy, Nicola	Senior Accountant II	Administration	26/10/2015	0.20	\$56.00	scan, save and post correspondence to QBE in relation to pre appointment declaration of wages
BRI	Mayne, Julia	Accountant II	Administration	05/05/2015	0.10	\$19.50	Generate and email bank statements to Dale Ludwig
BRI	Mayne, Julia	Accountant II	Administration	06/05/2015	0.30	\$58.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 October 2014 to 30 April 2015

BRI	Mayne, Julia	Accountant II	Administration	07/05/2015	0.30	\$58.50	Email to insurance provider and village management regarding cancellation of workers compensation insurance
BRI	Mayne, Julia	Accountant II	Administration	11/05/2015	0.50	\$97.50	Phone call to utilities supplier, email to utilities supplier and email to purchaser of village regarding transfer of utilities account and confirmation of account numbers and details
BRI	Mayne, Julia	Accountant II	Administration	11/05/2015	0.10	\$19.50	Phone call to supplier to confirm account has been closed and outstanding invoices have been sent for payment
BRI	Mayne, Julia	Accountant II	Administration	15/05/2015	0.30	\$58.50	Process outstanding supplier payments
BRI	Mayne, Julia	Accountant II	Administration	18/05/2015	0.60	\$117.00	Phone call to ATO regarding creation of new CAC to attend to Mar/Apr/May/June/Jul/Aug/Sep BAS lodgements.
BRI	Mayne, Julia	Accountant II	Administration	11/06/2015	0.20	\$39.00	Review of bank account and correspondence sent from insurance company. Advise Dale Ludwig of details for a previously paid invoice
BRI	Mayne, Julia	Accountant II	Administration	15/06/2015	0.20	\$39.00	Prepare and review payment for 2 x supplier invoices. Prepare file note



BRI	Mayne, Julia	Accountant II	Administration	15/07/2015	0.70	\$136.50	Review of invoices sent from utilities provider regarding unpaid amounts. Review email correspondence from Sarah Cunningham and Dale Ludwig. Phone call and email to utilities provider with details of approx. 12 invoices.
BRI	Mayne, Julia	Accountant II	Administration	28/07/2015	0.30	\$58.50	Phone call to ATO regarding creation of CAC for controllership appointment
BRI	Mayne, Julia	Accountant II	Administration	21/08/2015	0.30	\$58.50	Phone call to ATO to request new CAC number for controllership appointment
BRI	Mayne, Julia	Accountant II	Administration	08/10/2015	0.30	\$58.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	09/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	13/10/2015	0.30	\$58.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Mayne, Julia	Accountant II	Administration	27/10/2015	0.20	\$39.00	Phone call to ATO re CAC number for controllership appointment

BRI	Mayne, Julia	Accountant II	Administration	27/10/2015	0.20	\$39.00	Phone call to ATO re CAC number for controllership appointment
BRI	Brown, Samantha	Accountant II	Administration	28/05/2015	0.30	\$48.00	Set up supplier payments in NAB for approval by John Somerville
BRI	Brown, Samantha	Accountant II	Administration	28/05/2015	0.10	\$16.00	Set up supplier payment in NAB.
BRI	Brown, Samantha	Accountant II	Administration	10/06/2015	0.20	\$32.00	Prepare file notes for supplier payments for Nicola Kennedy
BRI	Brown, Samantha	Accountant II	Administration	16/07/2015	0.20	\$39.00	Search in physical file for location of outstanding supplier invoice
BRI	Brown, Samantha	Accountant II	Administration	13/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Hattingh, Moira	Team Assistant	Administration	05/05/2015	0.10	\$8.00	Filing

BRI	Hattingh, Moira	Team Assistant	Administration	19/05/2015	0.50	\$40.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	12/06/2015	0.30	\$24.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	16/06/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	14/07/2015	0.10	\$8.00	Filing
BRI	Cunningham, Sarah	Team Assistant	Administration	17/07/2015	0.70	\$136.50	Producing reports for BAS period September 2014, December 2014 and March 2015 for Scheme Operator and Village accounts.
BRI	Hattingh, Moira	Team Assistant	Administration	23/07/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	31/07/2015	0.10	\$8.00	Filing

BRI	Hattingh, Moira	Team Assistant	Administration	04/08/2015	0.40	\$32.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	13/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	20/08/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	28/08/2015	0.20	\$16.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	03/09/2015	0.30	\$24.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	18/09/2015	0.10	\$8.00	Filing
BRI	Hattingh, Moira	Team Assistant	Administration	24/09/2015	0.10	\$8.00	Filing

BRI	Cunningham, Sarah	Team Assistant	Administration	30/09/2015	0.50	\$97.50	Collating GST details into spread sheet regarding separation of GST Paid / Collected for Dale Ludwig to enter into MYOB.
BRI	Cunningham, Sarah	Team Assistant	Administration	30/09/2015	0.50	\$97.50	Collating GST details into spread sheet regarding separation of GST Paid / Collected for Dale Ludwig to enter into MYOB.
BRI	Cunningham, Sarah	Team Assistant	Administration	30/09/2015	0.50	\$97.50	Collating GST details into spread sheet regarding separation of GST Paid / Collected for Dale Ludwig to enter into MYOB.
BRI	Hattingh, Moira	Team Assistant	Administration	30/09/2015	0.20	\$16.00	Filing
BRI	Cunningham, Sarah	Team Assistant	Administration	13/10/2015	0.90	\$175.50	Drafting ASIC form 524 (receipts and payments account. Reviewing and collating receipts and payments from MYOB. Manually calculating balances for 524 and formatting receipts and payments summary.
BRI	Cunningham, Sarah	Team Assistant	Administration	13/10/2015	0.10	\$19.50	Producing receipts and payments listing in excel for McGrath Nicol. May to August 2015.
BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Drafting cheque requisition regarding BAS payment.

BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Lodging ASIC form 524 (receipts and payments account)
BRI	Hattingh, Moira	Team Assistant	Administration	23/10/2015	0.10	\$8.00	Filing
BRI	Whyte, David	Partner	Employees	13/07/2015	0.10	\$56.00	reviewed PAYG summary
BRI	Kennedy, Nicola	Senior Accountant II	Employees	11/08/2015	0.20	\$56.00	review email from Julia Mayne and discuss same in relation to cheques for workers compensation
					125.20	\$33,899.50	

Descript	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
BRI	Whyte, David	Partner	Trade On	13/07/2015	0.10	\$56.00	reviewed BAS's
BRI	Mayne, Julia	Accountant II	Trade On	01/05/2015	0.10	\$19.50	Prepare remuneration summary for the period 1 October 2014 - 17 April 2015 for inclusion in the update report to investors
BRI	Cunningham, Sarah	Team Assistant	Trade On	30/06/2015	0.50	\$97.50	Producing BAS reports and preparing calculations for September 2014, December 2014 and March 2015 quarters from MYOB.
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	02/10/2015	0.30	\$84.00	generate 2 x loan balance reports in LM Database, print and collate for ASIC form 524 (receipts and payments account) for the balance at the date of the 524 account and the balance owing on appointment
BRI	Kennedy, Nicola	Senior Accountant II	Trade On	19/10/2015	0.50	\$140.00	amend ASIC form 524 (receipts and payments account) and calculate the loan balance at date of appointment, prepare workpaper for same and update receipts and payments annexure and remuneration figures
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.10	\$19.50	Prepare remuneration report for the Redland Bay controllership for inclusion in the 10th update report to investors
BRI	Brown, Samantha	Accountant II	Creditors	27/07/2015	0.20	\$39.00	Prepare remuneration report for the Redland Bay controllership for inclusion in the 10th update report to investors

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BRI	Cunningham, Sarah	Team Assistant	Administration	28/09/2015	0.10	\$19.50	Reconciling bank account
BRI	Cunningham, Sarah	Team Assistant	Administration	12/10/2015	0.10	\$19.50	Reconciling account and supplying receipts and payments listing to McGrathNicol.
BRI	Brown, Samantha	Accountant II	Administration	13/10/2015	0.10	\$19.50	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015
BRI	Daniel, Murray	Supervisor	Administration	13/10/2015	0.30	\$108.00	Prepare, collate and review of annexures required to support the affidavit of David Whyte in relation to the receiver's application to Court for remuneration approval for the period 1 May to 30 September 2015.
BRI	Kennedy, Nicola	Senior Accountant II	Administration	15/10/2015	0.20	\$56.00	review and amend form 524 (receipts and payments account) prepared by Sarah Cunningham
BRI	Somerville, John	Senior Manager	Administration	15/10/2015	0.10	\$44.00	Review of form 524 (receipts and payments account) and discussion with Nicola Kennedy regarding same
BRI	Cunningham, Sarah	Team Assistant	Administration	16/10/2015	0.40	\$78.00	Amending ASIC forms 524 (receipts and payments account). Collating Remuneration and Outlay information. Entering into form 524.



BRI	Somerville, John	Senior Manager	Administration	20/10/2015	0.10	\$44.00	Review of ASIC form 524 (receipts and payments account)
BRI	Whyte, David	Partner	Administration	21/10/2015	0.10	\$56.00	reviewed ASIC form 524 - receipts and payments
BRI	Cunningham, Sarah	Team Assistant	Administration	23/10/2015	0.10	\$19.50	Lodging ASIC form 524 (receipts and payments account)