

SUPREME COURT OF QUEENSLAND

REGISTRY: Brisbane
NUMBER: 3383 of 2013

Applicant: 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

AFFIDAVIT OF GERRY COLLINS

I, GERRY COLLINS of C/- Level 10, 12 Creek Street, Brisbane in the State of Queensland, registered Liquidator, state on oath:-

1. I am a Registered Liquidator and a consultant of the firm BDO. I am a member of the Chartered Accountants Australia and New Zealand

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Signed: 

Witnessed by: 

AFFIDAVIT:
Form 46, R.431

TUCKER & COWEN
Solicitors
Level 15, 15 Adelaide Street
Brisbane, Qld, 4000.
Tel: (07) 300 300 00
Fax: (07) 300 300 33

Filed on behalf of the Applicant

and an associate of the Australia Restructuring Insolvency and Turnaround Association (ARITA).

2. Now produced and shown to me and marked "GC-2" is an indexed paginated bundle of the documents referred to in this Affidavit ("the Bundle").
3. In this affidavit, I refer in places to various documents or information provided to me by Mr Whyte and BDO staff members for the limited purposes of undertaking a review of Mr Whyte's claim for remuneration in connection with his appointment under the Order of Dalton J dated 21 August 2013 in relation to the FMIF. Some of that information may be confidential and subject to legal professional privilege; I do not intend, by any reference to such information or documents, to waive any legal professional privilege or confidentiality in relation to the information or documents.

Qualifications

4. I have a Bachelor of Business (Accounting) degree from Queensland Institute of Technology.
5. I joined BDO as a partner in 2012.
6. Prior to BDO, I worked in several specialist insolvency practices, since graduating in 1987, including DW Knight & Co, Knight Ferrier Hodgson, Ferrier Hodgson (Auckland), Jefferson Stevenson and PKF.
7. In 2017 I became a Consultant at BDO, Brisbane.
8. I have extensive experience in all aspects of insolvency, including appointments as a Receiver (both court appointments and appointments by a secured creditor), Liquidator, and Bankruptcy Trustee. I conservatively estimate that I would have undertaken at

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least 500 appointments as a Receiver or Liquidator, during the course of my career.

9. During the course of my career, I was appointed to act as a Receiver or Liquidator by clients such as National Australia Bank, Westpac, Workcover, Bank of Queensland and Australian Taxation Office.
10. I have experience in both Australia and New Zealand.
11. I regularly conduct seminars for accountants, lawyers and banks to build their insolvency knowledge and assist them with their debt recovery.
12. At pages 1 to 2 of the Bundle is a copy of my curriculum vitae.

Instructions

13. I was instructed by Mr David Whyte to conduct an internal review of the remuneration claimed by Mr Whyte in relation to the winding up of the FMIF for the period from 1 November 2019 to 30 April 2020, by reviewing the remuneration claimed for one of the months in that period. Mr Whyte suggested that I review the remuneration claimed for the month of March 2020, and I agreed to review that month, which I note is the highest monthly remuneration claim during the Relevant Period.

Documents reviewed

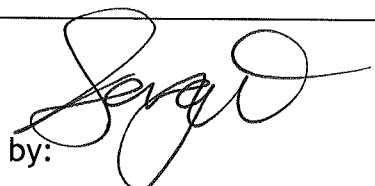
14. I have reviewed the following documents, for the purposes of forming an opinion in relation to the overall reasonableness of the amount of remuneration sought by Mr Whyte ("the Documents"):
 - (a) The Affidavit of David Whyte sworn on 7 May 2020 in support of the application and exhibits thereto ("Mr Whyte's

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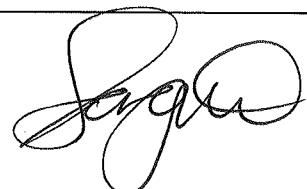
Affidavit”). The terms defined in Mr Whyte’s Affidavit, have the same meaning when used in this Affidavit;

- (b) An excel file containing the narrations detailing each item of work performed by Mr Whyte and his staff (“**the Narrations**”) for the Relevant Period (which are exhibited to Mr Whyte’s Affidavit), and for the month of March 2020 (“**March Narrations**”), together with a table summarising the total hours per person and the category of charges for the month of March 2020 (“**the Summary**”);
 - (c) A transcript of the hearing of Mr Whyte’s tenth application for approval of remuneration on 29 November 2018 (which is exhibited to Mr Whyte’s Affidavit), in which Her Honour Justice Mullins raised with Mr Whyte’s Counsel the possibility of an independent review of Mr Whyte’s remuneration being undertaken (even if done in-house and for a limited period of time);
 - (d) The letter from Russells to Tucker & Cowen dated 21 May 2020.
15. At pages 3 to 76 of the Bundle is a copy of the March Narrations and the Summary.
16. According to the Summary, the total remuneration sought by Mr Whyte for the month of March 2020 is \$200,548.00 (excluding GST), and remuneration of \$668 has been written-off by Mr Whyte for that month.
17. For the purposes of preparing this report, I have relied upon the factual matters deposed to in Mr Whyte’s Affidavit, and the descriptions of the work performed by BDO in the Narrations.

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However, I have not relied upon any of the opinions expressed by Mr Whyte in his Affidavit as to the reasonableness of the remuneration.

18. I have also had discussions with David Whyte, Craig Jenkins (Partner Audit BDO), Clark Jarrold (Partner Audit BDO), Julie Pagcu (Associate Director Audit BDO), Arthur Taylor (Senior Manager BDO), Ryan Whyte (Accountant BDO), and Jordan Devery (Graduate Accountant BDO) to seek further clarification, where appropriate, in relation to the work performed by them in the month of March 2020 or the reasons for performing the work. Where I have relied upon further information provided to me by BDO staff for the purposes of forming a view in relation to the remuneration sought, I have set out a summary of those matters in this Affidavit.
19. Whilst I have conducted a review of the narrations for the month of March 2020, for the purposes of expressing an opinion as to the overall reasonableness of the amounts sought by Mr Whyte, I have not endeavoured to assess the reasonableness of each time entry individually because in my experience, that is not the approach taken by Courts in applications of this nature.
20. For the purposes of undertaking my review, I have assumed that:
 - (a) Mr Whyte was authorised to commence the various court proceedings relevant to this remuneration claim under the orders made by Justice Dalton on 21 August 2013; and
 - (b) It was and is reasonable for those proceedings to be pursued.
21. If these assumptions are not correct, that may affect the views expressed by me in this Affidavit.

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Summary of main categories of work performed by BDO

22. Based on my review of Mr Whyte's Affidavit and the narrations, I would summarise the categories of work performed by Mr Whyte and his staff in the month of March 2020, and estimate the approximate amount of remuneration attributable to each category, as follows:

(a) Work relating to Auditor's Claim - approximately \$88,071.50 (GST Exclusive), which includes work in respect of:

(i) preparation of an Amended Statement of Claim (approximately \$8,361.00);

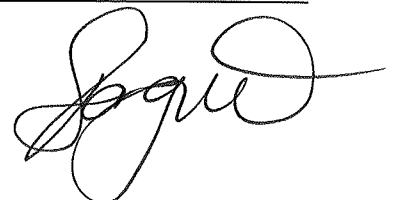
(ii) preparation of an Answer to a Counter Claim (approximately \$63,460.50); and

(iii) briefing experts in relation to the matter (approximately \$16,250.00)

(b) Work relating to other Litigation matters, approximately \$8,550.00 (GST Exclusive). The other litigation matters include:

(i) the appeal against the judgment delivered on 22 November 2019 dismissing the claim against the directors of LMIM in Supreme Court of Queensland Proceeding No 12317/14, and the application for judicial advice as to whether the appeal should be pursued;

(ii) applications by Mr Park, the Liquidator of LMIM, for approval of remuneration or expenses;



- (iii) claims made by the Liquidator of Bellpac and claims by the FMIF against guarantors.
- (c) Administration Matters, approximately \$35,712.50 (GST exclusive). This includes:
 - (i) preparation of the 31 December, 2019 Financial Accounts for the FMIF (approximately \$23,780.50);
 - (ii) preparation of Mr Whyte's 29th Report to Investors (approximately \$3801.50); and
 - (iii) reissuing of payments of the interim distribution to Investors, in respect of whom the payment was returned because updated bank account details were not held, and general administration (approximately \$8,130.50);
- (d) Maintenance of the database of investors (including the register of members of the FMIF), approximately - \$68,706.00 (GST Exclusive)

Opinion

Auditor's Claim

23. I am informed by Mr Whyte (by Mr Whyte's Affidavit) and believe that:

- (a) the claim against the Auditors (EY) of the FMIF is for, at its highest, in excess of \$200 million and if successful will provide a substantial increase to the estimated return to members of the FMIF;

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- (b) The claim spans a total of nine audit periods (financial years or half-years). I am further informed by Mr Arthur Taylor and believe that the relevant audit periods are from 30/6/2008 to 30/06/2012;
 - (c) The claim is defended by EY and is on the Supreme Court of Queensland's commercial list.
24. I undertook a review of the March Narrations in relation to the Auditor's Claim. Some of the entries relate to BDO employees undertaking searches for documentation requested by Gadens, the solicitors acting for LMIM as RE of the FMIF, the plaintiff in the proceeding.
25. For these entries totalling approximately \$52,640.00, I was unable to form any view as to the reasonableness or otherwise of the amount of remuneration sought, based on the descriptions in the Narrations alone. I therefore requested further information from the BDO staff who performed the work to assist me to formulate an opinion.
26. I am informed by Mr Arthur Taylor, a Senior Manager of BDO, and believe that the issues he dealt with, and work undertaken, in March of 2020 relating to the Auditor's Claim were:
- (a) Firstly, in early March 2020, Gadens asked him to address the following as a high priority to assist with preparation of an answer to the Counterclaim:
 - (i) Locate copies of 14 letters written on behalf of LMIM and addressed to EY, which set out various representations made and information provided by LMIM to EY in relation to the relevant audits of the FMIF ("**Representation Letters**");

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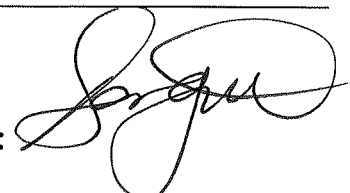


- (ii) Establish who the author of the Representation Letters was;
 - (iii) Establish the extent to which the letters were considered by LMIM prior to signing them; and
 - (iv) Identify any relevant correspondence between LMIM and EY about the Representation Letters, showing the context in which they were written;
- (b) In order to respond to these queries, Mr Taylor and other BDO employees interrogated the books and records of the FMIF, which are held on various computer servers;
- (c) Locating the Representation Letters involving searching the email records of 10 former LM staff members that dealt with EY or were involved in the audits, across the nine audit review periods the subject of the Claim;
- (d) 13 Representation Letters were located by this process during this month. Mr Taylor reviewed the documents located in response to these queries, and responded to the queries from Gadens;
- (e) Secondly, to assist with briefing an expert as to audit issues, Mr Taylor was asked by Gadens to locate loan agreements for 23 loans made by the FMIF to various borrowers. This involved searching the books and records of the FMIF, locating the loan agreement between the FMIF and the relevant borrower, all variations to the original loan agreement, documents relating to interest rate increases, and LMIM's loan chronologies/schedules. It was a time consuming process to locate all of the requested documents which were then saved

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to a USB and provided to Gadens. Mr Taylor performed this work with the assistance of other BDO staff including Mr Ryan Whyte and Mr Jordan Devery;

- (f) Thirdly, Mr Taylor was requested to (and commenced but is still ongoing) review and consider the proposed categorisation of the 67 loans into 4 categories depending on size, repayment date and issues with the loans;
- (g) Fourthly, Mr Taylor responded to the following requests from Gadens for instructions to assist with preparation of an answer to the Counterclaim:
 - (i) Locate and provide copies of two tax invoices issued by EY to the FMIF;
 - (ii) Identify key LM and EY staff involved in the audit and provide instructions (in some detail) as to the audit process undertaken for each of the nine audit periods To respond to this request involved extensive searches of the books and records of the FMIF including the email records of three LMIM staff;
 - (iii) Identify when the Chief Financial Officer of LMIM left the employ of LMIM;
 - (iv) Locating and reviewing the letters from LMIM engaging EY to undertake the audits, identify and search for the missing engagement letters;
 - (v) Identify from all relevant emails identified by BDO to date, the emails which relate to management fees, distributions, redemptions including undertaking

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extensive keyword searches of the email archives of LMIM's Financial Controller for any further emails relating to these matters;

- (vi) Undertaking searches to identify the shareholders of the two entities which hold shares in LMIM;
- (vii) Searching for a complete copy of the compliance audit testing documents (which are used to ensure compliance with the regulatory, lending, investment, complaints and other issues that that are required to be complied with) for the 30/6/2011 financial year;
- (viii) for the purposes of performing the above work, Mr Taylor took part in various teleconferences with Mr David Whyte, Mr Ryan Whyte and Gadens;
- (ix) The plaintiff's Reply and answer to the Counterclaim was filed on 23 April 2020;
- (x) The Counterclaim is a lengthy document of about 155 pages, and the Answer to Counterclaim is about 148 pages.

27. I am informed by Mr Ryan Whyte, an accountant at BDO and believe that, during March of 2020, he assisted with the following work relating to the Auditor's Claim:

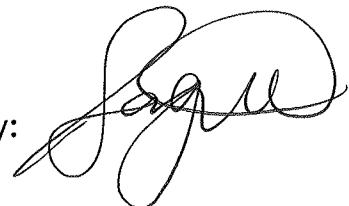
- (a) Reviewing and collating EY's audit work papers during the 9 audit periods. Each audit period included hundreds of documents for each of the nine audit periods, to be provided to experts briefed in the matter. Although the majority of this work was done in April and May 2020;

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- (b) Identifying and collating relevant information from the FMIF's records to provide to experts briefed in the matter, including loan book summaries, loan chronologies, loan agreements, loan valuations, loan statements and other loan documents. There were a total of 23 loans made by the FMIF, in respect of which this documentation had to be briefed to experts;
- (c) Locating and reviewing information and documents in relation letters from LMIM to EY making certain representations or providing information in relation to the audits, letters from LMIM engaging EY to audit the FMIF, the preparation of financial statements, loan management fees, distributions, redemptions and other correspondence between LMIM and EY across the nine audit periods, including searching through the email records of multiple former LM employees and extensive searches of the FMIF's books and records;
- (d) he performed this work primary with Arthur Taylor (senior manager), and Mr Jordan Devery (graduate accountant);
- (e) searching for documents on the computer servers which hold the FMIF's books and records, and searching the email archives of former employees of LMIM can be a slow process and it is often difficult to locate documents. In many cases he or other BDO employees were required to search for documents that are not easily identifiable or easy to locate. Once the documents have been located, they have to be saved to the desktop, allocated to an audit period, saved to a USB or Sharefile and provided to Gadens.

28. I am informed by Mr David Whyte, and believe that:

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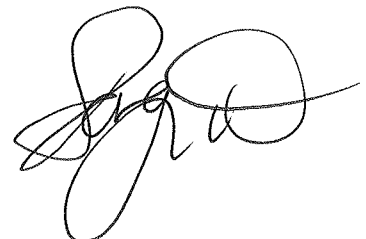
- (a) On 28 February 2020, the plaintiff, LMIM as RE of the FMIF, was given leave to further amend the Statement of Claim in the Auditors Claim;
 - (b) Gadens provided advice to Mr Whyte (privilege in which is not waived) and prepared draft amendments to the Statement of Claim; and
 - (c) Mr Whyte reviewed those amendments and consulted with Mr Craig Jenkins (Partner BDO -Audit) and Mr Clark Jarrold (Partner BDO -Audit) on those amendments and Mr Jenkins provided commentary to the lawyers concerning aspects of the amendments so far as they relate to the audit process.
29. I have carefully considered the documents briefed to me and the further information provided by BDO staff as detailed above.
30. The Auditor's Claim is, plainly, substantial and complicated litigation, with a significant amount of money at stake.
31. In relation to the work undertaken by BDO in March of 2020 relating to the Auditor's Claim, on the basis of the information provided to me, as detailed above, I am satisfied that:
- (a) Given the nature and size of the Auditors Claim, it was reasonable and necessary for the work performed by Mr Whyte and BDO staff to be carried out and that a reasonable insolvency practitioner would have carried out the work;
 - (b) persons of appropriate seniority were performing the work. I note that Mr David Whyte oversees the matter and attended meetings with legal representatives, Mr Taylor has past experience working for a responsible entity of a similar fund

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and has useful knowledge as to what documents might be in existence, and less experienced staff members such as Mr Ryan Whyte and Mr Jordan Devery, assisted with searches for documents;

(c) The amount of time spent by Mr Whyte and BDO staff performing the work was reasonable, subject to one qualification detailed in paragraph 32 below.

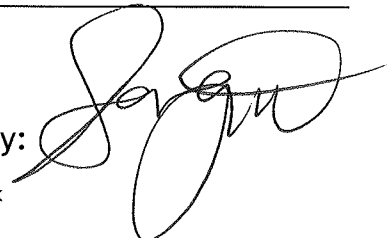
32. I am unable to express a firm view as to whether all of the time spent searching for documents were reasonable. This is because it is difficult to determine how long it ought reasonably to have taken to search for documents - each document will take varying times to locate, compile and save depending on where it is located, and if it is easily identifiable.
33. Following my discussions with Mr David Whyte, Mr Arthur Taylor, and Mr Ryan Whyte and having briefly reviewed some of the numerous and extensive files of documents that have been compiled for the purposes of briefing lawyers and experts (privilege in respect of which is not waived) and having also considered the explanations given by Mr Taylor and Mr Ryan Whyte as to the time consuming nature of searching and compiling documents and the scope and complexity of the Auditor's Claim, I am satisfied that the amount of time reasonably required to undertake the work performed by BDO in March of 2020 would no doubt have been very significant.
34. I do not suggest that the amount of time spent by BDO employees searching for documents was not reasonable and expect that all of the time spent is most likely fair and reasonable; however, it is very difficult for me (or any external person who is not actually involved in undertaking the searches) to express a definitive opinion as to

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how long ought to have been spent searching for the various documents which were requested to be provided to Gadens. I do not cavil with the opinion expressed by Mr Whyte in Mr Whyte's Affidavit [at paragraph 232] that the time spent was reasonable.

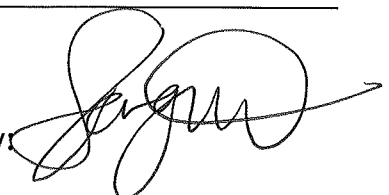
Other litigation matters

35. There are a number of other litigation matters and other claims that are, or were during the Relevant Period, in progress.
36. These include:
- (a) Applications made by Mr Park in Supreme Court of Queensland Proceeding 3508/15 for approval of remuneration or expenses;
 - (b) Litigation against the directors of LMIM (Supreme Court of Queensland Proceeding 12317/2014), including an application for judicial advice (“**Judicial Advice Application**”) as to whether to pursue an appeal against the Court's judgment dismissing that claim;
 - (c) the claims made by the Liquidator of Bellpac (the \$2m proceeding and the \$8m proceeding); and
 - (d) Various claims made by the FMIF against the guarantors of loans.
37. The worked performed in March of 2020 relating to these other litigation matters, included:
- (a) Telephone attendances with a Bankruptcy Trustee regarding mediation of a significant claim to recover funds for the benefit of the estate of which the FMIF is a substantial creditor;

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- (b) Reviewing correspondence from Mr Park's solicitors and providing instructions with respect to correspondence to the Liquidator's solicitors regarding the Judicial Advice Application;
- (c) Reviewing correspondence from Mr Whyte's solicitors with respect to the judgment/orders of the Court made on 28 February 2020 regarding two applications by Mr Park for payment of expenses from the FMIF, and providing instructions in relation to correspondence with Mr Park's solicitors as to issues relating to that application including quantification of costs orders;
- (d) reviewing a costs statement served by Mr Park for the costs payable to Mr Park out of the FMIF, under a costs order made in proceeding 3508/15 with respect to Mr Park's second application for approval of remuneration. I am informed by Mr Jordan Devery (graduate - BDO) and believe, that he carried out a detailed review of costs statement (which was 95 pages long and included 1023 items) to check for calculation errors, and identified a calculation error, which resulted in a reduction of the amount claimed by approximately \$17,000.

38. In my view, based on the documents briefed to me and the information provided to me as detailed above, in relation to the remuneration claimed for the other litigation matters for March 2020 of approximately \$8,550:

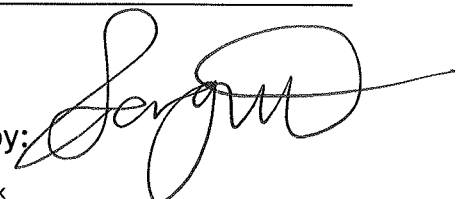
- (a) it was reasonable and necessary, for this work to be carried out, and a reasonable insolvency practitioner would have carried out the work;

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- (b) persons of appropriate seniority carried out the work. Mr Whyte would oversee, and provide instructions to his solicitors in relation to the steps to be taken in the litigation matters, whilst simpler tasks would be performed by less experienced staff members; and
- (c) the amount of time spent and the amount of remuneration sought was reasonable, given the extent of the work required, and the amounts involved.

Administration Matters (\$35,220.00 GST Exclusive), including preparation of management accounts, report to investors and work relating to interim distribution

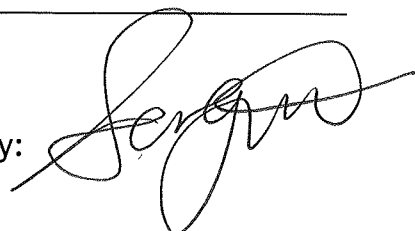
- 39. The Financial Accounts of the FMIF for the period ended 31/12/2019 were completed in March 2020 in time for Mr Whyte's report to investors issued at the end of March 2020. Preparation of the accounts commenced before March, but was mostly dealt with in March.
- 40. I am informed by Ryan Whyte and Julie Pagcu that issues arose when preparing the accounts especially with respect to disclosures about the adjustments made on investor funds, unit holdings, distributions and the settlement with the Feeder Funds.
- 41. Mr Ryan Whyte who assisted with preparation of accounts, has informed me and I believe, that the process of preparing the 31 December 2019 management accounts involved the following:
 - (a) Reconciling the bank accounts held by the Fund;
 - (b) Export the bank statements and the receipts and payments from the accounting software MYOB to enter all transactions

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into the Fund's database. This includes allocating the transactions to the relevant ledger account and usually consists of hundreds of transactions;

- (c) Export a trial balance from the Fund's database and import this into Excel;
- (d) Allocate the amounts from the trial balance to the relevant statement within the management accounts;
- (e) Copy the figures from Excel to the formatted word document; and
- (f) Provide the draft management accounts to the Audit team for review.

42. I am informed by Julie Pagcu and believe, that the 31 December, 2019 management accounts were complicated by various matters such as:-

- (a) Issues relating to the interim distribution - a number of distribution payments were returned/unclaimed. The total amount of returned/unclaimed payments was about \$2,583,437;
- (b) the Feeder Fund Claim - under the terms of settlement of the Feeder Fund Claim, funds were required to be withheld from the distributions to the Feeder Funds;
- (c) the need to amend the foreign currency unit holders units to the Australian dollar equivalent, in accordance with a judgment of Justice Jackson delivered on 2 October 2019 making declarations to resolve issues in relation to how the

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entitlements of investors who invested in foreign currencies should be calculated; and

(d) the units as at 31 December 2019 have also been adjusted to reflect that units were not “redeemed” by the two previous capital reductions of approximately \$12 million.

43. As they were issues that were more properly undertaken by and within the expertise of Auditors, Craig Jenkins, Clark Jarrold and Julie Pagcu, from the BDO Audit Team, were all involved in considering and advising how the various amounts were to be recorded and in the case of the foreign currency unit holders, at what value. Mr Jenkins and Ms Pagcu were also involved in general issues relating to the preparation and presentation of the accounts.

44. In my view, the involvement of Mr Jenkins, Mr Jarrold and Ms Pagcu in the performance of this work was necessary and reasonable.

Report to Investors

45. I am informed by Mr Arthur Taylor and Mr Ryan Whyte and believe that:

(a) Mr Ryan Whyte commences preparation of the report by entering all of the financial information and completing any other sections of which he has knowledge. Julie Pagcu (Audit) assisted with the adjustments and disclosures and checking of the financial statements/information included in the report, and putting them into a final form;

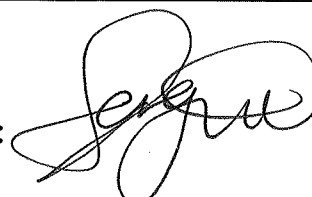
(b) the draft report is then provided to Mr Taylor to review and provide an update on all of the matters that have occurred

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since the previous report in relation to the matters in respect of which he has detailed knowledge;

- (c) The draft is provided to Mr Whyte. Mr Taylor provides the report to the solicitors for review, particularly in relation to the legal matters. Mr Jenkins also reviewed the 31 March, 2020 report in respect to all of the financial information and disclosure for this period given the number of adjustments that were required; and
- (d) The final report is returned to Mr Whyte for review and signing. It was issued on or about 31/3/2020.

Conclusions in relation to Administration Matters

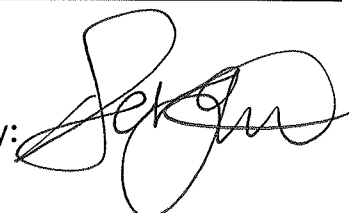
- 46. The receivership was very active in March due to the litigation matters, reporting, and return of distributions.
- 47. As a result there was significant paperwork generated and a significant number of transactions, particularly related to the return of distributions and the reissuing of those payments.
- 48. With respect to the amount of remuneration sought for Administration of \$35,220.50 including preparation of management accounts, the report to investors and work relating to the interim distribution, in my view, based on the documents I have reviewed and the matters set out above:
 - (a) it was reasonable and necessary, for this work to be carried out, and a reasonable insolvency practitioner would have carried out the work;

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- (b) the amount of time spent and the amount of remuneration sought was reasonable, particularly having regard to the following considerations:
- (i) the issues with the Financial accounts were complex and required specialist audit expertise;
 - (ii) the report informed and updated investors in relation to a number of issues or matters;
 - (iii) there were administrative issues associated with the distribution and the requirement to reissue payments; and
 - (iv) there were a number of issues associated with the litigation that generated administrative work.

Database and General Administration - \$69,510 (GST exclusive) for March of 2020

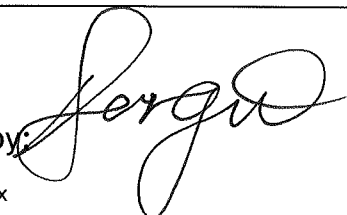
49. I am informed by Mr Whyte (by Mr Whyte's Affidavit) and believe that:
- (a) there are over 4,600 members of the FMIF; and
 - (b) Mr Whyte and his staff are responsible for maintaining the register of members of the FMIF and communicating with members.
50. With respect to the work involved in maintaining the register of members and responding to members queries in March of 2020:
- (a) I am informed by Mr Ryan Whyte, and believe that, in March of 2020:

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Signed:



Witnessed by:



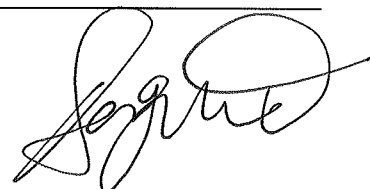
- (i) he estimates that 185 investor queries were received BDO, by either telephone, email or logged onto the LMFIF website (www.lmfif.com);
 - (ii) BDO sent 118 emails answering investor queries and completed 109 letters to investors and change of details;
- (b) I am aware, from my previous review of Mr Whyte's remuneration (which is deposed to in my Affidavit sworn on 17 June 2019), and I am informed by Mr Ryan Whyte and Mr Jordan Devery and believe, that:
- (i) The queries received by BDO include requests for updates, processing returned interim distribution payments, transfers of units from superfunds or deceased estates, updating contact details and advising members of the changes in value of units (usually for tax purposes). The database system has a streamlined process through standard responses and standardised forms for the common queries. The queries were initially received by a graduate accountant or accountant, responses prepared, checked by a manager or associate director and signed off on by Mr Whyte. A query generally involved multiple contacts in order to properly deal with the query. The investor queries since the interim dividend have been higher as a significant number of dividend payments were returned due to incorrect or out of date information in the database.

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Signed:



Witnessed by:



(ii) Some common queries and the work involved to respond to them are as follows:

(A) The steps involved to process transactions such as transfers of units included considering and responding to the investor's query, requesting from or sending the investor the required documents to confirm the appropriate authorities and/or effect the transfer, following up investors for missing documents reviewing the documents received from the investor to ensure that the applicable requirements are met, checked and authorised by a manager or associate director, and there was then a final sign-off where Mr Whyte approves the transfer;

(B) Responses to general queries such as for updates on unit value, were normally provided by way of a letter to the investor prepared by the graduate accountant, approved by the manager and signed by Mr Whyte.

(C) In respect to investors who didn't receive their interim distribution, usually due to not providing up to date bank or contact details, distributions were reprocessed after details were updated, and a number of which were paid in March

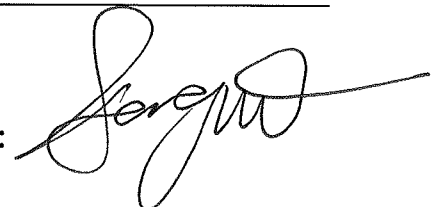
(c) It seems to me that the work described in subparagraphs (a) and (b) above was necessary in order to administer the FMIF and comply with the Constitution of the FMIF.

Page 23

Signed:



Witnessed by:



(d) I am informed by Mr Ryan Whyte and Mr Jordan Devery of BDO and believe, that more than one query was generally reviewed by the manager or associate director (as the case may be) and then by Mr Whyte, in a bundle to save time and that Mr Whyte would only conduct a brief review of simple queries but might spend more time on complex ones. Despite the fact that responses to queries involved three layers of seniority, in my view, that was reasonable, in order to respond to queries accurately, comprehensively and in a timely manner and given that Mr Whyte generally only briefly reviewed simple queries.

51. Based on the narrations, the bulk of the work in relation to maintaining the register of members and communicating with investors is performed by Junior staff (such as Ryan Whyte, accountant and Jordan Devery and Liam Landrigan, graduate accountants) with lower charge out rates, which seems to me to be appropriate and reasonable.

52. With respect to the remuneration of \$69, 510 (GST exclusive) sought for March of 2020 relating to maintaining the investor database and responding to member queries, in my view, based on the documents briefed to me and the information set out above:

(a) it was reasonable and necessary, for this work to be carried out, and a reasonable insolvency practitioner would have carried out the work;

(b) the amount of time spent and the amount of remuneration sought is reasonable, given the standard process and the high number of queries received, and issues with the distribution and reprocessing of interim distribution payments.



Summary of Conclusions

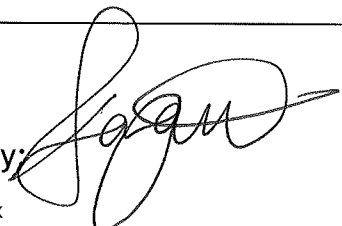
53. In my opinion, based on the documents I have reviewed and the factual matters which I have assumed (as set out herein), the remuneration sought by Mr Whyte of \$200,548.00 (Excluding GST) for the month of March 2020 is fair and reasonable, and in line with what other insolvency practitioners of similar experience would charge for similar work, for the most part at least, subject to one possible qualification.
54. That qualification is that there are a number of entries for work performed relating to the Auditors Claim which involve searching for documents.
55. Whilst I am of the view that it was reasonable and necessary for this work to be performed, that persons of appropriate seniority performed this work and that a very substantial amount of time would have been required to properly perform this work having regard to the complexity of the Auditor's Claim, and the scope of work required as detailed in this Affidavit, it is difficult for me (or any other person not actually involved in undertaking the searches) to accurately or reliably assess, even at a high level, how much time ought reasonably have been spent searching for documents for the reasons I have given above. I do not suggest or think that the amount of time spent is unreasonable and do not cavil with the opinion expressed by Mr Whyte in Mr Whyte's Affidavit [at paragraph 232] that the time spent was reasonable; I am simply not in a position to provide a firm view in relation to the amount of time spent searching for documents.
56. There are not any readily ascertainable facts of which I am aware which would assist me to reach a more reliable conclusion.

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Signed:



Witnessed by:



57. I confirm that:

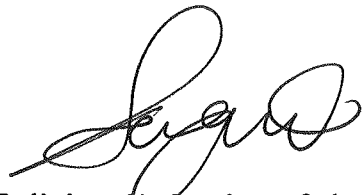
- (a) The factual matters stated in this Affidavit are, as far as I know, true;
- (b) I have made all inquiries considered appropriate;
- (c) The opinions stated in this Affidavit are genuinely held by me;
- (d) This Affidavit contains reference to all matters which I consider significant; and
- (e) I understand my duty to the Court and have complied with that duty.

58. All the facts and circumstances above deposed to are within my own knowledge save such as are deposed to from information only and my means of knowledge and sources of information appear on the face of this my Affidavit.

Sworn by **GERRY COLLINS** on the 18th day of June 2020 at Brisbane in the presence of:



Deponent



Solicitor/A Justice of the Peace

SUPREME COURT OF QUEENSLAND

REGISTRY: Brisbane
NUMBER: 3383 of 2013

Applicant: 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

Exhibit "GC-2" to the Affidavit of GERRY COLLINS sworn this 18th day of
June 2020

Deponent



Solicitor/A Justice of the Peace

CERTIFICATE OF EXHIBIT:
Form 47, R.435

Filed on behalf of the Applicant

TUCKER & COWEN
Solicitors
Level 15, 15 Adelaide Street
Brisbane, Qld, 4000
Tel: (07) 300 300 00
Fax: (07) 300 300 33

SUPREME COURT OF QUEENSLAND

**REGISTRY: Brisbane
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Applicant: RAYMOND EDWARD BRUCE AND VICKI PATRICIA BRUCE

AND

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AND

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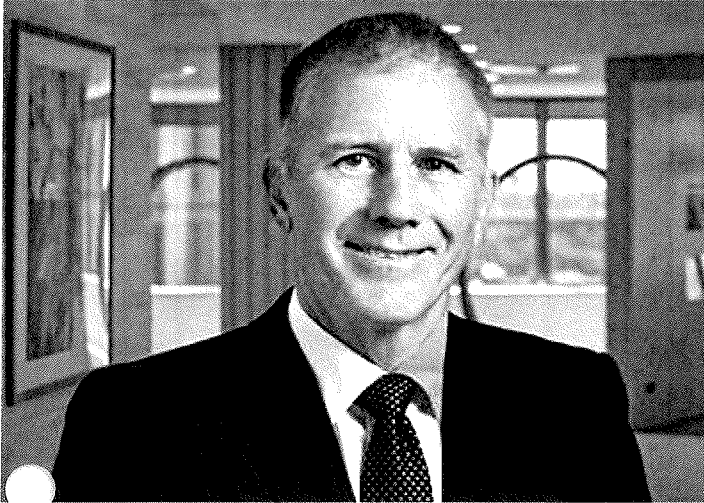
Third Respondent: ROGER SHOTTON

AND

Intervener: AUSTRALIAN SECURITIES & INVESTMENTS COMMISSION

INDEX OF EXHIBITS

No.	Index to "GC-2"	Date	Page No.
1.	Curriculum Vitae of Gerry Collins	Undated	1-2
2.	Summary of professional fees and category of work and narrations detailing work performed by Mr Whyte and BDO staff for March of 2020	Undated	3 to 76



GERRY COLLINS

Consultant, Business Restructuring

Brisbane

+61 7 3173 5533

gerry.collins@bdo.com.au

vCard

Gerry is a Business Restructuring Consultant with BDO in Brisbane. With his experience and exposure to many different situations, Gerry is able to assess clients' needs and provide practical and realistic advice to deal with the clients' risk issues.

Gerry has extensive experience in all aspects of insolvency. His skills and experience have been utilised by government, including the Australian Securities and Investment Commission and Australian Taxation Office, various banks, finance institutions, lawyers, and private and public companies, in dealing with solvency and debt related issues. Gerry conducts seminars for accountants, banks and finance companies, the Australian Institute of Credit Management, and various private organisations, to build their insolvency knowledge and to assist them with their debt recovery.

Gerry joined BDO, as Partner, in 2012. Prior to BDO, he worked across several specialist insolvency practices, since graduating in 1987. He has experience in both Australia and New Zealand.

Services

- Insolvency, receivership & administration
- Accounting and advice to businesses in financial difficulty
- Business turnaround
- Business reconstruction
- Investigating accountant's reviews
- Asset tracing

Sectors

- Property & construction
- Financial services
- Food & agribusiness
- Hospitality & tourism
- Retail

Qualifications

- Bachelor of Business (Accounting)
- Registered Liquidator
- Registered Trustee in Bankruptcy
- Official Court Liquidator

Affiliations

- Member, Chartered Accountants Australia & New Zealand
- Associate, Australian Restructuring Insolvency & Turnaround Association (ARITA)

Position	Milestone	WIP_Date	Hours	Value	Narration
Partner	Assets	2/03/2020	0.20	\$123.00	reviewed correspondence from our solicitors and EY's solicitors in respect of the proceedings against the auditors and amendments to court timetable/reviewed correspondence with the court and orders made
Partner	Assets	2/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding judgement handed down by Justice Jackson in respect of costs of seventh defendant regarding proceedings against the directors/reviewed judgement
Partner	Assets	2/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors and FTI's solicitors regarding judicial advice application in respect of appeal of decision in the proceedings against the directors and request for provision of advice/reviewed draft letter in response/replied
Partner	Assets	2/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding experts access to records relating to proceedings against the auditors and proposed undertakings to be signed/provided instructions regarding same
Partner	Assets	2/03/2020	0.10	\$61.50	reviewed email from our solicitors regarding judicial advice application in respect of appeal of decision in the proceedings against the directors/reviewed court order relating to filing of confidential affidavit and list of authorities to be relied upon
Partner	Assets	2/03/2020	3.50	\$2,152.50	reviewed judgement in respect of appeal of decision relating to proceedings against the auditors and rights of non involved partners to claim privilege and not comply with orders to produce documents
Partner	Assets	3/03/2020	0.10	\$61.50	reviewed LM website in relation to application for judicial advice in respect of appeal of decision in the proceedings against the directors/reviewed draft email to update contents
Partner	Assets	3/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding expert accessing books and records relating to the fund in respect of the proceedings against the auditors/reviewed undertaking to be executed
Partner	Assets	3/03/2020	0.10	\$61.50	email experts in the proceedings against the auditors regarding access to financial database and further information required
Partner	Assets	3/03/2020	0.10	\$61.50	reviewed letter to our solicitors regarding process of collating EY hard and soft copy records and creating files for various audit periods from those working papers in respect of proceedings against the auditors
Partner	Assets	3/03/2020	0.50	\$307.50	telephone conversation with Arthur Taylor regarding analysis of loan book to be done to support work being performed by experts in the proceedings against the auditors
Partner	Assets	3/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding reply to counterclaim and defence in the proceedings against the auditors and timing of same
Partner	Assets	9/03/2020	0.90	\$553.50	reviewed correspondence from our solicitors regarding further amendments to statement of claim in the proceedings against the auditors/reviewed amendments/discussed with Clark Jarrold/prepared response
Partner	Assets	9/03/2020	0.50	\$307.50	reviewed further updated amended statement of claim in respect of proceedings against the auditors
Partner	Assets	9/03/2020	0.60	\$369.00	telephone conversation with Arthur Taylor regarding proceedings against the auditors/information request from expert on loan book over various periods/collation of information/analysis of loan book
Partner	Assets	10/03/2020	0.10	\$61.50	telephone conversation with expert appointed in relation to proceedings against the auditors and proposed meeting to discuss quantification of loss

Partner	Assets	10/03/2020	0.30	\$184.50	telephone conversation with Clark Jarrold regarding loss quantification and cash flows in respect of the proceedings against the auditors
Partner	Assets	12/03/2020	0.80	\$492.00	meeting experts and Clark Jarrold regarding loss quantification and cash flows in respect of the proceedings against the auditors
Partner	Assets	12/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding proceedings against the auditors and leave being granted to the auditors to lodge counterclaim/reviewed court order in that respect
Partner	Assets	12/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding the proceedings against the auditors and loan documentation supplied to expert
Partner	Assets	12/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding proceedings against the auditors and updated statement of claim to clarify/correct some issues/reviewed correspondence to defendants regarding same
Partner	Assets	12/03/2020	0.60	\$369.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/information required by counsel to assist with preparing a reply to EY's counterclaim/telephone call with Arthur Taylor regarding same
Partner	Assets	12/03/2020	0.20	\$123.00	telephone conversation with our solicitors regarding proceedings against the auditors/their request for information and documentation to prepare reply to counterclaim/advised our position on each of the issues and work being done/email BDO staff regarding
Partner	Assets	12/03/2020	0.20	\$123.00	reviewed correspondence from our solicitors and FTI's solicitors regarding FTI's request for release of advices in respect of proceedings against the directors/reviewed draft letter in response/provided instructions regarding same denying request
Partner	Assets	12/03/2020	0.20	\$123.00	reviewed correspondence from Bellpac liquidator regarding amended heads of agreement regarding settlement of proceedings and invoice for payment/reviewed heads of agreement and invoice/sent response
Partner	Assets	16/03/2020	0.40	\$246.00	reviewed correspondence from Arthur Taylor regarding proceedings against the auditors and the management representation letters and related correspondence with EY for each of the audits
Partner	Assets	16/03/2020	0.30	\$184.50	reviewed correspondence from our solicitors regarding planning documents required for the proceedings against the auditors/reviewed documents provided in response
Partner	Assets	16/03/2020	0.40	\$246.00	reviewed plaintiffs and defendants counsels submissions in relation to privilege application made in the proceedings against the auditors
Partner	Assets	16/03/2020	0.20	\$123.00	reviewed correspondence from our solicitors and EY's solicitors regarding submissions to be made to the court in respect of proceedings against the auditors and privilege application/provided instructions regarding approach to same
Partner	Assets	16/03/2020	0.50	\$307.50	reviewed correspondence with our solicitors regarding documentation required to assist with reply to defence and counterclaim in respect of proceedings against the auditors/reviewed documents provided
Partner	Assets	16/03/2020	0.50	\$307.50	telephone conversation with our solicitors regarding meeting with counsel tomorrow in respect of proceedings against the auditors/run through agenda items and current status of proceedings
Partner	Assets	17/03/2020	0.30	\$184.50	telephone conversation with Arthur Taylor regarding loan schedules as at each half year reporting date for audits and in relation to the proceedings against the auditors/information to be provided to the experts in respect of same

Partner	Assets	17/03/2020	1.00	\$615.00	teleconference with our solicitors and counsel regarding proceedings against the auditors/discussed current status of proceedings/work to be done/strategy
Partner	Assets	17/03/2020	0.10	\$61.50	email expert regarding information to be provided on loan book
Partner	Assets	17/03/2020	2.40	\$1,476.00	reviewed correspondence from our solicitors and counsel regarding application of professional standards legislation and potential inconsistencies between state and federal law in respect of proceedings against the auditors (60 pages)
Partner	Assets	17/03/2020	0.60	\$369.00	reviewed schedules of loans at nine half year reporting dates in relation to proceedings against the auditors and for high level consideration of how to best categorise loans to assist with quantification of claims
Partner	Assets	19/03/2020	0.20	\$123.00	reviewed reports from trustee in bankruptcy of guarantor regarding claims against third parties and proposed mediation/reviewed invoices/sent response
Partner	Assets	19/03/2020	0.30	\$184.50	reviewed correspondence from our solicitors regarding current status of proceedings against the auditors/teleconference regarding same and list of matters to be progressed/consider key issues relating to BDO and resourcing of same
Partner	Assets	19/03/2020	0.50	\$307.50	telephone conversation with trustee in bankruptcy of guarantor regarding proposed mediation and strategy in respect of same
Partner	Assets	19/03/2020	0.30	\$184.50	reviewed documents provided to our solicitors in relation to the proceedings against the auditors and to assist with preparation of reply to counterclaim
Partner	Assets	19/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding proceedings against the auditors and role of two officers of LMIM and allegations relating to same in the EY counterclaim
Partner	Assets	19/03/2020	0.40	\$246.00	reviewed correspondence from our solicitors regarding the proceedings against the auditors and draft response to privilege claims in relation to paragraph 64 of the statement of claim/reviewed EY's submissions and proposed response/provided instructions
Partner	Assets	23/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding the proceedings against the auditors/reviewed letter to EY's solicitors regarding proposed application regarding further particulars required in respect of defence
Partner	Assets	23/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding guarantor and proposal in relation to deed of settlement/provided instructions regarding same
Partner	Assets	23/03/2020	0.90	\$553.50	telephone conversation with Arthur Taylor regarding our solicitors/counsel's request for information relating to counterclaim in the proceedings against the auditors in order to prepare reply/discussed status and timing of responses
Partner	Assets	24/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding proceedings against the auditors and assistance required from counsel/provided instructions regarding same
Partner	Assets	24/03/2020	3.20	\$1,968.00	reviewed privilege schedule of relevant paragraphs of the statement of claim against the auditors which includes the allegations, the response, the reasons why the defendants claim privilege and our response (105 pages)
Partner	Assets	25/03/2020	0.80	\$492.00	Discuss with Clark Jarrold work plan re EY claim, steps to amend/complete 31 December fund accounts, issues re number of units and related matters
Partner	Assets	26/03/2020	0.20	\$123.00	reviewed documentation in respect of EY management representation letters and ownership of LMIM provided to our solicitors regarding the proceedings against the auditors to assist in responding to counterclaim

Partner	Assets	26/03/2020	0.20	\$123.00 reviewed correspondence from our solicitors regarding proceedings against the auditors/status of preparation of reply to counterclaim and other issues to consider in respect of lead auditor/reviewed response from Craig Jenkins regarding letter issue
Partner	Assets	26/03/2020	0.60	\$369.00 telephone conversation with Arthur Taylor regarding status of provision of information to support response to counterclaim in the proceedings against EY/further work being done/preparation of management accounts and report to investors
Partner	Assets	26/03/2020	0.80	\$492.00 reviewed investor updates, PDS and other documentation to assist in the preparation of a response to the counterclaim in the proceedings against the auditors
Partner	Assets	26/03/2020	0.20	\$123.00 reviewed profile and experience of one of the auditors relating to the proceedings against the auditors/email Arthur Taylor regarding initial engagement of auditors and documentation supplied in respect of same
Partner	Assets	26/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding proceedings against the auditors and queries relating to counterclaim by EY
Partner	Assets	26/03/2020	0.30	\$184.50 reviewed documents provided to our solicitors relating to payment of distributions to assist with preparing the reply to the counterclaim in the proceedings against the auditors
Partner	Assets	31/03/2020	0.10	\$61.50 reviewed correspondence from PTAL regarding asset register/reviewed draft response and asset register as at 30 March 2020
Partner	Assets	31/03/2020	0.30	\$184.50 reviewed correspondence from our solicitors regarding proceedings against the auditors and documentation and explanations provided to assist with drafting reply to counterclaim
Partner	Assets	31/03/2020	1.50	\$922.50 reviewed draft response to counterclaim in relation to 2008 audits regarding proceedings against the auditors
Partner	Assets	31/03/2020	0.50	\$307.50 telephone conversation with third party regarding proceedings against the auditors/work to be done/further information required
Partner	Assets	31/03/2020	2.10	\$1,291.50 reviewed counterclaim and reply to counterclaim in respect of proceedings against the auditors
Partner	Assets	5/03/2020	0.40	\$246.00 Review loss quantification issues discussed with David
Partner	Assets	9/03/2020	0.20	\$123.00 Review 7th statement of claim as requested by David Whyte and provide feedback on matters noted
Partner	Assets	9/03/2020	1.90	\$1,168.50 Review 7th statement of claim as requested by David Whyte and provide feedback on matters noted
Partner	Assets	10/03/2020	0.50	\$307.50 Discuss loss quantification with Mark Whittaker
Partner	Assets	10/03/2020	0.40	\$246.00 Review/assess previous loss calculations as discussed with David Whyte
Partner	Assets	10/03/2020	0.30	\$184.50 Phone conversation with David Whyte regarding loss quantification and cash flows in respect of the proceedings against the auditors
Partner	Assets	12/03/2020	0.80	\$492.00 Meeting experts and David Whyte regarding loss quantification and cash flows in respect of the proceedings against the auditors
Partner	Assets	16/03/2020	0.20	\$123.00 Discuss with Gadens re response to their query re planning documents and EY laptop
Partner	Assets	16/03/2020	0.10	\$61.50 Discuss with Julie EY planning documents re query from Gadens re EY claim

Partner	Assets	19/03/2020	0.70	\$430.50	Consider/address queries re LM financial statements and disclosures re distributions
Partner	Assets	24/03/2020	0.20	\$123.00	Discuss with Julie issues re difference in number of units and resolving this as requested by David Whyte
Partner	Assets	24/03/2020	0.40	\$246.00	Further discussion with Julie re difference in number of units and work to identify the causes incl work to date and to be done as requested by David Whyte
Partner	Assets	25/03/2020	0.20	\$123.00	Further discussion with Julie issues re difference in number of units and disclosures to the Dec2019 financial statements as requested by David Whyte
Partner	Assets	26/03/2020	0.20	\$123.00	Consider query from our solicitors re EY partner experience and provide feedback thereon
Partner	Assets	26/03/2020	0.60	\$369.00	Consider query from our solicitors re representation letters and related matters and discuss issues related to this with Gadens
Partner	Assets	26/03/2020	0.50	\$307.50	Further consider query from our solicitors re representation letters, consider initial comments from Craig as well as comments in earlier correspondence with our solicitors on similar topics
Partner	Assets	27/03/2020	0.10	\$61.50	Discuss query from Gadens re management representations and audit impacts with Craig Jenkins re EY claim
Partner	Assets	27/03/2020	0.60	\$369.00	Discuss with Craig Jenkins draft proposed response to our solicitors query regarding management representations and directors declarations and update response re EY claim
Partner	Assets	27/03/2020	0.30	\$184.50	Teleconference with Craig Jenkins and counsel and Gadens to address queries from counsel re auditors and management representations as well as directors declarations
Partner	Assets	31/03/2020	0.50	\$307.50	Review draft answer to counterclaim as requested by Gadens
Partner	Assets	31/03/2020	0.40	\$246.00	Continue review of draft answer to counterclaim as requested by Gadens
Partner	Assets	6/03/2020	1.10	\$594.00	Review 7th FASOC against EY
Partner	Assets	9/03/2020	0.80	\$432.00	Discuss with CFJ changes and feedback on 7th FASOC against EY, communicate same and look for ASIC corro re Reid appointment
Partner	Assets	10/03/2020	0.50	\$270.00	Review draft 31 Dec 2019 financial report
Partner	Assets	10/03/2020	0.80	\$432.00	Review draft 31 Dec 2019 financial report and discuss technical accounting and measurement issues with Clark J and Julie P
Partner	Assets	19/03/2020	1.60	\$864.00	Review 31 December 2019 Creditors Report
Partner	Assets	24/03/2020	0.60	\$324.00	Corro re treatment of units and distribution for 31 December 2019 Creditors Report
Partner	Assets	26/03/2020	0.80	\$432.00	Consider Gaden's request re 2nd defendant's experience and respond re EY FASOC
Partner	Assets	26/03/2020	0.60	\$324.00	Review and respond to Gadens requests regarding management representations and the directors declaration for the response in the FASOC
Partner	Assets	27/03/2020	0.80	\$432.00	Response to Gadens re MRL's and directors Dec for response to FASOC
Partner	Assets	27/03/2020	0.40	\$216.00	Response to Gadens re MRL's and directors Dec for response to FASOC

Partner	Assets	30/03/2020	0.60	\$324.00 Telephone call with David Whyte and Clark Jarrold regarding presentation of management accounts/issues relating to number and value of investor units and amendments to simplify same and forward for review
Partner	Assets	31/03/2020	2.10	\$1,134.00 Review answer response to counterclaim drafted by counsel/Gadens for FASOC against EY
Partner	Assets	10/03/2020	0.50	\$290.00 Discuss loss quantification with Clark Jarrold
Senior Manager	Assets	3/03/2020	0.50	\$250.00 telephone conversation with David regarding analysis of loan book to be done to support work being performed by experts in the proceedings against the auditors
Senior Manager	Assets	8/03/2020	0.40	\$200.00 For the auditor claim review 3 emails received from our solicitors requiring urgent responses and prioritise responses
Senior Manager	Assets	8/03/2020	1.20	\$600.00 For the auditor claim attend to request from our solicitors to locate copies of 14 letters of representation and determine how they were generated and who generated them. Start with checking our server for letters already located, locate 8
Senior Manager	Assets	8/03/2020	1.10	\$550.00 For the auditor claim continue with checking our server for letters already located, locate 8 most of the remaining representation letters except for the signed letters for 5 categories
Senior Manager	Assets	8/03/2020	0.70	\$350.00 For the auditor claim interrogate the LM remote server for signed copies of the remaining 5 representation letters requested by our solicitor, locate 4
Senior Manager	Assets	8/03/2020	0.60	\$300.00 Continued from 20:00 below: For the auditor claim interrogate LM emails on the LM remote server for signed copy of the remaining representation letter, locate the document
Senior Manager	Assets	8/03/2020	0.40	\$200.00 For the auditor claim prepare and forward an email to our solicitors outlining the results of my findings as regards the 14 management representation letters
Senior Manager	Assets	9/03/2020	0.40	\$200.00 For the auditor claim telecom with Ryan to discuss representation letters, delivering them to our solicitors, and coding the MIF loan book schedule to facilitate categorising for expert witnesses
Senior Manager	Assets	9/03/2020	0.80	\$400.00 For the auditor claim check the representation letter docs located yesterday and identify 3 of the 14 letters that are outstanding. Search through our server for documentation previously located, but could not find the missing letters
Senior Manager	Assets	9/03/2020	0.30	\$150.00 For the auditor claim and after review of the representation letter documentation located yesterday, telecom with Ryan regarding some missing documents
Senior Manager	Assets	9/03/2020	0.60	\$300.00 For the auditor claim and locating the 3 missing representation letters access the LM remote server G Drive and conduct a search. Located one of the documents - signed representation letter for 31/12/09 fin report audit
Senior Manager	Assets	9/03/2020	0.20	\$100.00 For the auditor claim and various requests from our solicitors, telecom with our solicitors to discuss rep letter findings and query/clarify the loan agreements required for several loans
Senior Manager	Assets	9/03/2020	0.20	\$100.00 For the auditor claim telecom with Ryan regarding loan agreements previously copied from the LM server and the 23 required by our solicitors not being fully covered
Senior Manager	Assets	9/03/2020	0.20	\$100.00 For the auditor claim start copying from the LM remote server G Drive and collating loan agreements for 23 loans requested by our solicitors

Senior Manager	Assets	9/03/2020	0.40	\$200.00	For the auditor claim and categorising the MIF overall loan book schedule consider alternatives for presenting the book to the expert witnesses to facilitate their analysis of the loan book
Senior Manager	Assets	9/03/2020	0.60	\$300.00	Telecom with David regarding categorising the loan book for assisting the expert witness to determine the expected loss had a receiver been appointed earlier
Senior Manager	Assets	9/03/2020	1.30	\$650.00	For the auditor claim continue copying from the LM remote server G Drive and collating loan agreements for 23 loans requested by our solicitors, locate loan chronology, loan agreements, variations and interest rate increase letters for 9 of 23 loans
Senior Manager	Assets	9/03/2020	0.90	\$450.00	For the auditor claim continue copying from the LM remote server G Drive and collating loan agreements for 23 loans requested by our solicitors, locate loan chronology, loan agreements, variations and interest rate increase letters for 11 of 23 loans
Senior Manager	Assets	9/03/2020	0.40	\$200.00	For the auditor claim continue copying from the LM remote server G Drive and collating loan agreements for 23 loans requested by our solicitors, locate loan chronology, loan agreements, variations and interest rate increase letters for 2 of 23 loans
Senior Manager	Assets	10/03/2020	0.60	\$300.00	For the auditor claim telecom with Ryan regarding the LM remote server OnTrack service restoration, providing a USB copy of all docs requested by our solicitors, codifying the MIF overall loan schedule for a pivot table and the logic behind the exercise
Senior Manager	Assets	10/03/2020	2.10	\$1,050.00	For the auditor claim check the loan agreements for 23 loans extracted from the LM server yesterday before asking Ryan to deliver a USB to our solicitors
Senior Manager	Assets	10/03/2020	0.50	\$250.00	For the auditor claim and in preparation for the discussion later today with David review the MIF loan book schedules
Senior Manager	Assets	11/03/2020	0.40	\$200.00	For the auditor claim telecom with Ryan regarding codifying the MIF loan book schedule
Senior Manager	Assets	11/03/2020	0.20	\$100.00	For the auditor claim telecom with our solicitors regarding information requested and an email they had just sent requesting further information
Senior Manager	Assets	11/03/2020	0.20	\$100.00	For the auditor claim detailed review of the email from our solicitors requesting further instructions/documentation for counsel and note what I need to attend to and for further discussion with David
Senior Manager	Assets	12/03/2020	0.40	\$200.00	telephone call with David regarding correspondence from our solicitors in relation to the proceedings against the auditors/information required by counsel to assist with preparing a reply to EY's counterclaim
Senior Manager	Assets	13/03/2020	0.20	\$100.00	For the auditor claim telecom with Ryan regarding further info requested by our solicitors to facilitate a reply by 20-Mar
Senior Manager	Assets	13/03/2020	0.30	\$150.00	For the auditor claim itemise all outstanding requests for info from our solicitors to facilitate a reply by counsel and prioritise tasks for discussion with Ryan
Senior Manager	Assets	13/03/2020	1.60	\$800.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compliance report audits, starting with 30/6/08 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	13/03/2020	1.10	\$550.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/08 compl report audit and interrogating emails of 10 LM staff

Senior Manager	Assets	13/03/2020	0.90	\$450.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 31/12/08 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	13/03/2020	0.80	\$400.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/09 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	13/03/2020	1.10	\$550.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/09 compl report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	13/03/2020	1.20	\$600.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 31/12/09 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	13/03/2020	0.90	\$450.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/10 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	13/03/2020	0.30	\$150.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/10 compl report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	13/03/2020	0.70	\$350.00	c/f from 19:54 below locating all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/10 compl report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	14/03/2020	0.80	\$400.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 31/12/10 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	14/03/2020	0.70	\$350.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/11 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	14/03/2020	0.60	\$300.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/11 compl report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	14/03/2020	0.70	\$350.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 31/12/11 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	14/03/2020	0.70	\$350.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/12 fin report audit and interrogating emails of 10 LM staff
Senior Manager	Assets	14/03/2020	0.60	\$300.00	Access the LM remote server to locate all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, for fin and compl report audits, continue with 30/6/12 compl report audit and interrogating emails of 10 LM staff

Senior Manager	Assets	14/03/2020	0.50	\$250.00	For all correspondence between the auditor and LM re the management rep letters across the relevant 9 audit periods, only 10 of the rep letters located, review all correspondence located and prepared a detailed response to our solicitors
Senior Manager	Assets	15/03/2020	2.10	\$1,050.00	#1 For the auditor claim overview of LM emails to determine key LM and auditor staff involved for all audit periods as 31/12/08 and 30/6/09, access LM remote server and OnTrack email archives
Senior Manager	Assets	15/03/2020	1.80	\$900.00	#2 For the auditor claim overview of LM emails to determine key LM and auditor staff involved for all audit periods as 31/12/08 and 30/6/09, access LM remote server and OnTrack email archives, also locate an outstanding management representation letter
Senior Manager	Assets	17/03/2020	0.30	\$150.00	For the auditor claim telecom with Ryan regarding information requested by David for briefing expert witness
Senior Manager	Assets	17/03/2020	0.30	\$150.00	telephone conversation with David regarding loan schedules as at each half year reporting date for audits and in relation to the proceedings against the auditors/information to be provided to the experts in respect of same
Senior Manager	Assets	17/03/2020	0.30	\$150.00	Telecom with Ryan re further info requested by our solicitors, relevantly all correspondence (hard copies or electronic copies on our server) relating to loan management fees, redemptions, income distributions and carrying out of audits the subject of the claim
Senior Manager	Assets	17/03/2020	0.50	\$250.00	For the auditor claim review all outstanding information required by our solicitors to facilitate a reply to the auditor's solicitors by 20/3 for assigning tasks to Ryan and myself
Senior Manager	Assets	17/03/2020	0.20	\$100.00	For the auditor claim telecom with our solicitors to confirm the LM remote server is down and confirm outstanding information required
Senior Manager	Assets	17/03/2020	0.10	\$50.00	#1 access OnTrack email archive and continuing from 15/3 verify all key auditor/LM staff involved in audit process across the 9 audit periods in the claim, continued:
Senior Manager	Assets	17/03/2020	1.40	\$700.00	#2 Continued: at the same time progressively locating/extracting all relevant correspondence for each period for confirming that the same process for conducting audits in the 31/12/08 and 30/6/09 audits was followed for all others, starting with 30/6/08
Senior Manager	Assets	17/03/2020	1.20	\$600.00	For the 31/12/08 audit verify all key auditor/LM staff involved in audit process, at the same time progressively locating/extracting all relevant correspondence for the audit period for confirming that the same process was followed as 31/12/08 and 30/6/09
Senior Manager	Assets	17/03/2020	0.80	\$400.00	For the 30/6/09 audit verify all key auditor/LM staff involved in audit process, at the same time progressively locating/extracting all relevant correspondence for the audit period for confirming that the same process was followed as 31/12/08 and 30/6/09
Senior Manager	Assets	18/03/2020	0.30	\$150.00	For the auditor claim telecom with Ryan regarding categorising LM/auditor emails located so far
Senior Manager	Assets	18/03/2020	0.70	\$350.00	For the 31/12/09 audit verify all key auditor/LM staff involved in audit process, at the same time progressively locating/extracting all relevant correspondence for the audit period for confirming that the same process was followed as 31/12/08 and 30/6/09
Senior Manager	Assets	18/03/2020	0.60	\$300.00	For the 30/6/10 audit verify all key auditor/LM staff involved in audit process, at the same time progressively locating/extracting all relevant correspondence for the audit period for confirming that the same process was followed as 31/12/08 and 30/6/09

Senior Manager	Assets	18/03/2020	0.50	\$250.00	For the 31/12/10 audit verify all key auditor/LM staff involved in audit process, at the same time progressively locating/extracting all relevant correspondence for the audit period for confirming that the same process was followed as 31/12/08 and 30/6/09
Senior Manager	Assets	18/03/2020	0.60	\$300.00	For the 30/6/11 audit verify all key auditor/LM staff involved in audit process, at the same time progressively locating/extracting all relevant correspondence for the audit period for confirming that the same process was followed as 31/12/08 and 30/6/09
Senior Manager	Assets	18/03/2020	0.40	\$200.00	For the 31/12/11 audit verify all key auditor/LM staff involved in audit process, at the same time progressively locating/extracting all relevant correspondence for the audit period for confirming that the same process was followed as 31/12/08 and 30/6/09
Senior Manager	Assets	19/03/2020	0.30	\$150.00	For the auditor claim telecom with our solicitors to clarify some issues regarding outstanding info and additional info requested
Senior Manager	Assets	19/03/2020	0.10	\$50.00	Telecom with Ryan to advise the deadline for providing info to our solicitors for responding to the counterclaims has been extended to next Friday
Senior Manager	Assets	19/03/2020	0.70	\$350.00	Telecom from our solicitors to discuss an email they had just sent me regarding additional info required
Senior Manager	Assets	19/03/2020	0.10	\$50.00	Telecom with Ryan requesting his assistance in responding to our solicitors additional info requirements
Senior Manager	Assets	19/03/2020	0.50	\$250.00	Check LM email records to find out when the incumbent CFO left LM and when his replacement joined. Locate relevant email and advise our solicitors accordingly
Senior Manager	Assets	19/03/2020	0.90	\$450.00	Start reviewing emails of key LM staff located to answer question who were the key LM/auditor staff involved in the financial statement preparation at each audit period
Senior Manager	Assets	19/03/2020	0.80	\$400.00	Continue reviewing emails of key LM staff located to answer question who were the key LM/auditor staff involved in the financial statement preparation at each audit period
Senior Manager	Assets	19/03/2020	0.50	\$250.00	Continue reviewing emails of key LM staff located to answer question who were the key LM/auditor staff involved in the financial statement preparation at each audit period
Senior Manager	Assets	19/03/2020	0.50	\$250.00	For add info requested by our solicitors, start search through LM email records for emails from LM to auditor sending signed management rep letters - our solicitors already have emails from the auditor submitting drafts for signing, found letter for 31/12/08 fin rep
Senior Manager	Assets	20/03/2020	0.20	\$100.00	Telecom with Ryan regarding auditor engagement letters for confirming audit process for 9 audits, and asked him to locate all letters and forward to me for review
Senior Manager	Assets	20/03/2020	0.50	\$250.00	Continue reviewing emails of key LM staff located to answer question who were the key LM/auditor staff involved in the financial statement preparation at each audit period
Senior Manager	Assets	20/03/2020	1.10	\$550.00	Complete reviewing emails of key LM staff located to answer question who were the key LM/auditor staff involved in the financial statement preparation at each audit period
Senior Manager	Assets	20/03/2020	1.40	\$700.00	Review engagement letters located by Ryan on our server and identify several outstanding, interrogate LM emails to locate remaining letters for confirming how audit was conducted for each audit period
Senior Manager	Assets	20/03/2020	0.60	\$300.00	Review all engagement letters and establish same audit process conducted for all periods except 31/12/11 and 30/6/12 audits

Senior Manager	Assets	20/03/2020	1.10	\$550.00	For confirming key LM and audit staff at each audit period, review all emails located, identify key staff and start preparing spreadsheet summarising key staff
Senior Manager	Assets	20/03/2020	1.20	\$600.00	Complete spreadsheet for confirming key LM and audit staff at each audit period, review all emails located, and forward detailed findings to our solicitors in response to one of their queries
Senior Manager	Assets	21/03/2020	1.10	\$550.00	For providing instructions to our solicitors regards audit conducted at each audit period, review all emails, docs and engagement letters located so far and forward detailed instructions to our solicitors
Senior Manager	Assets	23/03/2020	0.30	\$150.00	For the auditor claim telecom with our solicitors regarding responses already provided to facilitate a response to the auditor's counterclaim and clarifying several issues
Senior Manager	Assets	23/03/2020	0.20	\$100.00	Telecom with Ryan regarding auditor fees paid and searching for records of payment in Composer and AX
Senior Manager	Assets	23/03/2020	0.20	\$100.00	For the auditor claim and pursuant to request from our solicitors, extract from LM emails previously located all emails regarding management fees, distributions and redemptions for all audit periods the subject of the claim
Senior Manager	Assets	23/03/2020	0.90	\$450.00	telephone conversation with David regarding our solicitors/counsel's request for information relating to counterclaim in the proceedings against the auditors in order to prepare reply/discussed status and timing of responses
Senior Manager	Assets	23/03/2020	1.90	\$950.00	Continue: For the auditor claim and pursuant to request from our solicitors, extract from LM emails previously located all emails regarding management fees, distributions and redemptions for all audit periods the subject of the claim
Senior Manager	Assets	23/03/2020	0.90	\$450.00	Telecom with Ryan regarding fees paid to the auditor, the payment records he had located on Composer/AX and an anomaly between fees proposed and fees paid for the 2012 FY audit, asked him to review LM's records to resolve/clarify
Senior Manager	Assets	23/03/2020	0.60	\$300.00	Access OnTrack email archive on the LM remote server to check for further correspondence between the auditor and LM re management fees, redemptions and distributions, starting with the LM Financial Controller from 30/6/08 to 31/12/10 uncategoryed Inbox
Senior Manager	Assets	23/03/2020	0.80	\$400.00	Access OnTrack email archive on the LM remote server to check for further correspondence between the auditor and LM re management fees, redemptions and distributions, continuing with the LM Financial Controller from 30/6/08 to 31/12/10 Sent Items
Senior Manager	Assets	23/03/2020	0.60	\$300.00	Access OnTrack email archive on the LM remote server to check for further correspondence between the auditor and LM re management fees, redemptions and distributions, starting with the LM Financial Controller from 30/6/08 to 31/12/10 Deleted Items folder
Senior Manager	Assets	23/03/2020	0.50	\$250.00	Access OnTrack email archive on the LM remote server to check for further correspondence between the auditor and LM re management fees, redemptions and distributions, starting with the LM Financial Controller from 31/12/10 to 30/6/08 uncategoryed AUDIT folder
Senior Manager	Assets	23/03/2020	0.90	\$450.00	Access OnTrack email archive on the LM remote server to check for further correspondence between the auditor and LM re management fees, redemptions and distributions, starting with the LM Financial Controller from 31/12/10 to 30/6/08 uncategoryed Inbox

Senior Manager	Assets	24/03/2020	0.30	\$150.00	Copy across appropriate folder in our server all emails located relating to management fees, redemptions and distributions and prepare the folder for Ryan to double check before sending to our solicitors
Senior Manager	Assets	24/03/2020	0.50	\$250.00	Telecom with Ryan regarding the search results for management fees, redemptions and distributions, and reviewing/double checking results for consistencies and relevance to facilitate submitting to our solicitors later today
Senior Manager	Assets	24/03/2020	0.30	\$150.00	Telecom with our solicitors regarding the status of responses to their various queries
Senior Manager	Assets	24/03/2020	0.10	\$50.00	Telecom with Ryan regarding our solicitors querying the shareholding of LMIM historically and the CEO status historically
Senior Manager	Assets	24/03/2020	0.10	\$50.00	Telecom with Ryan regarding progress on checking the management fees, redemptions and distribution email search results
Senior Manager	Assets	24/03/2020	0.50	\$250.00	Access the OnTrack email archive on the LM remote server and interrogate emails of the CEO to report back to our solicitors if he was CEO for the entire period the subject of the claim
Senior Manager	Assets	24/03/2020	0.70	\$350.00	Check board minutes, letters to investors and other docs previously located to report back to our solicitors the CEO held the position for the entire period the subject of the claim, locate letters/updates to investors, PDS's but only relating to 2008/09
Senior Manager	Assets	24/03/2020	0.20	\$100.00	Telecom with our solicitors regarding documentation located so far regarding the CEO of LMIM but only relating to 2008/09, confirmed docs for management fees, redemptions and income distributions would follow shortly
Senior Manager	Assets	24/03/2020	0.10	\$50.00	Telecom with Ryan regarding all documents found regarding CEO of LMIM and asked him to forward to our solicitors
Senior Manager	Assets	24/03/2020	0.10	\$50.00	Telecom with Ryan regarding management fees, redemptions and distributions that he had checked asked him to forward to our solicitors
Senior Manager	Assets	24/03/2020	0.50	\$250.00	Access LM remote server OnTrack email archive of LM CFO, locate emails confirming the CEO across the audit periods the subject of the claim, export from OnTrack and save on our server
Senior Manager	Assets	25/03/2020	0.30	\$150.00	Telecom with our solicitors regarding the remaining responses they require from us to facilitate a response to the auditor's counterclaim
Senior Manager	Assets	25/03/2020	0.20	\$100.00	Telecom with Ryan regarding the remaining issues our solicitors require to respond to the auditor's counterclaim by 27/3 and matters he will be attending to
Senior Manager	Assets	25/03/2020	1.20	\$600.00	For responding to the auditor's counterclaim locate all emails from LM to the auditor's returning the signed management rep letters for the 14 categories identified by our solicitors, locate only 3 of the categories in email search results conducted so far
Senior Manager	Assets	25/03/2020	0.10	\$50.00	1# Access LM remote server email archives and conduct further searches in CFO, executive directors and Finance Manager using signed rep letter and signed representation letter as key words, based on results prepare and submit a detailed reply continued:
Senior Manager	Assets	25/03/2020	2.10	\$1,050.00	#2 continued : to our solicitors to respond to their request for all emails from LM to EY submitting rep letters
Senior Manager	Assets	25/03/2020	0.20	\$100.00	Telecom with our solicitors regarding my management rep letter response and the remaining 2 issues Ryan and I are working on

Senior Manager	Assets	25/03/2020	1.10	\$550.00 In response to our solicitors query regarding the shareholding and shareholders in LMIM, prepare and forward a detailed confirming the 2 entities having a 100% shareholding and the CEO having a 100% shareholding in the 2 entities
Senior Manager	Assets	25/03/2020	0.30	\$150.00 Telecom with Ryan regarding the status of what he had found on the LM remote server G Drive relating to various review functions the CFO is alleged to have participated in
Senior Manager	Assets	25/03/2020	0.20	\$100.00 Start working on the final matter our solicitors require us to respond to, i.e. para 7.3(a) of the auditor's counterclaim.
Senior Manager	Assets	25/03/2020	0.60	\$300.00 Telecom with our solicitors seeking clarification regarding para 7.3(a) of the auditor's counterclaim, and the 11 issues it is alleged the CFO participated in regular reviews
Senior Manager	Assets	25/03/2020	0.20	\$100.00 Telecom with Ryan regarding the matters clarified by our solicitors in respect of our response to para 7.3(a) of the auditor's counterclaim, to assist with his interrogation of the LM remote server G Drive for relevant material
Senior Manager	Assets	26/03/2020	0.20	\$100.00 Telecom with Ryan regarding the last query to respond to, some further context within which to consider the 10 categories in para 7.3 (a) of the auditor's counterclaim and to aim to have everything ready to submit to our solicitors by midday
Senior Manager	Assets	26/03/2020	0.20	\$100.00 Telecom with our solicitors regarding para 7.3(a) of the auditor's counterclaim, discussing the context we are adopting to respond to the query and that we will have all information with them by midday
Senior Manager	Assets	26/03/2020	0.20	\$100.00 Telecom with our solicitors regarding status of our response to para 7.3(a) of the auditor's counterclaim and a further refinement of the context we are using to facilitate a timely response
Senior Manager	Assets	26/03/2020	0.60	\$300.00 telephone conversation with David regarding status of provision of information to support response to counterclaim in the proceedings against EY/further work being done/preparation of management accounts and report to investors
Senior Manager	Assets	26/03/2020	0.30	\$150.00 Telecom with Ryan regarding a refinement to the context to use to respond to para 7.3(a) of the auditor's counterclaim
Senior Manager	Assets	26/03/2020	0.70	\$350.00 For responding to our solicitor's query regarding allegations in para 7.3(a) of the auditor's counterclaim access the LM remote server and start interrogating folders other than the Finance folder that Ryan is interrogating
Senior Manager	Assets	26/03/2020	0.20	\$100.00 For responding to para 7.3(a) of the auditor's counterclaim review docs located by Jordan in the auditor's records for each of the audits the subject of the claim
Senior Manager	Assets	26/03/2020	0.50	\$250.00 Telecom with Ryan regarding the docs located by Jordan in the auditor's records for each of the audits the subject of the claim in part response to para 7.3(a) of the auditor's counterclaim
Senior Manager	Assets	26/03/2020	0.30	\$150.00 Telecom with Ryan regarding response to para 7.3(a) and information LM may have considered at the time of initial appointment in 2003
Senior Manager	Assets	26/03/2020	0.20	\$100.00 Telecom with our solicitors to advise we now anticipate a full response apropos para 7.3(a) of the auditor's counterclaim later today and a possible clarification/interpretation of the issues raised in the para
Senior Manager	Assets	26/03/2020	0.30	\$150.00 #1 For responding to para 7.3(a) of the auditor's counterclaim, start preparing a detailed email to our solicitors outlining the context we adopted to facilitate a response and the scope of discovery we had conducted

Senior Manager	Assets	26/03/2020	1.10	\$550.00	Discuss and review with Ryan all of the docs located in response to para 7.3(a) of the counterclaim, overview results for all 9 audit periods, decide to restrict the response to screenshots of audits which meaningfully identify all reviews by the CFO
Senior Manager	Assets	26/03/2020	0.20	\$100.00	Review and respond to query from David regarding the date of appointment of the auditors, forward a copy of the ASIC Historical and Current Extract of LMIM outlining relevant info
Senior Manager	Assets	27/03/2020	0.40	\$200.00	Telecom with our solicitors regarding my response to para 7.3(a) of the auditor's counterclaim and his request for a copy of the contents of the USB provided by the auditors
Senior Manager	Assets	27/03/2020	0.20	\$100.00	Telecom with Ryan regarding providing a copy of the auditor USB via One Drive
Senior Manager	Assets	27/03/2020	0.70	\$350.00	#1 Prepare detailed response to our solicitors to para 7.3(a) of the auditor's claim and the final query regarding the CFO and reviews it is alleged he participated in
Senior Manager	Assets	27/03/2020	1.40	\$700.00	#2 complete preparing detailed response to our solicitors to para 7.3(a) of the auditor's claim and the final query regarding the CFO and reviews it is alleged he participated in, and forward to our solicitors
Senior Manager	Assets	30/03/2020	0.10	\$50.00	Telecom with our solicitors requesting a full copy of an audit testing documents previously provided
Senior Manager	Assets	30/03/2020	0.50	\$250.00	In response to request from our solicitors to locate an audit testing report for FY 2011, review our records of previously located documents, telecom with our solicitor to send me copy of incomplete document they have
Senior Manager	Assets	30/03/2020	0.70	\$350.00	Receive copy of incomplete compliance audit testing document for 30/6/11 our solicitors are seeking a full copy of, start with reviewing Eric Leeuwendal's emails
Senior Manager	Assets	30/03/2020	1.30	\$650.00	Receive copy of incomplete compliance audit testing document for 30/6/11 our solicitors are seeking a full copy of, continue with reviewing 3 key LM staff emails in LM remote server OnTrack email archives
Senior Manager	Assets	30/03/2020	0.50	\$250.00	Receive copy of incomplete compliance audit testing document for 30/6/11 our solicitors are seeking a full copy of, continue with reviewing documents saved on our server, email Ryan and request he interrogate the auditor's hard copy records
Senior Manager	Assets	30/03/2020	0.10	\$50.00	Telecom with our solicitors to confirm Ryan is looking for the compliance audit testing document in the hard copy records he recently categorised
Senior Manager	Assets	31/03/2020	0.20	\$100.00	Telecom with our solicitors providing an update on our search for a full copy of the compliance audit testing document
Senior Manager	Assets	31/03/2020	0.60	\$300.00	Telecom with Ryan re compliance audit testing findings document for 30 June 2011 prepared by the former auditors. RE claim against the auditors.
Senior Manager	Assets	31/03/2020	0.70	\$350.00	For the complete audit testing document our solicitors are looking for conduct a further detailed search through Eric Leeuwendal's emails in his email archives in Outlook
Senior Manager	Assets	31/03/2020	0.20	\$100.00	Telecom with Ryan regarding status of our search for a complete copy of a compliance audit testing document our solicitors are looking for
Senior Manager	Assets	31/03/2020	0.80	\$400.00	For the complete audit testing document our solicitors are looking for conduct a further detailed search our dedicated folder for the auditor claim
Senior Manager	Assets	31/03/2020	0.10	\$50.00	Advise our solicitors that we are unable to locate the full copy of the compliance audit testing document and have only found the incomplete document

Associate Director	Assets	3/03/2020	0.60	\$279.00	Review of file note re: process of preparing the audit files as requested by our solicitors.
Associate Director	Assets	9/03/2020	1.50	\$697.50	Review of Dec2019 reporting for creditor reporting review purposes (trial balance including other schedules and financial statements).
Associate Director	Assets	9/03/2020	0.70	\$325.50	Review of Dec2019 reporting for creditor reporting review purposes (trial balance including other schedules and financial statements).
Associate Director	Assets	10/03/2020	0.40	\$186.00	Review of Dec2019 reporting for creditor reporting review purposes (after review and comments made in the first draft)
Associate Director	Assets	10/03/2020	0.60	\$279.00	Review of Dec2019 reporting for creditor reporting review purposes (after review and comments made in the first draft including understanding the journal entries on distributions made)
Associate Director	Assets	10/03/2020	0.90	\$418.50	Review of Dec2019 reporting for creditor reporting review purposes (after review and comments made in the first draft)
Associate Director	Assets	12/03/2020	1.20	\$558.00	Review of Dec2019 reporting for creditor reporting review purposes - providing comments for changes to be made in the financial statements after discussions with/ feedback from Craig Jenkins and Clark Jarrold.
Associate Director	Assets	13/03/2020	0.40	\$186.00	Answering query from our solicitors on process of organising the EY audit work papers to be provided to the experts.
Associate Director	Assets	16/03/2020	0.10	\$46.50	Discuss with Clark EY planning documents re query from Gadens re EY claim
Associate Director	Assets	19/03/2020	0.70	\$325.50	Review of Dec2019 reporting for creditor reporting review purposes (after review and comments made in the previous draft)
Associate Director	Assets	24/03/2020	0.40	\$186.00	Further discussion with Clark re difference in number of units and work to identify the causes incl work to date and to be done as requested by David Whyte
Associate Director	Assets	24/03/2020	0.20	\$93.00	Discuss with Clark issues re difference in number of units and resolving this as requested by David Whyte
Associate Director	Assets	25/03/2020	0.40	\$186.00	Reviewing fs disclosure re difference in number of units in the Dec2019 financial statements as requested by David Whyte
Associate Director	Assets	25/03/2020	0.20	\$93.00	further discussion with Clark issues re difference in number of units and disclosures to the Dec2019 financial statements as requested by David Whyte
Associate Director	Assets	25/03/2020	0.80	\$372.00	Reviewing workings re number of units and work to identify the cause of diff as requested by David Whyte
Associate Director	Assets	27/03/2020	0.40	\$186.00	investigating difference in number of units/investor fund for disclosures to the Dec2019 financial statements as requested by David Whyte
Associate Director	Assets	27/03/2020	0.80	\$372.00	investigating difference in number of units/investor fund for disclosures to the Dec2019 financial statements as requested by David Whyte
Associate Director	Assets	30/03/2020	0.90	\$418.50	Review of updated 31/12/2019 fs including adjustments to investor balance/ units
Graduate Accountant	Assets	5/03/2020	1.90	\$427.50	Review and spot check documents in relation to the audit for FMIF and all FMIF for the period 2008 to 2013 that were scanned and saved to file in preparation for expert review. RE claim against the former auditors.
Graduate Accountant	Assets	6/03/2020	0.40	\$90.00	Review and spot check documents in relation to the audit for FMIF and all FMIF for the period 2008 to 2013 that were scanned and saved to file in preparation for expert review. RE claim against the former auditors.

Graduate Accountant	Assets	6/03/2020	0.20	\$45.00	Review and spot check documents in relation to the audit for FMIF and all FMIF for the period 2008 to 2013 that were scanned and saved to file in preparation for expert review. RE claim against the former auditors.
Graduate Accountant	Assets	10/03/2020	1.00	\$225.00	Reviewed FTI's solicitors fees and disbursements in the Cost Statement provided on 10/03/2020. Sum fees and disbursements and compare against total fees claimed as the fees were inflated by at least \$17K.
Graduate Accountant	Assets	11/03/2020	0.70	\$157.50	Reviewed FTI's solicitors fees and disbursements in the Cost Statement provided on 10/03/2020. Sum fees and disbursements and compare against total fees claimed as the fees were inflated by at least \$17K.
Graduate Accountant	Assets	11/03/2020	0.90	\$202.50	Reviewed FTI's solicitors fees and disbursements in the Cost Statement provided on 10/03/2020. Sum fees and disbursements and compare against total fees claimed as the fees were inflated by at least \$17K.
Graduate Accountant	Assets	11/03/2020	0.10	\$22.50	Reviewed FTI's solicitors fees and disbursements in the Cost Statement provided on 10/03/2020. Sum fees and disbursements and compare against total fees claimed as the fees were inflated by at least \$17K.
Graduate Accountant	Assets	11/03/2020	1.40	\$315.00	Reviewed FTI's solicitors fees and disbursements in the Cost Statement provided on 10/03/2020. Sum fees and disbursements and compare against total fees claimed as the fees were inflated by at least \$17K.
Graduate Accountant	Assets	11/03/2020	0.30	\$67.50	Reviewed FTI's solicitors fees and disbursements in the Cost Statement provided on 10/03/2020. Sum fees and disbursements and compare against total fees claimed as the fees were inflated by at least \$17K.
Graduate Accountant	Assets	11/03/2020	0.80	\$180.00	Reviewed FTI's solicitors fees and disbursements in the Cost Statement provided on 10/03/2020. Sum fees and disbursements and compare against total fees claimed as the fees were inflated by at least \$17K.
Graduate Accountant	Assets	18/03/2020	1.60	\$360.00	Locate and review documentation in relation to the former auditors conducting the audits for the LMFMI during the periods 30 June 2008 to 31 December 2012
Graduate Accountant	Assets	18/03/2020	1.20	\$270.00	Locate and review documentation in relation to the former auditors conducting the audits for the LMFMI during the periods 30 June 2008 to 31 December 2012
Graduate Accountant	Assets	18/03/2020	1.20	\$270.00	Locate and review documentation in relation to the former auditors conducting the audits for the LMFMI during the periods 30 June 2008 to 31 December 2012
Graduate Accountant	Assets	19/03/2020	0.70	\$157.50	Locate and review documentation in relation to the former auditors conducting the audits for the LMFMI during the periods 30 June 2008 to 31 December 2012
Graduate Accountant	Assets	19/03/2020	0.80	\$180.00	Locate and review documentation in relation to the former auditors conducting the audits for the LMFMI during the periods 30 June 2008 to 31 December 2012
Graduate Accountant	Assets	19/03/2020	0.50	\$112.50	Locate and review documentation in relation to the former auditors conducting the audits for the LMFMI during the periods 30 June 2008 to 31 December 2012
Graduate Accountant	Assets	24/03/2020	0.60	\$135.00	Review emails regarding distributions, redemptions and management fees for the FMIF. Allocate the emails to folders for each relevant audit period. RE claim against the former auditors.
Graduate Accountant	Assets	24/03/2020	1.00	\$225.00	Review emails regarding distributions, redemptions and management fees for the FMIF. Allocate the emails to folders for each relevant audit period. RE claim against the former auditors.

Graduate Accountant	Assets	26/03/2020	0.70	\$157.50	Locate and review documentation in relation to the qualifications for one of the former auditors for a response to our solicitors. RE claim against the auditors.
Graduate Accountant	Assets	26/03/2020	2.40	\$540.00	Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Graduate Accountant	Assets	26/03/2020	0.80	\$180.00	Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Graduate Accountant	Assets	31/03/2020	0.90	\$202.50	Locate and review EY audit documents regarding compliance audit testing findings. RE claim against the former auditors.
Accountant	Assets	9/03/2020	0.40	\$110.00	For the auditor claim telecom with Arthur to discuss representation letters, delivering them to our solicitors, and coding the MIF loan book schedule to facilitate categorising for expert witnesses
Accountant	Assets	9/03/2020	0.30	\$82.50	For the auditor claim and after review of the representation letter documentation located yesterday, telecom with Arthur regarding some missing documents
Accountant	Assets	10/03/2020	0.60	\$165.00	For the auditor claim telecom with Arthur regarding the LM remote server OnTrack service restoration, providing a USB copy of all docs requested by our solicitors, codifying the MIF overall loan schedule for a pivot table and the logic behind the exercise
Accountant	Assets	10/03/2020	1.10	\$302.50	Meeting with the experts regarding accessing the records of the LM First Mortgage Income Fund for their expert review of the loss calculations.
Accountant	Assets	10/03/2020	0.50	\$137.50	Telecon with our solicitors regarding the laptop provided by the former auditors of the Fund. Meeting with the former auditor's IT regarding access to the laptop.
Accountant	Assets	11/03/2020	0.40	\$110.00	For the auditor claim telecom with Arthur Taylor regarding codifying the MIF loan book schedule
Accountant	Assets	11/03/2020	0.60	\$165.00	Prepare summary pivot tables for the loan summary book for Arthur Taylor. Enter formulas to summarise the workbook by state and sector of the loans of the LM First Mortgage Income Fund.
Accountant	Assets	11/03/2020	1.50	\$412.50	Prepare summary pivot tables for the loan summary book for Arthur Taylor. Enter formulas to summarise the workbook by state and sector of the loans of the LM First Mortgage Income Fund.
Accountant	Assets	13/03/2020	0.70	\$192.50	Review email from our solicitors and locate the security documentation for various loans of the FMIF. Provide to Arthur Taylor for review. RE claim against the auditors.
Accountant	Assets	16/03/2020	0.70	\$192.50	Review email from our solicitors and locate the security documentation for various loans of the FMIF. Provide to Arthur Taylor for review. RE claim against the auditors.
Accountant	Assets	17/03/2020	0.30	\$82.50	For the auditor claim telecom with Arthur Taylor regarding information requested by David for briefing expert witness
Accountant	Assets	17/03/2020	0.30	\$82.50	Telecom with AT re further info requested by our solicitors, relevantly all correspondence (hard copies or electronic copies on our server) relating to loan management fees, redemptions, income distributions and carrying out of audits the subject of the claim
Accountant	Assets	17/03/2020	0.60	\$165.00	Locate and review loan summary documents prepared by LM and reviewed by the former auditors to provide to our solicitors to brief the experts. RE claim against the auditors.
Accountant	Assets	18/03/2020	0.30	\$82.50	For the auditor claim telecom with Arthur Taylor regarding categorising LM/auditor emails located.

Accountant	Assets	18/03/2020	1.30	\$357.50	Locate and review documentation in relation to the former auditors conducting the audits for the LFMIF during the periods 30 June 2008 to 31 December 2012
Accountant	Assets	18/03/2020	0.80	\$220.00	Locate and review correspondence between employees of LM and the former auditors regarding distributions, redemptions and loan management fees. RE claim against the former auditors.
Accountant	Assets	18/03/2020	1.70	\$467.50	Locate and review correspondence between employees of LM and the former auditors regarding distributions, redemptions and loan management fees. RE claim against the former auditors.
Accountant	Assets	19/03/2020	1.50	\$412.50	Locate and review correspondence between employees of LM and the former auditors regarding distributions, redemptions and loan management fees. RE claim against the former auditors.
Accountant	Assets	19/03/2020	0.80	\$220.00	Locate and review correspondence between employees of LM and the former auditors regarding distributions, redemptions and loan management fees. RE claim against the former auditors.
Accountant	Assets	19/03/2020	1.50	\$412.50	Locate and review correspondence between employees of LM and the former auditors regarding distributions, redemptions and loan management fees. RE claim against the former auditors.
Accountant	Assets	20/03/2020	0.60	\$165.00	Locate and review the former auditors engagement letters for conducting the audit of the LFMIF for the relevant periods. RE claim against the auditors.
Accountant	Assets	20/03/2020	1.00	\$275.00	Locate and review correspondence between employees of LM and the former auditors regarding distributions, redemptions and loan management fees. RE claim against the former auditors.
Accountant	Assets	23/03/2020	0.20	\$55.00	Telecom with Arthur Taylor regarding auditor fees paid and searching for records of payment in Composer and AX. RE claim against the auditors.
Accountant	Assets	23/03/2020	0.90	\$247.50	Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.
Accountant	Assets	23/03/2020	0.40	\$110.00	Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.
Accountant	Assets	23/03/2020	0.20	\$55.00	Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.
Accountant	Assets	23/03/2020	0.60	\$165.00	Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.
Accountant	Assets	23/03/2020	0.90	\$247.50	Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.
Accountant	Assets	23/03/2020	0.30	\$82.50	Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.
Accountant	Assets	23/03/2020	0.90	\$247.50	Telecom with Arthur Taylor regarding fees paid to the auditor, the payment records he had located on Composer/AX and an anomaly between fees proposed and fees paid for the 2012 FY audit, asked him to review LM's records to resolve/clarify
Accountant	Assets	24/03/2020	0.50	\$137.50	Telecom with Arthur regarding the search results for management fees, redemptions and distributions, and reviewing/double checking results for consistencies and relevance to facilitate submitting to our solicitors later today

Accountant	Assets	24/03/2020	0.30	\$82.50	Telecom with Arthur regarding the search results for management fees, redemptions and distributions, and reviewing/double checking results for consistencies and relevance to facilitate submitting to our solicitors later today
Accountant	Assets	24/03/2020	0.60	\$165.00	Review emails regarding distributions, redemptions and management fees for the FMIF. Allocate the emails to folders for each relevant audit period. RE claim against the former auditors.
Accountant	Assets	24/03/2020	0.90	\$247.50	Review emails regarding distributions, redemptions and management fees for the FMIF. Allocate the emails to folders for each relevant audit period. RE claim against the former auditors.
Accountant	Assets	24/03/2020	0.30	\$82.50	Telecom with Arthur regarding the search results for management fees, redemptions and distributions, and reviewing/double checking results for consistencies and relevance to facilitate submitting to our solicitors later today
Accountant	Assets	24/03/2020	0.80	\$220.00	Review emails regarding distributions, redemptions and management fees for the FMIF. Allocate the emails to folders for each relevant audit period. RE claim against the former auditors.
Accountant	Assets	24/03/2020	0.40	\$110.00	Telecom with Arthur regarding the search results for management fees, redemptions and distributions, and reviewing/double checking results for consistencies and relevance to facilitate submitting to our solicitors later today
Accountant	Assets	24/03/2020	0.60	\$165.00	Locate and review documentation in relation to the shareholders of LMIM as requested by our solicitors regarding the claim against the former auditors.
Accountant	Assets	24/03/2020	1.90	\$522.50	Review emails regarding distributions, redemptions and management fees for the FMIF. Allocate the emails to folders for each relevant audit period. RE claim against the former auditors.
Accountant	Assets	24/03/2020	0.80	\$220.00	Locate and review documentation in relation to the shareholders of LMIM as requested by our solicitors regarding the claim against the former auditors.
Accountant	Assets	25/03/2020	0.20	\$55.00	Telecom with Arthur regarding the remaining issues our solicitors require to respond to the auditor's counterclaim by 27/3 and matters he will be attending to
Accountant	Assets	25/03/2020	0.30	\$82.50	Telecom with Arthur regarding the status of what he had found on the LM remote server G Drive relating to various review functions the CFO is alleged to have participated in
Accountant	Assets	25/03/2020	0.20	\$55.00	Telecom with Arthur regarding the matters clarified by our solicitors in respect of the response to para 7(a) of the auditor's counterclaim to assist with his interrogation of the LM remote server G Drive for relevant material
Accountant	Assets	25/03/2020	0.90	\$247.50	Review emails regarding distributions, redemptions and management fees for the FMIF. Allocate the emails to folders for each relevant audit period. RE claim against the former auditors.
Accountant	Assets	25/03/2020	0.50	\$137.50	Locate and review documentation in relation to the shareholders of LMIM as requested by our solicitors regarding the claim against the former auditors.
Accountant	Assets	25/03/2020	1.40	\$385.00	Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	25/03/2020	1.50	\$412.50	Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	25/03/2020	0.70	\$192.50	Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.

Accountant	Assets	26/03/2020	0.20	\$55.00 Telecom with Arthur regarding the last query to respond to, some further context within which to consider the 10 categories in para 7(a) of the auditor's counterclaim and to aim to have everything ready to submit to our solicitors by midday
Accountant	Assets	26/03/2020	0.30	\$82.50 Telecom with Arthur regarding a refinement to the context to use to facilitate a timely response to para 7.3(a) of the auditor's counterclaim
Accountant	Assets	26/03/2020	0.50	\$137.50 Telecom with Arthur regarding the docs located by Jordan in the auditor's records for each of the audits the subject of the claim in part response to para 7.3(a) of the auditor's counterclaim
Accountant	Assets	26/03/2020	0.30	\$82.50 Telecom with Arthur regarding response to para 7.3(a) and locating any documentation from EY that LM may have considered at the time of the initial appointment in 2003
Accountant	Assets	26/03/2020	1.10	\$302.50 Discuss and review with Arthur all of the docs located in response to para 7.3(a) of the counterclaim, overview results for all 9 audit periods, decide to restrict the response to screenshots of audits which meaningfully identify all reviews by the CFO
Accountant	Assets	26/03/2020	0.80	\$220.00 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	26/03/2020	0.30	\$82.50 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	26/03/2020	0.50	\$137.50 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	26/03/2020	2.00	\$550.00 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	26/03/2020	1.00	\$275.00 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	26/03/2020	0.20	\$55.00 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	26/03/2020	1.60	\$440.00 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	27/03/2020	0.20	\$55.00 Telecom with Arthur regarding providing a copy of the auditor USB via One Drive
Accountant	Assets	27/03/2020	0.30	\$82.50 Telecom with Arthur regarding completion of the report to investors and setting up a hyperlink for the information required to facilitate a response to our solicitors in respect of para 7.3(a) of the auditor's counterclaim
Accountant	Assets	27/03/2020	0.70	\$192.50 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	27/03/2020	1.00	\$275.00 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	27/03/2020	0.50	\$137.50 Locate and review documentation that was sighted or prepared by the chief finance officer during the relevant audit periods for our solicitors. RE claim against the auditors.
Accountant	Assets	30/03/2020	0.70	\$192.50 Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.

Accountant	Assets	30/03/2020	0.80	\$220.00	Locate and review documentation in relation to the fees charged by the auditors to conduct the audits for 30 June 2008 to 30 June 2012. RE claim against the former auditors.
Accountant	Assets	30/03/2020	1.20	\$330.00	Locate and review documentation in relation to the FY2011 Compliance Audit testing findings for our solicitors. RE claim against the auditors.
Accountant	Assets	30/03/2020	0.60	\$165.00	Review email from the Trust Company regarding current assets held by the FMIF. Prepare a register of current assets as at 30 March 2020 and provide to David Whyte for review.
Accountant	Assets	30/03/2020	1.40	\$385.00	Locate and review documentation in relation to the FY2011 Compliance Audit testing findings for our solicitors. RE claim against the auditors.
Accountant	Assets	31/03/2020	0.50	\$137.50	Locate and review documentation in relation to the FY2011 Compliance Audit testing findings for our solicitors. RE claim against the auditors.
Accountant	Assets	31/03/2020	0.60	\$165.00	Telecon with Arthur Taylor re compliance audit testing findings document for 30 June 2011 prepared by the former auditors. RE claim against the auditors.
Accountant	Assets	31/03/2020	0.30	\$82.50	Telecom with Arthur regarding status of our search for a complete copy of a compliance audit testing document our solicitors are looking for
Accountant	Assets	31/03/2020	1.30	\$357.50	Locate and review documentation in relation to the FY2011 Compliance Audit testing findings for our solicitors. RE claim against the auditors.
Accountant	Assets	31/03/2020	1.10	\$302.50	Locate and review documentation in relation to the FY2011 Compliance Audit testing findings for our solicitors. RE claim against the auditors.
Accountant	Assets	31/03/2020	0.90	\$247.50	Locate and review documentation in relation to the FY2011 Compliance Audit testing findings for our solicitors. RE claim against the auditors.
Partner	Trade On	2/03/2020	0.30	\$184.50	reviewed judgement of Justice Jackson in respect of FTI's application for payment of expenses relating to proceedings against EY and costs relating to proof of debt process
Partner	Trade On	3/03/2020	0.10	\$61.50	reviewed correspondence from our solicitors regarding FTI's applications for payment of expenses/reviewed counsel's invoice/sent response
Partner	Trade On	3/03/2020	0.10	\$61.50	authorised payments
Partner	Trade On	3/03/2020	0.10	\$61.50	reviewed correspondence from investor regarding payment of interim distribution/reviewed work papers regarding return of funds and repayment of distribution
Partner	Trade On	9/03/2020	0.10	\$61.50	reviewed correspondence with FTI regarding request for outstanding amounts of remuneration and expenses for management accounts as at 31 December 2019/reviewed/amended email to FTI regarding same
Partner	Trade On	9/03/2020	0.10	\$61.50	reviewed draft update to LM website regarding investors correspondence and documentation required to effect change in details/approved same
Partner	Trade On	9/03/2020	0.10	\$61.50	reviewed correspondence from responsible entity of feeder fund regarding unit price and management accounts for the half year ended 31 December 2019/sent response
Partner	Trade On	9/03/2020	0.30	\$184.50	reviewed correspondence from ASIC regarding expiry of suspended AFSL of LMIM/reviewed previous correspondence/drafted and sent response/reviewed correspondence from our solicitors regarding same/sent response

Partner	Trade On	9/03/2020	1.40	\$861.00 reviewed correspondence from our solicitors regarding costs claimed by FTI in respect of their second remuneration application/commenced review of cost statement
Partner	Trade On	10/03/2020	2.20	\$1,353.00 reviewed costs statement in relation to FTI's second remuneration application/emailed our solicitors regarding claim and issues with calculations and other matters
Partner	Trade On	10/03/2020	0.10	\$61.50 considered presentation of amounts received from feeder funds relating to deed of settlement
Partner	Trade On	10/03/2020	1.00	\$615.00 reviewed correspondence from our solicitors regarding outcome of FTI's two applications for payment of expenses/reviewed judgement for one and transcript of hearing for the other/reviewed correspondence from FTI's solicitors and draft response/replied
Partner	Trade On	12/03/2020	0.20	\$123.00 reviewed correspondence from our solicitors regarding costs statement and amounts claimed by FTI in relation to a cost order/reviewed draft letter querying a number of issues with the statement/provided instructions regarding same
Partner	Trade On	12/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding payment of cost order to FTI/reviewed correspondence from FTI's solicitors and proposed response/provided instructions regarding same
Partner	Trade On	12/03/2020	0.30	\$184.50 reviewed correspondence from thirty one investors regarding change in details/returned distribution payments/authorised payments
Partner	Trade On	16/03/2020	0.20	\$123.00 reviewed lmfmf.com website regarding various notices and other contents/updated same/discussed changes with RW
Partner	Trade On	16/03/2020	0.10	\$61.50 reviewed draft email to IT consultant regarding a number of amendments to the website/amended email
Partner	Trade On	17/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding payments due under two cost orders/reviewed invoices/authorised payments
Partner	Trade On	17/03/2020	0.10	\$61.50 reviewed notice explaining ASIC instrument of relief in respect financial reporting obligations
Partner	Trade On	17/03/2020	0.10	\$61.50 authorised payments
Partner	Trade On	17/03/2020	2.50	\$1,537.50 reviewed correspondence from our solicitors regarding two court orders for indemnity costs/reviewed two cost statements (over 400 pages)/provided instructions regarding same
Partner	Trade On	19/03/2020	0.40	\$246.00 reviewed correspondence from our solicitors and FTI's solicitors regarding errors made in cost statement and clarification of other queries/reviewed further documents provided/sent response to our solicitors regarding offer to pay costs
Partner	Trade On	19/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding draft letter to FTI's solicitors in respect of claims under cost orders/provided instructions regarding same
Partner	Trade On	19/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding two cost statements to be served on the custodian of the fund/reviewed draft letters/provided instructions regarding same
Partner	Trade On	19/03/2020	1.10	\$676.50 reviewed draft management accounts for the half year ended 31 December 2019/telephone discussion with RW regarding queries in respect of same and email our auditors regarding other queries
Partner	Trade On	19/03/2020	0.10	\$61.50 email FTI regarding claims against the fund to allow finalisation of management accounts for the six months ended 31 December 2019

Partner	Trade On	23/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors and FTI's solicitors regarding costs statement and claim/provided instructions regarding costs
Partner	Trade On	23/03/2020	0.10	\$61.50 reviewed correspondence from investor regarding non receipt of interim distribution/reviewed letter to custodian asking for trace on payment
Partner	Trade On	23/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding serving of two cost statements on third party/reviewed correspondence to third party
Partner	Trade On	23/03/2020	0.20	\$123.00 reviewed correspondence from our solicitors regarding agreement to costs order in respect of FTI's second remuneration application/reviewed draft letter to FTI's solicitors and two draft court orders/provided instructions regarding same
Partner	Trade On	23/03/2020	0.10	\$61.50 reviewed/approved eighteen payments to investors regarding interim distribution
Partner	Trade On	24/03/2020	0.10	\$61.50 reviewed breakdown of operating and non operating costs in relation to preparation of management accounts for the half year ending 31 December 2019
Partner	Trade On	24/03/2020	0.30	\$184.50 reviewed reconciliation of account payables in relation to the management accounts for the six months ending 31 December 2019/reviewed prior correspondence relating to same
Partner	Trade On	24/03/2020	0.70	\$430.50 reviewed management accounts for the half year ending 31 December 2019/considered accounting treatment for distributions and recording of investor units/considered treatment of deed of settlement with feeder funds
Partner	Trade On	24/03/2020	0.10	\$61.50 reviewed correspondence from investor regarding non receipt of interim distribution/approved payment
Partner	Trade On	24/03/2020	0.10	\$61.50 reviewed correspondence from custodian and overseas bank regarding payment to investor in AUD and conversion to USD
Partner	Trade On	26/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding ASIC financial reporting relief and conditions attaching to relief
Partner	Trade On	26/03/2020	0.20	\$123.00 reviewed correspondence from our solicitors regarding status of clear account proceedings and issues to consider/considered position and sent response
Partner	Trade On	26/03/2020	0.20	\$123.00 reviewed correspondence from our solicitors and draft letter to FTI's solicitors regarding GST issues relating to remuneration and expenses/drafted response
Partner	Trade On	26/03/2020	0.80	\$492.00 reviewed management accounts for the half year ending 31 December/reviewed investor units/previous accounts from 2012/2013 and accounting for previous capital distributions/reviewed reconciliations of units over several reporting periods
Partner	Trade On	26/03/2020	0.10	\$61.50 reviewed correspondence from our solicitors regarding court judgement relating to expenses claim/reviewed issues regarding judgement/provided instructions regarding same
Partner	Trade On	30/03/2020	3.10	\$1,906.50 reviewed draft management accounts/update commentary regarding adjustment to investor units/reviewed commentary on litigation matters as at 30 June 2019 and reports to investors in September and December/reviewed other correspondence and updated a/c's
Partner	Trade On	30/03/2020	0.30	\$184.50 telephone call with Craig Jenkins and Clark Jarrold regarding presentation of management accounts/issues relating to number and value of investor units and reporting of same
Partner	Trade On	30/03/2020	0.20	\$123.00 reviewed updated draft management accounts for the half year ending 31 December 2019/prepared instructions to RW to finalise

Partner	Trade On	31/03/2020	0.30	\$184.50 reviewed management accounts for the half year ending 31 December 2019 and cover letter/provided instructions to finalise same
Partner	Trade On	31/03/2020	1.10	\$676.50 reviewed/updated/finalised report to investors
Partner	Trade On	31/03/2020	1.00	\$615.00 telephone conversation with our solicitors regarding status of winding up/remuneration application/management accounts/report to investors/claims against the fund
Partner	Trade On	10/03/2020	0.40	\$246.00 Discuss issues in half year accounts for the fund with Craig and Julie
Partner	Trade On	24/03/2020	0.60	\$369.00 Review /consider material provided by Ryan re determination of number of units incl calculations and court order and query as to basis of calc - for disclosure in fund accounts
Partner	Trade On	24/03/2020	0.40	\$246.00 Review financial statements draft and consider accounting for the \$4 million settlement item and respond to David re same
Partner	Trade On	25/03/2020	0.10	\$61.50 Discuss comments from Ryan as to query on number of fund units with Craig - for disclosure in fund accounts
Partner	Trade On	25/03/2020	0.10	\$61.50 Follow up discussion with Ryan on number of units and explanations for changes for disclosure in fund accounts
Partner	Trade On	25/03/2020	0.80	\$492.00 Discuss with David Whyte work plan re EY claim, steps to amend/complete 31 December fund accounts, issues re number of units and related matters
Partner	Trade On	25/03/2020	0.30	\$184.50 Discuss with Julie amendments to 31 December fund accounts and steps to complete them
Partner	Trade On	27/03/2020	0.30	\$184.50 Discuss resolution of fund accounts query with Julie regarding accounting for distributions
Partner	Trade On	30/03/2020	0.30	\$184.50 telephone call with Craig Jenkins and David Whyte regarding presentation of management accounts/issues relating to number and value of investor units and reporting of same
Partner	Trade On	30/03/2020	0.20	\$123.00 telephone call with Craig Jenkins regarding presentation of management accounts/issues relating to number and value of investor units and reporting of same
Senior Manager	Trade On	24/03/2020	0.90	\$450.00 Review draft report No. 29 to investors, prepare for and submit to our solicitors for amending and elaborating on
Senior Manager	Trade On	24/03/2020	0.20	\$100.00 For the 29th report to investors, telecom with Ryan regarding the date ranges for 6 monthly reports in accordance with ASIC requirements
Senior Manager	Trade On	24/03/2020	0.80	\$400.00 Continued: Review draft report No. 29 to investors, prepare for and submit to our solicitors for amending and elaborating on
Senior Manager	Trade On	27/03/2020	0.30	\$150.00 For the 29th report to investors add an update to current date for one legal matter in the report
Senior Manager	Trade On	27/03/2020	0.10	\$50.00 Telecom with Ryan to confirm legal matter requiring my comment is complete, asked him to advise when comments from our solicitors have been incorporated so I can do a final review
Senior Manager	Trade On	27/03/2020	0.30	\$150.00 Telecom with Ryan regarding completion of the report to investors and setting up a hyperlink for the information required to facilitate a response to our solicitors in respect of para 7.3(a) of the auditor's counterclaim
Associate Director	Trade On	10/03/2020	0.40	\$186.00 Discuss issues in half year accounts for the fund with Craig and Clark
Associate Director	Trade On	24/03/2020	0.20	\$93.00 31/12/2019 creditor reporting- understanding the investor units history and adjustments for correction in the accounts.

Associate Director	Trade On	25/03/2020	0.30	\$139.50	Discuss with Clark amendments to 31 December fund accounts and steps to complete them
Associate Director	Trade On	27/03/2020	0.30	\$139.50	Discuss resolution of fund accounts query with Clark regarding accounting for distributions
Graduate Accountant	Trade On	17/03/2020	1.20	\$270.00	Review ASIC Instrument of Relief document and draft notice to investors regarding details of the Instrument granted to LMIM as responsible entity for FMIF by ASIC.
Accountant	Trade On	2/03/2020	1.50	\$412.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	2/03/2020	0.90	\$247.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	2/03/2020	1.10	\$302.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	2/03/2020	1.10	\$302.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	3/03/2020	2.00	\$550.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	3/03/2020	1.10	\$302.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	3/03/2020	2.20	\$605.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	3/03/2020	2.10	\$577.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	9/03/2020	1.50	\$412.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	9/03/2020	1.10	\$302.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	9/03/2020	0.70	\$192.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	9/03/2020	1.60	\$440.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	9/03/2020	0.90	\$247.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.

Accountant	Trade On	10/03/2020	0.80	\$220.00	Telecon with Julie Pagcu regarding the revaluation of the units and distributions to investors for the management accounts for the half-year ended 31 December 2019.
Accountant	Trade On	10/03/2020	0.60	\$165.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	10/03/2020	1.30	\$357.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	12/03/2020	1.40	\$385.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	16/03/2020	0.50	\$137.50	Prepare email to IT consultant regarding updating the website for information on the winding up of the Fund and to add the ASIC relief instrument.
Accountant	Trade On	19/03/2020	1.20	\$330.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	19/03/2020	0.70	\$192.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	19/03/2020	1.80	\$495.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	20/03/2020	0.60	\$165.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare the transactions for the trial balance and prepare the financial statements.
Accountant	Trade On	23/03/2020	0.20	\$55.00	Prepare cover letter for the management accounts for the period ended 31 December 2019.
Accountant	Trade On	24/03/2020	0.20	\$55.00	Telecon with Julie Pagcu regarding the reallocation of the unit holdings for the management accounts for the FMIF for the period ending 31 December 2019
Accountant	Trade On	24/03/2020	0.50	\$137.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare an update to Julie Pagcu regarding the reallocation of the units.
Accountant	Trade On	24/03/2020	0.80	\$220.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019. Prepare an update to Julie Pagcu regarding the reallocation of the units.
Accountant	Trade On	25/03/2020	0.10	\$27.50	Follow up discussion with Clark on number of units and explanations for changes for disclosure in fund account
Accountant	Trade On	25/03/2020	0.80	\$220.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019.
Accountant	Trade On	25/03/2020	0.40	\$110.00	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019.
Accountant	Trade On	27/03/2020	0.50	\$137.50	Cont. Preparation of the management accounts for the FMIF for the half year ending 31 December 2019.
Accountant	Trade On	30/03/2020	0.80	\$220.00	Finalise the management accounts for the FMIF for the half year ending 31 December 2019. Send to David for final approval.
Partner	Creditors	30/03/2020	0.50	\$307.50	reviewed draft report to investors

Partner	Creditors	31/03/2020	0.10	\$61.50 reviewed correspondence regarding issues with potential scammer relating to distribution to investor and potential fraudulent documentation
Associate Director	Creditors	9/03/2020	0.20	\$105.00 Seven letters to investors regarding distributions, change of details, and progress updates regarding outstanding matters
Associate Director	Creditors	9/03/2020	0.10	\$52.50 Three letters to investors regarding distributions, change of details, and progress updates regarding outstanding matters
Associate Director	Creditors	9/03/2020	0.20	\$105.00 Five letters to investors regarding distributions, change of details, and progress updates regarding outstanding matters
Associate Director	Creditors	9/03/2020	0.40	\$210.00 Eleven letters to investors regarding distributions, change of details, and progress updates regarding outstanding matters
Associate Director	Creditors	9/03/2020	0.10	\$52.50 Three letters to investors regarding distributions, change of details, and progress updates regarding outstanding matters
Associate Director	Creditors	12/03/2020	0.60	\$315.00 Review 13 letters to investors regarding distributions, change of details and additional information required
Associate Director	Creditors	12/03/2020	0.30	\$157.50 eight letters to investors regarding updates and change of details
Associate Director	Creditors	12/03/2020	0.20	\$105.00 Five change of details requests and review of supporting documentation
Associate Director	Creditors	12/03/2020	0.20	\$105.00 six letters and change of details forms and review of supporting documentation
Associate Director	Creditors	12/03/2020	0.30	\$157.50 Seven letters and change of details forms and review of supporting documentation
Associate Director	Creditors	13/03/2020	0.10	\$52.50 Review change of detail forms and supporting document on for two investors - will, probate, death certificate, change of details forms and Ids
Associate Director	Creditors	13/03/2020	0.10	\$52.50 review and amend four letters to investors regarding additional documentation to support change of details
Associate Director	Creditors	13/03/2020	0.10	\$52.50 change of details forms for superfund investor review deeds, review asic statement, cod forms and Id
Associate Director	Creditors	13/03/2020	0.10	\$52.50 change of details forms for superfund investor review three deeds, change of details forms and ids
Associate Director	Creditors	13/03/2020	0.30	\$157.50 Seven letters to investors regarding change of details and additional information required to support
Associate Director	Creditors	18/03/2020	1.30	\$682.50 Twenty two letters to investors regarding change of details and updates - review Deeds, change of detail forms and associated supporting documentation
Associate Director	Creditors	18/03/2020	0.10	\$52.50 letters to investors regarding updates and payment confirmation
Associate Director	Creditors	18/03/2020	0.10	\$52.50 Review re-distribution cheque confirm details and associated correspondence
Associate Director	Creditors	23/03/2020	0.20	\$105.00 Correspondence update with staff regarding status and updates
Associate Director	Creditors	23/03/2020	1.20	\$630.00 Payment batch for Australian payments, review 18 payments and associated change of details forms
Associate Director	Creditors	23/03/2020	0.10	\$52.50 Payment batch for Australian payments, authorisation for processing
Associate Director	Creditors	23/03/2020	0.10	\$52.50 Payment batch for Australian payments, authorisation for processing
Associate Director	Creditors	23/03/2020	0.10	\$52.50 Payment batch for Australian payments, authorisation for processing

Associate Director	Creditors	31/03/2020	0.60	\$315.00	Review report to creditors, management accounts and unit price statement
Senior Accountant - Experienced	Creditors	9/03/2020	0.10	\$37.00	phone call with investor seeking advice for interim distribution.
Manager	Creditors	2/03/2020	1.30	\$598.00	Review and update/approve correspondence to 18 investors/advisors re interim distribution details, change of details, transfer of units, general updates requests. Review supporting docs where provided.
Manager	Creditors	2/03/2020	0.30	\$138.00	Liaise with Ryan Whyte regarding conflicting documents received for identification of investor. Discuss additional documentation required and originals of same. Review and update file note and letter to advisor in relation to matter.
Manager	Creditors	4/03/2020	1.50	\$690.00	Review and amend/approve reply correspondence to 17 investors/advisors re requests for change of details, transfer of units, interim distribution payment details, unit balances etc. Review supporting docs.
Manager	Creditors	4/03/2020	0.40	\$184.00	Review and update/approve correspondence to investors/advisors re change of details and transfer of units requests. Review supporting documents provided.
Manager	Creditors	6/03/2020	1.00	\$460.00	Review and approve updated correspondence to investors re update on winding up, interim distribution payments and change of details requests.
Manager	Creditors	9/03/2020	0.90	\$414.00	Review and approve correspondence to 11 investors/advisors re change of details, transfer of units and interim distribution requests. Review supporting documents.
Manager	Creditors	9/03/2020	0.50	\$230.00	Review and approve correspondence to 7 investors/advisors re change of details, transfer of units and interim distribution requests. Review supporting documents.
Manager	Creditors	10/03/2020	0.60	\$276.00	Review and approve correspondence to 10 investors/advisors re confirmation of interim distribution details, change of details requests.
Manager	Creditors	11/03/2020	0.40	\$184.00	Review and approve/update letters to multiple investors re change of details and interim distribution requests.
Manager	Creditors	11/03/2020	0.50	\$230.00	Review and approve/update letters to multiple investors re change of details and interim distribution requests.
Manager	Creditors	11/03/2020	0.60	\$276.00	Review and approve/update letters to multiple investors re change of details and interim distribution requests.
Manager	Creditors	11/03/2020	0.60	\$276.00	Review and approve correspondence to 6 investors/advisors re change of details requests, cancellation and re-issue of bank drafts, confirmation of unit balances etc. Review file note re change of trustee and probate court certification recommendation.
Manager	Creditors	31/03/2020	0.20	\$92.00	Review email from Ryan Whyte re investor ID clarification request.
Graduate Accountant	Creditors	2/03/2020	0.90	\$202.50	Review of correspondence from 5 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	2/03/2020	0.20	\$45.00	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	2/03/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	2/03/2020	0.60	\$135.00	Prepare a letter to 3 investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Graduate Accountant Creditors	2/03/2020	0.40	\$90.00	Prepare letter to 2 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	2/03/2020	0.70	\$157.50	Prepare a letter to 3 investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	2/03/2020	0.30	\$67.50	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	2/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	2/03/2020	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant Creditors	2/03/2020	0.90	\$202.50	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	2/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	2/03/2020	0.60	\$135.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	2/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	2/03/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	3/03/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	3/03/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	3/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	3/03/2020	0.80	\$180.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	3/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	3/03/2020	0.70	\$157.50	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	3/03/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	3/03/2020	0.80	\$180.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	3/03/2020	0.30	\$67.50	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	3/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	3/03/2020	0.70	\$157.50	Prepare 3 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant	Creditors	4/03/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	1.20	\$270.00	Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	4/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	4/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	0.20	\$45.00	2 phone calls from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	4/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	4/03/2020	0.30	\$67.50	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	4/03/2020	0.30	\$67.50	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	4/03/2020	0.40	\$90.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	4/03/2020	0.20	\$45.00	Phone call from 2 investors in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	0.60	\$135.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.

Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	4/03/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	4/03/2020	0.40	\$90.00	Prepare 2 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	4/03/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	4/03/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	5/03/2020	0.40	\$90.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	Call from an investor seeking an update on the winding up of the fund.
Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

Graduate Accountant Creditors	5/03/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	5/03/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	5/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	5/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	5/03/2020	1.50	\$337.50	Scanned 13 documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant Creditors	5/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	5/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	6/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	6/03/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	6/03/2020	0.80	\$180.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant Creditors	6/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	6/03/2020	0.30	\$67.50	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	6/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	6/03/2020	1.10	\$247.50	Prepare 5 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	6/03/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	6/03/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	6/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

Graduate Accountant	Creditors	6/03/2020	0.20	\$45.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	6/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	6/03/2020	0.20	\$45.00	Draft email to IT consultant regarding update to website. RE Deceased Estate Change of Details requirements
Graduate Accountant	Creditors	6/03/2020	0.40	\$90.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	Prepare 2 letters to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	9/03/2020	0.80	\$180.00	Prepare 3 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	9/03/2020	0.60	\$135.00	Prepare 3 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	9/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	9/03/2020	0.30	\$67.50	Collect cheque from Suncorp Edward Street branch for LM investor interim distribution.
Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Graduate Accountant Creditors	9/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	9/03/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	9/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	9/03/2020	0.50	\$112.50	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	9/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	10/03/2020	0.30	\$67.50	Move EY Audit documents to USB and deliver to our solicitors
Graduate Accountant Creditors	10/03/2020	0.40	\$90.00	Prepare 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	10/03/2020	0.20	\$45.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	10/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	10/03/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	10/03/2020	0.20	\$45.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	10/03/2020	0.70	\$157.50	Review of correspondence from 3 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	10/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant Creditors	10/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	10/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	10/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant	Creditors	10/03/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	10/03/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	10/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	10/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	10/03/2020	0.30	\$67.50	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	10/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	10/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	10/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	11/03/2020	0.40	\$90.00	Prepare 2 letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.

Graduate Accountant Creditors	11/03/2020	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	11/03/2020	0.20	\$45.00 Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	11/03/2020	0.20	\$45.00 Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	11/03/2020	0.40	\$90.00 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	11/03/2020	0.50	\$112.50 Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	11/03/2020	0.20	\$45.00 Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	11/03/2020	0.10	\$22.50 Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	11/03/2020	0.20	\$45.00 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	11/03/2020	0.10	\$22.50 Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	11/03/2020	0.20	\$45.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	11/03/2020	0.30	\$67.50 Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	11/03/2020	0.10	\$22.50 Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant Creditors	12/03/2020	0.20	\$45.00 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	12/03/2020	0.30	\$67.50 Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	12/03/2020	0.20	\$45.00 2 phone calls from executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	12/03/2020	0.20	\$45.00 Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	12/03/2020	0.10	\$22.50 Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00 Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	12/03/2020	0.30	\$67.50 Prepare letter to investor seeking to update the trustee for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	12/03/2020	0.30	\$67.50 Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00 Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	12/03/2020	0.50	\$112.50 Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00 Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00 Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00 Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	12/03/2020	0.40	\$90.00 Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	12/03/2020	0.50	\$112.50 Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	12/03/2020	0.40	\$90.00 Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	12/03/2020	0.50	\$112.50 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	12/03/2020	0.50	\$112.50 Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant Creditors	12/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	12/03/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units from a super fund after the passing of a trustee. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	12/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	12/03/2020	0.40	\$90.00	Scanned 4 documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant Creditors	12/03/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	13/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	13/03/2020	0.60	\$135.00	Update and remove investor bank accounts and addresses for final distribution. Ensure all bank accounts are active, approved and formatted correctly and delete any out-dated accounts and addresses for all investors in LMFMIIF.
Graduate Accountant Creditors	13/03/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	13/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	13/03/2020	1.90	\$427.50	Update and remove investor bank accounts and addresses for final distribution. Ensure all bank accounts are active, approved and formatted correctly and delete any out-dated accounts and addresses for all investors in LMFMIIF.
Graduate Accountant Creditors	13/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant Creditors	13/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	13/03/2020	0.20	\$45.00	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	13/03/2020	1.70	\$382.50	Update and remove investor bank accounts and addresses for final distribution. Ensure all bank accounts are active, approved and formatted correctly and delete any out-dated accounts and addresses for all investors in LMFMIIF.
Graduate Accountant Creditors	13/03/2020	1.30	\$292.50	Update and remove investor bank accounts and addresses for final distribution. Ensure all bank accounts are active, approved and formatted correctly and delete any out-dated accounts and addresses for all investors in LMFMIIF.
Graduate Accountant Creditors	16/03/2020	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

Graduate Accountant	Creditors	16/03/2020	0.80	\$180.00	Review of correspondence from 4 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	16/03/2020	1.50	\$337.50	Prepare 8 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	16/03/2020	0.60	\$135.00	Prepare 3 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	16/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	16/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	16/03/2020	0.70	\$157.50	Collect EY Audit laptop from EY Offices on Eagle Street. Test laptop to ensure programs required performing adequately.
Graduate Accountant	Creditors	16/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	16/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	16/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	16/03/2020	2.00	\$450.00	Prepare 10 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	16/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	16/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	16/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	17/03/2020	1.20	\$270.00	Update and remove investor bank accounts and addresses for final distribution. Ensure all bank accounts are active, approved and formatted correctly and delete any out-dated accounts and addresses for all investors in LMFMIIF.
Graduate Accountant	Creditors	17/03/2020	1.50	\$337.50	Update and remove investor bank accounts and addresses for final distribution. Ensure all bank accounts are active, approved and formatted correctly and delete any out-dated accounts and addresses for all investors in LMFMIIF.
Graduate Accountant	Creditors	17/03/2020	0.90	\$202.50	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

Graduate Accountant	Creditors	17/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	Call from an investor seeking information in regards to the interim distribution from the fund.
Graduate Accountant	Creditors	17/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	17/03/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	17/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	18/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	18/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	18/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	18/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	18/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	18/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	18/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	18/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	18/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	18/03/2020	0.10	\$22.50	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	18/03/2020	0.40	\$90.00	Update and remove investor bank accounts and addresses for final distribution. Ensure all bank accounts are active, approved and formatted correctly and delete any out-dated accounts and addresses for all investors in LMFMIIF.
Graduate Accountant	Creditors	19/03/2020	1.10	\$247.50	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	19/03/2020	0.60	\$135.00	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	19/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	19/03/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	19/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	19/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	19/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	19/03/2020	0.50	\$112.50	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Graduate Accountant Creditors	19/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant Creditors	19/03/2020	0.10	\$22.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Graduate Accountant Creditors	19/03/2020	0.10	\$22.50	Review of correspondence from an investor in relation to the interim distribution to investors. Access investor management database to review current details.
Graduate Accountant Creditors	19/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	19/03/2020	0.30	\$67.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	19/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	20/03/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	20/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	20/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	20/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	20/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	20/03/2020	0.40	\$90.00	Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	20/03/2020	0.40	\$90.00	Prepare 2 letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	20/03/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	20/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	20/03/2020	1.80	\$405.00	Review of correspondence from 9 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

Graduate Accountant	Creditors	20/03/2020	0.60	\$135.00	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	20/03/2020	2.10	\$472.50	Review of correspondence from 11 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	23/03/2020	1.00	\$225.00	Prepare 5 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	23/03/2020	0.70	\$157.50	Prepare 4 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	23/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	23/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	23/03/2020	1.50	\$337.50	Prepare 6 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	23/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	23/03/2020	2.30	\$517.50	Review of correspondence from 12 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	23/03/2020	0.30	\$67.50	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	23/03/2020	0.40	\$90.00	Prepare 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	23/03/2020	0.50	\$112.50	Review of correspondence from 2 investors in relation to the reprocessing of the interim distribution to investors. Prepare documents for payment in next batch.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request.
Graduate Accountant	Creditors	24/03/2020	0.70	\$157.50	Prepare 4 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.

Graduate Accountant	Creditors	24/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Call from an investor seeking information in regards to the interim distribution from the fund.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	24/03/2020	0.10	\$22.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	24/03/2020	0.30	\$67.50	Prepare a payment for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and SunCorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	24/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	24/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	24/03/2020	0.40	\$90.00	Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	24/03/2020	0.40	\$90.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	24/03/2020	0.40	\$90.00	Prepare 2 letters to executors of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	24/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	24/03/2020	1.10	\$247.50	Prepare 6 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and SunCorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	25/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	25/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	25/03/2020	0.60	\$135.00	Prepare 2 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	25/03/2020	0.20	\$45.00	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	25/03/2020	1.00	\$225.00	Prepare 5 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	25/03/2020	0.40	\$90.00	Prepare 2 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	25/03/2020	0.30	\$67.50	Prepare letter to 2 investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	25/03/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	25/03/2020	0.30	\$67.50	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	25/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	25/03/2020	0.30	\$67.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	25/03/2020	1.20	\$270.00	Review of correspondence from 5 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant	Creditors	25/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	25/03/2020	0.20	\$45.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	25/03/2020	0.40	\$90.00	Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	25/03/2020	0.10	\$22.50	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	25/03/2020	1.20	\$270.00	Scanned 11 documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	26/03/2020	1.20	\$270.00	Prepare 6 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	26/03/2020	1.00	\$225.00	Prepare 5 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	26/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	26/03/2020	0.10	\$22.50	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	26/03/2020	0.50	\$112.50	Prepare 3 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	26/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	26/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	26/03/2020	0.20	\$45.00	Prepare a payment for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	27/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.

Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	27/03/2020	0.70	\$157.50	Prepare 3 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	27/03/2020	0.80	\$180.00	Scanned 8 documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	27/03/2020	0.10	\$22.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Scanned 8 documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	27/03/2020	0.80	\$180.00	Scanned 6 documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	27/03/2020	0.20	\$45.00	Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant	Creditors	27/03/2020	0.60	\$135.00	Scanned 5 documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	30/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	30/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	30/03/2020	1.00	\$225.00	Prepare 3 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	30/03/2020	1.80	\$405.00	Prepare 7 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant	Creditors	30/03/2020	0.50	\$112.50	Review of correspondence from 2 investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	30/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant Creditors	30/03/2020	1.00	\$225.00 Prepare 4 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant Creditors	30/03/2020	0.10	\$22.50 Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	30/03/2020	0.50	\$112.50 Reconcile bank records to MYOB for payment of the interim distribution to investors to record payments as successful or returned.
Graduate Accountant Creditors	30/03/2020	0.20	\$45.00 Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	30/03/2020	0.90	\$202.50 Reconcile bank records to MYOB for payment of the interim distribution to investors to record payments as successful or returned.
Graduate Accountant Creditors	30/03/2020	0.40	\$90.00 Reconcile bank records to MYOB for payment of the interim distribution to investors to record payments as successful or returned.
Graduate Accountant Creditors	31/03/2020	0.10	\$22.50 Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	31/03/2020	0.20	\$45.00 Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	31/03/2020	0.10	\$22.50 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	31/03/2020	0.10	\$22.50 Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	31/03/2020	0.20	\$45.00 Call from an investor seeking information in relation to the interim distribution from the fund.
Graduate Accountant Creditors	31/03/2020	0.20	\$45.00 Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	31/03/2020	0.60	\$135.00 Review of correspondence from 2 investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	31/03/2020	0.40	\$90.00 Prepare 2 letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	31/03/2020	0.10	\$22.50 Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	31/03/2020	1.20	\$270.00 Prepare 5 payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp. Prepare change of details checklist to update the details.
Graduate Accountant Creditors	31/03/2020	1.00	\$225.00 Prepare 4 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	2/03/2020	0.90	\$202.50	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	2/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	2/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request.
Graduate Accountant	Creditors	2/03/2020	1.20	\$270.00	6x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	2/03/2020	0.90	\$202.50	5x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	2/03/2020	0.60	\$135.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	2/03/2020	0.20	\$45.00	1x Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	2/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	2/03/2020	0.20	\$45.00	2x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant	Creditors	2/03/2020	0.20	\$45.00	1x Review of correspondence from advisor in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	2/03/2020	0.20	\$45.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	2/03/2020	0.50	\$112.50	15x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	3/03/2020	0.40	\$90.00	7x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	3/03/2020	0.60	\$135.00	3x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	3/03/2020	0.60	\$135.00	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	3/03/2020	1.60	\$360.00	10x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	1x Review of correspondence from advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	3/03/2020	0.90	\$202.50	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	3/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	3/03/2020	0.20	\$45.00	6x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant	Creditors	3/03/2020	0.50	\$112.50	4x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	3/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	4/03/2020	0.60	\$135.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	0.30	\$67.50	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	0.70	\$157.50	3x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	4/03/2020	0.60	\$135.00	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	4/03/2020	1.00	\$225.00	5x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	4/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant	Creditors	4/03/2020	0.80	\$180.00	4x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	4/03/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	4/03/2020	0.60	\$135.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	4/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	5/03/2020	0.60	\$135.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	5/03/2020	0.70	\$157.50	3x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	5/03/2020	0.60	\$135.00	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	5/03/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	5/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	5/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	5/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	5/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	5/03/2020	0.50	\$112.50	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant Creditors	5/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	5/03/2020	0.80	\$180.00	5x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	5/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	6/03/2020	0.30	\$67.50	5x Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held.
Graduate Accountant Creditors	6/03/2020	0.30	\$67.50	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	6/03/2020	0.80	\$180.00	4x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request.
Graduate Accountant Creditors	6/03/2020	0.20	\$45.00	1x Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Graduate Accountant Creditors	6/03/2020	0.80	\$180.00	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	6/03/2020	1.20	\$270.00	6x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	6/03/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	6/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	6/03/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	6/03/2020	0.20	\$45.00	8x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant Creditors	6/03/2020	0.60	\$135.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	9/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	9/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	9/03/2020	1.00	\$225.00	5x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of advisor request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	9/03/2020	0.30	\$67.50	8x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	2x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant	Creditors	9/03/2020	0.20	\$45.00	1x Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	9/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	9/03/2020	0.50	\$112.50	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	9/03/2020	0.60	\$135.00	3x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	9/03/2020	0.10	\$22.50	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	10/03/2020	0.80	\$180.00	4x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	10/03/2020	0.60	\$135.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x Review of correspondence from advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x Call from an advisor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Graduate Accountant	Creditors	10/03/2020	0.70	\$157.50	15x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	10/03/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	10/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	10/03/2020	0.60	\$135.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	10/03/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	10/03/2020	0.60	\$135.00	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	11/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	11/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	11/03/2020	0.90	\$202.50	4x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant Creditors	11/03/2020	0.20	\$45.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	11/03/2020	0.40	\$90.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	11/03/2020	0.40	\$90.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	11/03/2020	0.10	\$22.50	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	11/03/2020	0.50	\$112.50	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	11/03/2020	0.60	\$135.00	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	11/03/2020	1.00	\$225.00	5x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	11/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	11/03/2020	0.30	\$67.50	2x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	11/03/2020	0.20	\$45.00	1x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant Creditors	11/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	11/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	11/03/2020	0.10	\$22.50	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	11/03/2020	0.30	\$67.50	5x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant Creditors	11/03/2020	0.10	\$22.50	1x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant Creditors	12/03/2020	0.30	\$67.50	4x Scanned documents and saved to files and database, sent off documents to required investor via email or post.

Graduate Accountant	Creditors	12/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	12/03/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	12/03/2020	0.50	\$112.50	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	12/03/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	12/03/2020	0.40	\$90.00	2x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant	Creditors	12/03/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	12/03/2020	0.50	\$112.50	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	12/03/2020	0.80	\$180.00	4x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	12/03/2020	0.70	\$157.50	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	12/03/2020	0.10	\$22.50	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Graduate Accountant	Creditors	12/03/2020	0.60	\$135.00	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	12/03/2020	0.10	\$22.50	1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	12/03/2020	0.20	\$45.00	3x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	13/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	13/03/2020	0.40	\$90.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	13/03/2020	0.50	\$112.50	3x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

Graduate Accountant Creditors	13/03/2020	0.10	\$22.50	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant Creditors	13/03/2020	0.20	\$45.00	1x Review of correspondence from advisors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	13/03/2020	1.30	\$292.50	7x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	13/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	13/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	13/03/2020	1.40	\$315.00	9x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	13/03/2020	0.20	\$45.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	13/03/2020	1.20	\$270.00	10x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	16/03/2020	1.20	\$270.00	6x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	16/03/2020	1.50	\$337.50	9x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	16/03/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	16/03/2020	0.60	\$135.00	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	16/03/2020	0.40	\$90.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	16/03/2020	2.00	\$450.00	16x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	16/03/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Graduate Accountant	Creditors	16/03/2020	1.00	\$225.00	6x Review of correspondence from investors in relation to a change of details of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	16/03/2020	0.40	\$90.00	14x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	17/03/2020	0.80	\$180.00	4x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	17/03/2020	0.70	\$157.50	4x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	1x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	1x Phone call from investor in response to their request to transfer units from a their mother's account to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	17/03/2020	0.20	\$45.00	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	17/03/2020	0.50	\$112.50	3x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	17/03/2020	1.20	\$270.00	6x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	17/03/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	17/03/2020	0.70	\$157.50	4x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	18/03/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant	Creditors	18/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	18/03/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

Graduate Accountant Creditors	18/03/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	18/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	18/03/2020	0.40	\$90.00	17x Reviewed returned mail and record investor details in returned mail register.
Graduate Accountant Creditors	18/03/2020	0.30	\$67.50	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	18/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	18/03/2020	1.00	\$225.00	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	18/03/2020	0.20	\$45.00	9x Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
Graduate Accountant Creditors	18/03/2020	0.80	\$180.00	4x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	18/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	19/03/2020	0.90	\$202.50	22x Prepare/review of internal control forms in relation to change of detail requests to pass on for review.
Graduate Accountant Creditors	19/03/2020	0.30	\$67.50	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	19/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	19/03/2020	1.20	\$270.00	32x Scanned documents and saved to files and database, sent off several documents to required investor via email or post.
Graduate Accountant Creditors	19/03/2020	0.40	\$90.00	2x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant Creditors	19/03/2020	0.60	\$135.00	3x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	19/03/2020	0.40	\$90.00	1x Call from an adviser in relation to a request for an updated unit holdings balance for 22 different accounts. Review investors on the investor management database and advise.
Graduate Accountant Creditors	19/03/2020	0.80	\$180.00	4x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Graduate Accountant Creditors	19/03/2020	0.20	\$45.00	1x Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	19/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	20/03/2020	1.00	\$225.00	5x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	20/03/2020	0.90	\$202.50	4x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	20/03/2020	0.50	\$112.50	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	20/03/2020	0.60	\$135.00	15x Prepare a letter to adviser in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance
Graduate Accountant Creditors	20/03/2020	0.60	\$135.00	23x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant Creditors	20/03/2020	0.80	\$180.00	15x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	20/03/2020	0.70	\$157.50	5x Review of correspondence from Investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	23/03/2020	1.30	\$292.50	6x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	23/03/2020	0.60	\$135.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	23/03/2020	0.60	\$135.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	23/03/2020	0.20	\$45.00	1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant Creditors	23/03/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	23/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	23/03/2020	0.30	\$67.50	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.

Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	1x Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	23/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	23/03/2020	0.30	\$67.50	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	1x Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	23/03/2020	0.20	\$45.00	6x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	23/03/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	24/03/2020	0.40	\$90.00	Review of unread mail received in the Fund's mailbox. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	24/03/2020	0.60	\$135.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	24/03/2020	0.30	\$67.50	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	24/03/2020	0.60	\$135.00	3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	24/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

Graduate Accountant Creditors	24/03/2020	0.40	\$90.00 3x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	25/03/2020	0.30	\$67.50 1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	25/03/2020	0.40	\$90.00 2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	25/03/2020	0.90	\$202.50 3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	25/03/2020	0.60	\$135.00 2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	25/03/2020	0.60	\$135.00 3x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	25/03/2020	0.30	\$67.50 1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	25/03/2020	0.20	\$45.00 1x Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	25/03/2020	0.10	\$22.50 1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	25/03/2020	0.30	\$67.50 1x Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	25/03/2020	0.20	\$45.00 10x Prepared documents and saved to files and database, sent off documents for approval.
Graduate Accountant Creditors	25/03/2020	0.30	\$67.50 1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	25/03/2020	0.20	\$45.00 1x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant Creditors	25/03/2020	0.20	\$45.00 1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
Graduate Accountant Creditors	25/03/2020	0.20	\$45.00 Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	25/03/2020	0.50	\$112.50 2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

Graduate Accountant Creditors	25/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	25/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	25/03/2020	0.30	\$67.50	1x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	25/03/2020	0.20	\$45.00	6x Prepared documents and saved to files and database, sent off documents for approval.
Graduate Accountant Creditors	26/03/2020	0.90	\$202.50	3x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	26/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	26/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	26/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	26/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	26/03/2020	0.20	\$45.00	5x Scanned documents and saved to files and database
Graduate Accountant Creditors	26/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant Creditors	26/03/2020	0.20	\$45.00	1x Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	27/03/2020	0.20	\$45.00	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Graduate Accountant Creditors	27/03/2020	0.20	\$45.00	5x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant Creditors	27/03/2020	0.30	\$67.50	1x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	27/03/2020	0.20	\$45.00	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Graduate Accountant Creditors	27/03/2020	0.20	\$45.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

Graduate Accountant Creditors	27/03/2020	0.20	\$45.00	1x Phone call from investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	27/03/2020	0.20	\$45.00	1x Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
Graduate Accountant Creditors	30/03/2020	0.40	\$90.00	2x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	30/03/2020	0.20	\$45.00	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant Creditors	30/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant Creditors	30/03/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	30/03/2020	0.30	\$67.50	16x Scanned documents and saved to files and database
Graduate Accountant Creditors	30/03/2020	0.30	\$67.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant Creditors	30/03/2020	0.60	\$135.00	2x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	30/03/2020	0.70	\$157.50	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant Creditors	30/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	30/03/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant Creditors	30/03/2020	0.80	\$180.00	4x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	30/03/2020	0.10	\$22.50	2x Scanned documents and saved to files and database, sent off documents for review.
Graduate Accountant Creditors	30/03/2020	0.10	\$22.50	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant Creditors	30/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Graduate Accountant	Creditors	30/03/2020	0.20	\$45.00	1x Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Graduate Accountant	Creditors	30/03/2020	0.20	\$45.00	6x Scanned documents and saved to files and database, sent off documents to be reviewed. 1x Scanned documents and saved to files and database, sent off documents to required investor via email or post.
Graduate Accountant	Creditors	31/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	31/03/2020	0.60	\$135.00	2x Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	31/03/2020	0.30	\$67.50	1x Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
Graduate Accountant	Creditors	31/03/2020	0.40	\$90.00	2x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	Prepare letter to investor seeking to update the trustee for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	31/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	31/03/2020	0.30	\$67.50	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	31/03/2020	0.30	\$67.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.

Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x Prepare letter to investor seeking to change the trustee for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	31/03/2020	0.10	\$22.50	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Graduate Accountant	Creditors	31/03/2020	0.10	\$22.50	1x Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Graduate Accountant	Creditors	31/03/2020	0.20	\$45.00	1x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Accountant	Creditors	2/03/2020	1.00	\$275.00	Prepare 5 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Accountant	Creditors	2/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	2/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	2/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	2/03/2020	1.20	\$330.00	Prepare 6 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Accountant	Creditors	3/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	3/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	3/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	4/03/2020	1.00	\$275.00	Reviewed and approved 15 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	4/03/2020	0.20	\$55.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Accountant	Creditors	4/03/2020	1.40	\$385.00	Prepare 7 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request

Accountant	Creditors	4/03/2020	0.70	\$192.50	Review the processing of the interim distribution in the investment database. Search for potential IT consultants to assist in processing the interim distribution within the database. Email David Whyte the findings.
Accountant	Creditors	4/03/2020	0.50	\$137.50	Reviewed and approved 6 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	4/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	4/03/2020	1.20	\$330.00	Prepare 6 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Accountant	Creditors	4/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	4/03/2020	0.90	\$247.50	Reviewed and approved 12 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	4/03/2020	0.60	\$165.00	Prepare 3 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Accountant	Creditors	5/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	5/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	5/03/2020	1.50	\$412.50	Reviewed and approved 17 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	5/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	5/03/2020	0.60	\$165.00	Review of correspondence from 3 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
Accountant	Creditors	6/03/2020	1.60	\$440.00	Reviewed and approved 18 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	6/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	6/03/2020	0.40	\$110.00	Phone call from 2 investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

Accountant	Creditors	6/03/2020	0.50	\$137.50	Reviewed and approved 6 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	9/03/2020	1.30	\$357.50	Prepare 29th update report to investors for March 2020. Export WIP and update the report for updates since the previous update report. Send to Arthur Taylor for review.
Accountant	Creditors	9/03/2020	0.20	\$55.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Accountant	Creditors	10/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	11/03/2020	0.60	\$165.00	Reviewed and approved 8 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	12/03/2020	1.10	\$302.50	Reviewed and approved 13 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	12/03/2020	0.70	\$192.50	Reviewed and approved 6 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	12/03/2020	0.70	\$192.50	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	16/03/2020	1.10	\$302.50	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	17/03/2020	0.90	\$247.50	Reviewed and approved 10 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	17/03/2020	0.20	\$55.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	17/03/2020	0.70	\$192.50	Scanned 9 documents and saved to files and database, sent off documents to required investor via email or post.
Accountant	Creditors	17/03/2020	0.20	\$55.00	Review of unread emails sent to the Fund's mailbox. Print email for letter response to be updated in the Fund's database. Review and update investor correspondence register accordingly.
Accountant	Creditors	18/03/2020	0.60	\$165.00	Reviewed and approved 5 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	20/03/2020	0.90	\$247.50	Locate and review documentation in relation to the shareholders of LMIM as requested by our solicitors regarding the claim against the former auditors.
Accountant	Creditors	20/03/2020	0.20	\$55.00	Locate and review documentation in relation to the shareholders of LMIM as requested by our solicitors regarding the claim against the former auditors.

Accountant	Creditors	23/03/2020	0.20	\$55.00 Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Accountant	Creditors	27/03/2020	1.40	\$385.00 Update the 29th update report to investors with the solicitors comments and the management accounts as at 31 December 2019.
Accountant	Creditors	27/03/2020	0.60	\$165.00 Update the 29th update report to investors with the solicitors comments and the management accounts as at 31 December 2019.
Accountant	Creditors	27/03/2020	1.60	\$440.00 Update the 29th update report to investors with the solicitors comments and the management accounts as at 31 December 2019.
Accountant	Creditors	27/03/2020	0.20	\$55.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	27/03/2020	0.20	\$55.00 Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Accountant	Creditors	30/03/2020	0.30	\$82.50 Prepare email to David Whyte, Charles Haines and Jayden Coulston regarding correspondence received from an investor of the FMIF. Review database and prepare a response.
Accountant	Creditors	30/03/2020	1.50	\$412.50 Reviewed and approved 12 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	30/03/2020	0.40	\$110.00 Prepare 2 letters to investors in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
Accountant	Creditors	30/03/2020	0.20	\$55.00 Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
Accountant	Creditors	31/03/2020	1.20	\$330.00 Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
Accountant	Creditors	31/03/2020	1.50	\$412.50 Finalise the 29th report to investors and the management accounts for half-year ended 31 December 2019. Prepare email to send out the report and upload the documents to the website.
Associate Director	Dividend	4/03/2020	0.70	\$367.50 Batch payment and review change of details form for reprocessing of interim distribution payments
Associate Director	Dividend	4/03/2020	1.10	\$577.50 Batch payment and review change of details form for reprocessing of interim distribution payments
Associate Director	Dividend	4/03/2020	1.60	\$840.00 Batch payment and review change of details form for reprocessing of interim distribution payments
Associate Director	Dividend	16/03/2020	0.10	\$52.50 Review status for batch payment of re-processing returned and updated investor details
Associate Director	Dividend	18/03/2020	0.40	\$210.00 Batch Payment
Associate Director	Dividend	18/03/2020	0.30	\$157.50 Batch Payment

Associate Director	Dividend	24/03/2020	0.20	\$105.00	Phone call and email to investor regarding re distribution payment and bank cancellation process., Phone calls and emails with staff regarding authorisation
Associate Director	Dividend	24/03/2020	0.10	\$52.50	Phone call and email to investor regarding payment and bank cancellation process., Phone calls and emails with staff regarding authorisation
Associate Director	Administration	25/03/2020	0.10	\$52.50	Ph call regarding transfer of funds and administration update
Associate Director	Administration	25/03/2020	0.10	\$52.50	Update in relation to management accounts
Associate Director	Administration	25/03/2020	0.10	\$52.50	Update regarding investor correspondence
Associate Director	Administration	26/03/2020	0.10	\$52.50	Staffing update regarding management accounts and litigation
Associate Director	Administration	27/03/2020	0.30	\$157.50	Review email from staff regarding database, research into database options and providers, ph call staff
Manager	Administration	19/03/2020	0.20	\$92.00	Review invoice for Cloud Plus data hosting. Liaise with RW for payment and respond re payment timing and change of address.
Manager	Administration	30/03/2020	0.20	\$92.00	Review and action incoming mail.
Graduate Accountant	Administration	2/03/2020	0.70	\$157.50	Prepare letter to Gadens detailing steps taken and processes involved in scanning and saving audit documents to file for experts to review.
Graduate Accountant	Administration	3/03/2020	0.30	\$67.50	Prepare letter to Gadens detailing steps taken and processes involved in scanning and saving audit documents to file for experts to review.
Graduate Accountant	Administration	3/03/2020	0.20	\$45.00	Prepare letter to Gadens detailing steps taken and processes involved in scanning and saving audit documents to file for experts to review.
Graduate Accountant	Administration	4/03/2020	0.20	\$45.00	Prepare letter to Gadens detailing steps taken and processes involved in scanning and saving audit documents to file for experts to review.
Graduate Accountant	Administration	6/03/2020	0.40	\$90.00	2x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
Graduate Accountant	Administration	26/03/2020	0.20	\$45.00	Phone call from investor in relation to the timing of distributions from the Fund. Access investor management database to review current details.
Practice Assistant	Administration	4/03/2020	2.00	\$210.00	Filing
Practice Assistant	Administration	4/03/2020	0.90	\$94.50	Filing
Practice Assistant	Administration	6/03/2020	1.30	\$136.50	Filing
Practice Assistant	Administration	10/03/2020	0.10	\$10.50	Filing
Practice Assistant	Administration	12/03/2020	1.60	\$168.00	Filing
Practice Assistant	Administration	18/03/2020	2.70	\$283.50	Filing
Practice Assistant	Administration	25/03/2020	0.80	\$84.00	Filing

	Practice Assistant	Administration	27/03/2020	0.30	\$31.50 Filing
	Practice Assistant	Administration	31/03/2020	0.90	\$94.50 Filing
	Practice Assistant	Administration	31/03/2020	1.10	\$115.50 Filing
	Practice Assistant	Administration	31/03/2020	0.70	\$73.50 Filing
am	Accounting Assistant	Administration	17/03/2020	0.40	\$90.00 Entering invoices into accounts payable in MYOB. Making payment on account. Collating with support docs and sending for approval. x 11 invoices
am	Accounting Assistant	Administration	17/03/2020	1.20	\$270.00 Entering invoices into accounts payable in MYOB. Making payment on account. Collating with support docs and sending for approval. x 11 invoices
am	Accounting Assistant	Administration	25/03/2020	0.10	\$22.50 Responding to email regarding status of payment of invoice.
am	Accounting Assistant	Administration	25/03/2020	0.40	\$90.00 Entering accounts payables / reviewing invoices and sending for approval of drafting payment to Ryan.
am	Accounting Assistant	Administration	26/03/2020	0.50	\$112.50 Drafting payments in MYOB. Collating support docs. Uploading to Suncorp and sending for approval.
am	Accounting Assistant	Administration	26/03/2020	1.00	\$225.00 Reconciling from Jan to current At Call, RW and CBA acct. Identifying entries missing / not matching. Updating unclaimed monies account. Entering bank charges. Working through matching CBA international bounce backs.
am	Accounting Assistant	Administration	26/03/2020	0.80	\$180.00 Reconciling from Jan to current At Call, RW and CBA acct. Identifying entries missing / not matching. Updating unclaimed monies account. Entering bank charges. Working through matching CBA international bounce backs.
am	Accounting Assistant	Administration	26/03/2020	0.30	\$67.50 Reconciling from Jan to current At Call, RW and CBA acct. Identifying entries missing / not matching. Updating unclaimed monies account. Entering bank charges. Working through matching CBA international bounce backs.
am	Accounting Assistant	Administration	26/03/2020	1.90	\$427.50 Reconciling from Jan to current At Call, RW and CBA acct. Identifying entries missing / not matching. Updating unclaimed monies account. Entering bank charges. Working through matching CBA international bounce backs.
am	Accounting Assistant	Administration	30/03/2020	0.10	\$22.50 Suppressing re issued entry in MYOB. Payment moved from CBA acct.
am	Accounting Assistant	Administration	31/03/2020	0.20	\$45.00 Reviewing MYOB presented entries following on from email from Jordan regarding re issue of dividend payment. Reviewing and contacting MYOB for assistance.
am	Accounting Assistant	Administration	31/03/2020	0.30	\$67.50 Reviewing MYOB presented entries following on from email from Jordan regarding re issue of dividend payment. Reviewing and contacting MYOB for assistance.

Remuneration narrations

MONTH	Fees	DISB	W/O	Total
30/11/2019	\$ 188,081.50	\$ 754.39	\$ -	\$ 188,835.89
31/12/2019	\$ 97,763.50	\$ 8.05	\$ -	\$ 97,771.55
31/01/2020	\$ 127,932.50	\$ 147.98	\$ 146.00	\$ 128,226.48
29/02/2020	\$ 134,428.50	\$ 129.39	\$ 259.50	\$ 134,817.39
31/03/2020	\$ 200,548.00	\$ 165.16	\$ 590.00	\$ 201,303.16
30/04/2020	\$ 150,676.50	\$ 34.57	\$ 668.00	\$ 151,379.07
	\$ 899,430.50	\$ 1,239.54	\$ 1,663.50	\$ 902,333.54

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 March 2020 to 31 March 2020
LM First Mortgage Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Assets		Creditors		Trade Areas		Dividends	Administration		
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$		
David Whyte	Partner	615	51.7	31,795.50	30.4	18,696.00	0.6	369.00	20.7	12,730.50				
Clark Jarrod	Partner	615	13.0	7,995.00	9.5	5,842.50			3.5	2,152.50				
Mark Whittaker	Partner	580	0.5	290.00	0.5	290.00								
Craig Jenkins	Partner	540	10.7	5,778.00	10.7	5,778.00								
Charles Haines	Associate Director	525	12.3	6,457.50			7.1	3,727.50			4.5	2,362.50		
Arthur Taylor	Senior Manager	500	86.8	43,400.00	84.2	42,100.00			2.6	1,300.00		0.7	367.50	
Jayden Coulston	Manager	460	9.2	4,232.00			8.8	4,048.00				0.4	184.00	
Jordan Devery	Graduate Accountant	225	143.8	32,355.00	20.1	4,522.50	121.1	27,247.50	1.2	270.00		1.4	315.00	
Liljie Pagcu	Associate Director	465	12.4	5,766.00	11.2	5,208.00			1.2	558.00				
James Schloss	Senior Accountant - Experienced	370	0.1	37.00			0.1	37.00						
Ryan Whyte	Accountant	275	121.2	33,330.00	55.6	15,290.00	34.6	9,515.00	31.0	8,525.00		0.6	135.00	
Liam Landrigan	Graduate Accountant	225	116.4	26,190.00			115.8	26,055.00				7.2	1,620.00	
Sarah Cunningham	Accounting Assistant	225	7.2	1,620.00								12.4	1,302.00	
Maura Hattinah	Practice Assistant	105	12.4	1,302.00										
TOTALS			597.7	200,548.00	222.2	97,272.00	288.1	70,995.00	60.2	25,536.00	4.5	2,362.50	22.7	3,923.50
TOTAL INC GST			20,054.80											
AVERAGE HOURLY RATE			336		440		246		424		525		173	

Note: All amounts exclude GST unless otherwise noted