

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

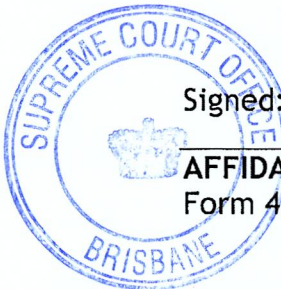
Intervener: AUSTRALIAN SECURITIES & INVESTMENTS COMMISSION

AFFIDAVIT OF GERRY COLLINS

I, GERALD THOMAS 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, a Registered Trustee and a consultant of the firm BDO. I am a member of the Chartered Accountants

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Signed:

Witnessed by:

AFFIDAVIT:  
Form 46, R.431

Filed on behalf of the Applicant

TUCKER & COWEN  
Solicitors  
Level 8, 300 George Street  
Brisbane, Qld, 4000  
Tel: (07) 300 300 00  
Fax: (07) 300 300 33

Australia and New Zealand and an associate of the Australia Restructuring Insolvency and Turnaround Association (“ARITA”).

2. Now produced and shown to me and marked “GC-4” 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 purpose 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

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Trustee. I conservatively estimate that I would have undertaken at 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 2020 to 30 April 2021, by reviewing the remuneration claimed for one of the months in that period. I decided to review the remuneration claimed for the month of February 2021 (“**Relevant Month**”). I did not have any particular reason for selecting that month.


#### Documents reviewed

14. I have reviewed and relied upon 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**”):

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- (a) The Affidavit of David Whyte sworn on 31 May 2021 in support of the application and exhibits thereto (“Mr Whyte’s Affidavit”). The terms defined in Mr Whyte’s Affidavit, have the same meaning when used in this Affidavit; and
  - (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 Relevant Month (“February Narrations”), together with a table summarising the total hours per person and the category of charges for the Relevant Month (“the Summary”).
15. At pages 3 to 60 of the Bundle is a copy of the Summary and the February Narrations.
16. According to the Summary, the total remuneration sought by Mr Whyte for the Relevant Month is \$214,857.00 (GST exclusive). Remuneration of \$3,892.50 (GST exclusive) was 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. 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. Additionally, I have conferred with David Whyte, Clark Jarrold (Partner Audit BDO), Craig Jenkins (Partner Audit BDO), Arthur Taylor (Senior Manager BDO), Julie Pagcu (Associate Director, BDO), Ryan Whyte (Senior Accountant BDO), and Jordan Devery

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(Accountant BDO) to seek further clarification, where appropriate, in relation to the work performed by them in the Relevant Month 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 Relevant Month, 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.

**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 Relevant Month, and estimate the approximate amount of remuneration attributable to each category, as follows:

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- (a) Work relating to Auditor's Claim - approximately \$111,689.00 (GST exclusive), which includes work in respect of:
- (i) reviewing loan impairments and providing detailed instructions to assist Gadens, the solicitors for LMIM as RE of the FMIF, to confer with experts briefed in the EY Proceeding;
  - (ii) reviewing Experts' reports and Annexures for the Financial Audit and, to a lesser extent, the Compliance Audit (which was mostly carried out in January and earlier months) to confirm factual accuracy;
  - (iii) searching for, reviewing, and providing extensive documents and instructions on request of Gadens for the purpose of briefing experts;
  - (iv) searching for, reviewing, and providing documents on request of Gadens to assist with gathering evidence in the EY Proceedings; and
  - (v) Mr Whyte, Mr Jenkins and Mr Jarrold meeting or conferring with Gadens and counsel instructed (in some instances) to discuss the preparation of evidence and the briefing of experts or the proceeding generally;
- (b) Administration Matters, approximately \$26,969.50 (GST exclusive). This includes:
- (i) preparation of the 31 December, 2020 Financial Accounts for the FMIF and commencing preparation of

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Mr Whyte's 33rd Report to Investors issued on March 31 2021 (\$14,076.00 GST exclusive);

(ii) reissuing of payments of the interim distribution to Investors, in respect of whom the payment was returned because updated bank account or contact details were not held, and general administration (approximately \$9,066.00 GST exclusive);

(iii) general administration including filing, bank reconciliations, prepare BAS, paying accounts and dealing with correspondence regarding the most recent application by FTI for approval of remuneration. (approximately \$3,827.50 GST exclusive);

(c) Maintenance of the database of investors (including the register of members of the FMIF), approximately - \$76,198.50 (GST exclusive)

23. A summary of the categories of work performed by Mr Whyte and his staff in February 2021, and the approximate amount of remuneration in each category claimed exclusive and inclusive of GST, is as follows:

Category of Work	\$Amount (excluding GST)	\$Amount (including GST)
Auditor's Claim	111,689.00	122,857.90
Administration Matters	26,969.50	29,666.45
Maintenance of database of investors	76,198.50	83,818.35
<b>TOTAL:</b>	<b>\$214,857.00</b>	<b>\$236,342.70</b>

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24. The categories I have adopted in paragraph 23 of this affidavit are different to the categories set out in the Summary on page 3 of the exhibit to this Affidavit; however, the total amount of remuneration is the same. In the "Administration Matters" Category referred to in paragraph 23, I have included the remuneration set out in the "Trade on", "Dividends" and "Administration" categories in the Summary.

### Opinion

#### *Auditor's Claim*

25. 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;
  - (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.

#### *Detailed Summary of Work Performed - Auditor's Claim*

26. I undertook a review of the February Narrations in relation to the Auditor's Claim.

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27. In this Affidavit, given the ongoing nature of the EY Proceeding and the sensitive nature of the inquiries undertaken in the context of the EY proceeding, and the confidential and privileged nature of many of the communications referred to, I have omitted from this Affidavit, some of the details of the work performed by BDO relating to the EY Proceeding.
28. The majority of the entries relate to BDO Audit Partners (Clark Jarrold and Craig Jenkins) and Mr Whyte reviewing the Expert's report and annexures for the Financial Statement Audit that covered 9 audit periods and 28 loans.
29. The remuneration in respect to time spent by Mr Jarrold on the Auditors Claim for February, 2021 is approximately \$62,205.00 (GST exclusive). Mr Jarrold advised that, during February, he reviewed 10 Loan Annexures which included a detailed chronology in relation to each loan (a total of 687 pages) and 13 Chapters of the Financial Audit Expert's Report (a total of 285 pages) of the Financial Statement Audit. Mr Jarrold was required to cross check information and check information to source documents to ensure that accurate factual instructions had been provided to experts and to provide detailed instructions to Gadens. Mr Jarrold was also requested to review specific queries with respect to the Financial Statement Audit.
30. The remuneration in respect to time spent by Mr Jenkins on the Auditors Claim for February, 2021 is approximately \$5,722.00 (GST exclusive). Mr Jenkins was involved with reviewing parts of the Compliance Audit expert report and the Financial Statement Audit expert report and attended meetings with Mr Whyte, Mr Jarrold and the legal representatives to discuss the expert reports. Mr Jenkins

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also assisted Mr Jarrold in checking detailed instructions provided to the legal representatives regarding the experts' reports.

31. The remuneration in respect to time spent by Ms Julie Pagcu on the Auditors Claim for February, 2021 is approximately \$6,627.00 (GST exclusive). Ms Pagcu responded to queries from the legal representatives with respect to EY disclosure documents. Ms Pagcu carried out an in-depth search of the LM computer system in order to locate EY work papers, file notes and associated documents that were requested by Gadens. Ms Pagcu provided a very detailed email and spreadsheet, broken down by reporting period, to the legal representatives in response to their queries. Ms Pagcu also assisted with instructions to experts, by verifying EY work papers and ensuring they were consistent with the work papers held on LM's document system and providing information requested by Clark Jarrold when reviewing the financial statement audit expert's report.
32. The remuneration with respect to time spent by Mr Whyte on the Auditor's Claim for February, 2021 is approximately \$23,495 (GST exclusive). \$8,636.00 (GST exclusive) of Mr Whyte's time relates to meeting with, conferring with or providing instructions to his legal representatives as to steps to be taken in the proceeding, reading correspondence from his legal representatives and providing high level supervision of other BDO staff. Mr Whyte also spent time of approximately \$14,859.00 (GST exclusive) in reading a number of chapters and annexures of the Expert's report on the Financial Statement Audit and reading the Expert's report on the Compliance Audit in preparation for meetings with his legal representatives and the Audit partners prior to the Experts' reports being finalised.

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33. I am informed by Mr Arthur Taylor, a Senior Manager of BDO, that he and Mr Ryan Whyte (Accountant), Mr Jordan Devery (Graduate Accountant) and Mr Liam Landrigan (Graduate Accountant) operate as a team on the Auditor Claim. Mr Taylor is generally the one that deals with Gadens or the BDO Audit team or the Receiver, and to a lesser extent Mr Ryan Whyte. Mr Taylor instructs the rest of the team to search for documents and provide commentary on the documents including the source, what they relate to and any other relevant information. Mr Taylor prepares a detailed response providing the documents/information that has been compiled to Gadens or other relevant party.
34. The total remuneration with respect to time spent by Mr Taylor and his team for February 2021 is approximately \$13,639.00 (GST exclusive).
35. I am informed by Mr Taylor and Mr Ryan Whyte and believe that the issues the team dealt with and work undertaken in February, 2021(which related to all audit periods covered by the Auditors Claim) relating to the Auditor's Claim were:
- (a) Gadens requested Mr Taylor to research and provide documents and information on the following issues to assist with the Auditor's claim and to provide to Experts carrying out valuations of a number of properties that were security for LM loans:
    - (i) information and documents with respect to Historical Valuations, building applications, plans and approvals, lease agreements, sale contracts and letting agreements related to five loans;

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- (ii) LMIM Executive meetings minutes (January 2013 to July 2013) and Board meeting minutes December 2012;
- (iii) Various Legal advices regarding feeder Funds with respect to fees to be charged, distributions to Feeder Funds, distributions and redemptions, appointment of related parties;
- (iv) lease agreements, historical valuations and other documents relating to one loan;

Mr Taylor provided detailed responses with supporting documents to Gadens in response to their requests.

***Reasons for opinion - Auditor's Claim***

- 36. The Auditor's Claim is, plainly, substantial and complicated litigation, with a significant amount of money at stake.
- 37. For the month of February 2021, a significant amount of work was undertaken by BDO reviewing experts' reports and providing instructions and documents to assist Gadens to instruct experts.
- 38. I have given careful consideration to whether the involvement of two audit partners (Mr Jarrold, and Mr Jenkins), and the court appointee, Mr Whyte, in the performance of this work, was unnecessarily cautious.
- 39. However, after having carefully considered the documents briefed to me and having sought further details from BDO staff as to the work performed and the reasons for performing the work, I am of the view that the involvement of Mr Jarrold, and Mr Jenkins, and the court appointee, Mr Whyte, in relation to the process of assisting the legal

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representatives to instruct experts and reviewing expert reports, as detailed above, was reasonable given the size of the claim, the size and complexity of the report and the importance of the report, to the success of the claim. The work undertaken by BDO was important to ensure the facts relied on by the expert in the report were correct and consistent with the information contained in the LM records.

40. In my previous affidavits, including my Affidavit filed on 2 March 2021, I made the following comments in relation to time spent by Mr Taylor and other BDO employees, searching for documents relating to the EY Proceeding:

- (a) That I was 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;
- (b) Based on the information provided to me to undertake my reviews, I am aware that there is a very significant quantity of records relevant to the EY Claim, including electronic records of EY and LMIM in relation to the audits, and hardcopy records as well, which would no doubt add to the time taken by BDO staff to search for documents and to review the results of such searches;
- (c) After having sought further information from BDO as the scope and complexity of the searches undertaken and the Auditor's

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Claim, the amount of time reasonably required to perform the work undertaken by BDO would no doubt have been very significant;

(d) I do not cavil with the opinion expressed by Mr Whyte in his Affidavit that the time spent was reasonable.

41. These comments are equally apposite to the time spent by Mr Taylor, and other BDO employees searching for documents for the month of February 2021 (as detailed in paragraphs 31 and 35 of this affidavit); however, I note that the amount of time spent by Mr Taylor and his team searching for documents was significantly less in the month of February 2021, than it was for the month of September 2020 (the month which I reviewed for Mr Whyte's previous application for approval of remuneration).

42. In relation to the work undertaken by BDO in February of 2021 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, quantum, and complexity 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, the audit partners (Mr Jarrold and Mr Jenkins) contributed their specialist expertise, Mr Taylor has past experience working for a responsible entity of a similar fund and on the Auditor's

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Claim, 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 paragraphs 54 and 55 of this affidavit.

**Administration Matters (\$26,969.50 GST exclusive), including preparation of management accounts, report to investors, work relating to interim distribution and general administration matters**

**The Financial Accounts: (\$13,056.00 (GST exclusive))**

43. The Financial Accounts of the FMIF for the 6 month period ended 31/12/2020 were commenced in February 2021 to be finalised in time for Mr Whyte's report to investors that was issued on 31 March, 2021. Preparation of the accounts commenced and was substantially completed in February 2021, subject to auditors' and David Whyte's review. Mr Ryan Whyte prepared the receipts and payments, rolled over the 2020 financial year to commence the 2021 financial year, exported the trial balances and bank statements, prepared adjusting entries in excel and the database, prepared journal entries for the receipts and payments, prepared accruals for unpaid expenses and loan impairments and produced draft accounts in presentation form.

**Report to Investors: (\$1,020.00 (GST exclusive))**

44. I am informed by Mr Arthur Taylor and Mr Ryan Whyte and believe that Mr Ryan Whyte commenced preparation of the report due for

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issue in March, 2021 by putting the Financial Accounts in presentation format and entering all of the financial information, updating the estimated return to investors and updating the legal proceeding sections of which he has knowledge.

**Interim distributions: (\$9,066.00 (GST exclusive))**

45. In February, 2021 Mr Jordan Devery re-processed 27 payments to investors whose interim distribution payment had not been successful because up-to-date bank account or contact details were not held by the FMIF. To reprocess these payments typically involved the investor contacting BDO to advise that the interim distribution had not been received, the completion/checking of forms and identification checks, and BDO updating the membership records of the FMIF to reflect the new bank account or contact details and instructing PTAL, the custodian of the FMIF, to effect the payment.
46. In February 2021, Mr Ryan Whyte prepared a spreadsheet recording all the outstanding distributions, obtained updated contact details, prepared mail merge in order to send correspondence by email or post. He then prepared correspondence to send to the outstanding distribution recipients to ask that they provide their up to date bank details.

**General Administration (\$3,827.50 (GST exclusive))**

47. The general administration matters that were attended to were filing, which is generally substantial, preparation of the BAS for January, 2021 and dealing with correspondence regarding the most recent application by FTI for approval of remuneration.

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**Conclusions in relation to Administration Matters**

48. With respect to the amount of remuneration sought for Administration of approximately **\$26,969.50** (GST exclusive) 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;
- (b) the amount of time spent and the amount of remuneration sought was reasonable, particularly having regard to the following considerations:
  - (i) the report informed and updated investors in relation to a number of issues or matters; and
  - (ii) there were administrative issues associated with the distribution and the requirement to reissue payments.

***Database Management (\$76,198.50 GST exclusive)***

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.

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Witnessed by: 

50. With respect to the work involved in maintaining the register of members and responding to members queries in February of 2021:

(a) I am informed by Mr Jordan Devery, and believe that:

(i) in February he estimates that 260 investor queries were received BDO, by either telephone (140), email requests from investors to [enquiries@lmfmif.com](mailto:enquiries@lmfmif.com) (95) and mail (25);

(ii) in February 2021 BDO sent approximately 170 emails or letters answering investor queries or seeking information, dealt with approximately 50 queries by phone call (50) and processed approximately 85 change of investor details;

(iii) BDO responded to more investor queries in February 2021 than is usually the case, because in January 2021, a number of BDO staff were on leave and the staff that normally respond to the queries had been busy searching for documents for the Auditor proceedings. Accordingly, a backlog of investor queries built up in January 2021. February 2021 allowed staff to clear this build up of investor enquiries

(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, transfers of units from superfunds or deceased

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Signed:



Witnessed by:





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 and signed off by an associate director or 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.

(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;

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(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.

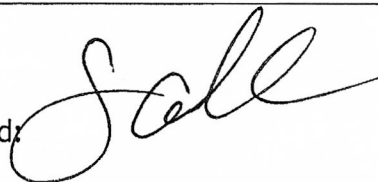
(c) it seems to me that the work described in subparagraphs (a) and (b) above was necessary in order to administer the FMIF and comply with the Constitution of the FMIF.

(d) I am informed by Mr Ryan Whyte and Mr Jordan Devery of BDO and believe, that more than one query was generally reviewed and signed off by the senior manager or associate director (as the case may be), in a bundle to save time. 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. With respect to the remuneration of \$76,198.50 (GST exclusive) sought for February, 2021 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 as detailed in paragraph 50(b) often involved multiple steps/tasks, and the high number of queries received.



52. In my view, based on my review of the Narrations, and given that the same BDO staff have been maintaining and updating the membership records for some time now, and are familiar with the procedures which must be followed, it is safe to conclude that these tasks are being undertaken efficiently.

#### 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 \$214,857.00 ( GST exclusive) for the month of February, 2021 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 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 170] that the time

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Witnessed by:



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.

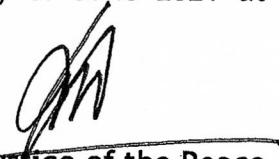
56. I did request supporting documentation from BDO staff in relation to the specific tasks referred to in paragraph 35 which involved searching for documents, and my review of that documentation gave me some further comfort that the time spent searching for documents can be justified.
57. There are not any readily ascertainable facts of which I am aware which would assist me to reach a more reliable conclusion.
58. 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.
59. 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 **GERALD THOMAS COLLINS** on the 23rd day of June 2021 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

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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-4" to the Affidavit of GERALD THOMAS COLLINS sworn this 23<sup>rd</sup> day of June 2021

Deponent



Solicitor ~~A Justice of the Peace~~



CERTIFICATE OF EXHIBIT:  
Form 47, R.435

Filed on behalf of the Applicant

TUCKER & COWEN  
Solicitors  
Level 8, 300 George Street  
Brisbane, Qld, 4000  
Tel: (07) 300 300 00  
Fax: (07) 300 300 33

**SUPREME COURT OF QUEENSLAND**

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**AND**

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

**AND**

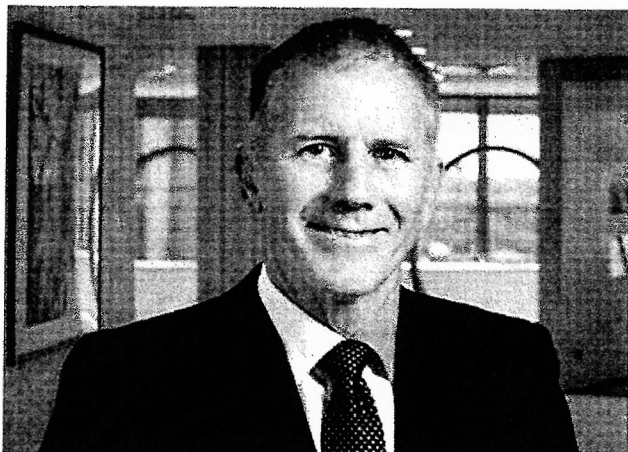
**Third Respondent: ROGER SHOTTON**

**AND**

**Intervener: AUSTRALIAN SECURITIES & INVESTMENTS COMMISSION**

**INDEX OF EXHIBITS**

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2.	Summary of professional fees and category of work and narrations detailing work performed by Mr Whyte and BDO staff for February of 2021	Undated	3 – 60



## GERRY COLLINS

Consultant, Business Restructuring

Brisbane

+61 7 3173 5533

[gerry.collins@bdo.com.au](mailto: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)

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 February 2021 to 28 February 2021

LM First Mortgage Income Fund (Receiver Appointed)

Employee	Position	Rate	Totals		Assets		Creditors		Task Area		Dividends		Administration	
			hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
Clark Jarrold	Partner	650	95.7	62,205.00	95.7	62,205.00								
David Whyte	Partner	635	38.9	24,701.50	37.0	23,495.00			1.4	889.00			0.5	317.50
Gerry Collins	Partner	635	0.6	381.00									0.6	381.00
Craig Jenkins	Partner	545	10.5	5,722.50	10.5	5,722.50						0.3		162.00
Charles Haines	Associate Director	540	0.7	378.00				0.4	216.00					
Arthur Taylor	Senior Manager	515	18.3	9,424.50	18.3	9,424.50								
Jayden Coulston	Senior Manager	515	9.9	5,098.50			9.9	5,098.50						
Julie Pagcu	Associate Director	470	14.1	6,627.00	14.1	6,627.00								
Ryan Whyte	Senior Accountant	340	91.2	31,008.00	10.3	3,502.00	34.0	11,560.00	41.4	14,076.00	5.4	1,836.00	0.1	34.00
Antoinette Fielding	Senior Accountant	340	0.1	34.00			0.1	34.00						
Jordan Devery	Accountant	285	40.8	11,628.00			16.0	4,560.00						
Liam Landrigan	Graduate Accountant	230	95.8	22,034.00	3.1	713.00	92.7	21,321.00			24.8	7,068.00		
Jacques de Wet	Graduate Accountant	230	116.3	26,749.00			116.3	26,749.00						
Sarah Cunningham	Accounting Assistant	230	2.8	644.00									2.8	644.00
Max Hewett	Vacationer	225	29.6	6,660.00			29.6	6,660.00						
Moira Hattingh	Administration Assistant	110	14.2	1,562.00									14.2	1,562.00
<b>TOTALS</b>			<b>579.5</b>	<b>214,857.00</b>	<b>189.0</b>	<b>111,689.00</b>	<b>299.0</b>	<b>76,198.50</b>	<b>42.8</b>	<b>14,915.00</b>	<b>30.5</b>	<b>9,066.00</b>	<b>18.7</b>	<b>2,938.50</b>
			<b>GST</b>	<b>21,485.76</b>										
			<b>TOTAL INC GST</b>	<b>236,342.76</b>										
<b>AVERAGE HOURLY RATE</b>			<b>371</b>	<b>591</b>	<b>255</b>	<b>350</b>	<b>297</b>	<b>161</b>						

Note: All amounts exclude GST unless otherwise noted

Last_Regist Name	Description	Name	Position	Milestone	Disbursement	WIP_Date	Hours	Value	Narration
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		2/02/2021	0.10	\$63.50	reviewed correspondence from our solicitors and IT consultant regarding processing of electronic records and discovery in the proceedings against the auditors/sent response
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		2/02/2021	2.50	\$1,587.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed request from expert for further information/reviewed various documents and supporting work papers
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		2/02/2021	1.20	\$762.00	preparation for and teleconference with our solicitors and counsel regarding proceedings against the auditors/status of expert reports/review hearing on 12 February and preparation for same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		2/02/2021	0.70	\$444.50	teleconference with our solicitors, counsel and expert regarding proceedings against the auditors/status of report/further information requested
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		2/02/2021	0.80	\$508.00	reviewed documents and work papers relating to reconciliation of members units from June 2012 to December 2019/provided same to our solicitors in relation to proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		2/02/2021	0.70	\$444.50	reviewed documentation and working papers relating to financial statements and reconciliation of units held in the fund from 2012 to 2020/provided update to our solicitors regarding proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		3/02/2021	2.30	\$1,460.50	reviewed report in relation to compliance plan audits regarding proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		3/02/2021	0.90	\$571.50	teleconference with our solicitors, counsel, Craig Jenkins and Clark Jarrold regarding report in relation to compliance audits and the proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		3/02/2021	1.20	\$762.00	reviewed loan summary covering nine audit periods for report in relation to financial statement audits regarding proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		4/02/2021	2.60	\$1,651.00	reviewed two chapters and two loan summaries of report in relation to proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		5/02/2021	1.90	\$1,206.50	reviewed two chapters of report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		6/02/2021	0.30	\$190.50	reviewed correspondence from our solicitors regarding review hearing for proceedings against the auditors/reviewed court orders and draft court order and correspondence seeking deferment of review hearing/provided instructions
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		8/02/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding upcoming review of proceedings against the auditors/reviewed correspondence to EY's solicitors and proposed orders
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		8/02/2021	3.30	\$2,095.50	reviewed two loan appendices and chapter in relation to report for the auditors/proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/02/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/requests from expert/reviewed documentation/provided to our solicitors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/02/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/discovery/IT provider
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/02/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/summaries of work completed by expert/work to be done/current and estimated costs
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/02/2021	0.30	\$190.50	teleconference with our solicitors and counsel regarding progress of report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/02/2021	2.50	\$1,587.50	reviewed two chapters and one loan appendix for report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		16/02/2021	1.80	\$1,143.00	teleconference with our solicitors and counsel regarding status of proceedings against the auditors/next steps in the proceedings/review hearing/disclosure

LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	16/02/2021	0.60	\$381.00	reviewed valuation/correspondence between LM and EY/email our solicitors regarding proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	16/02/2021	0.60	\$381.00	reviewed briefs to valuers/requests for information/status of retrospective valuations for 33 properties in relation to proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	18/02/2021	1.00	\$635.00	telephone call with Arthur Taylor regarding status of proceedings against the auditors/work to be done/next steps in the proceedings
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	21/02/2021	3.80	\$2,413.00	reviewed chapter of report and two loan summaries in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	23/02/2021	2.80	\$1,778.00	reviewed three chapters of report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	24/02/2021	3.00	\$1,905.00	reviewed three chapters of report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	25/02/2021	1.40	\$889.00	teleconference with our solicitors and counsel followed by call with Clark Jarrod regarding proceedings against the auditors/report in respect of same/work to be done
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	1/02/2021	2.30	\$1,495.00	Review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	1/02/2021	1.30	\$845.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	1/02/2021	1.40	\$910.00	Complete/respond to Gadens on loan review as requested and commence to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	1/02/2021	2.60	\$1,690.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens, draft response to Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	1.00	\$650.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	0.90	\$585.00	Teleconference with our solicitors and counsel regarding proceedings against the auditors/status of expert reports/review hearing on 12 February and preparation for same
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	0.50	\$325.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	0.40	\$260.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	1.20	\$780.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	1.40	\$910.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	2.10	\$1,365.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrod	Partner	Assets	2/02/2021	0.80	\$520.00	Complete/respond to Gadens on loan review as requested and commence to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens

LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	3/02/2021	0.90	\$585.00	teleconference with our solicitors, counsel, Craig Jenkins and David Whyte regarding report in relation to compliance audits and the proceedings against the auditors
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	3/02/2021	2.20	\$1,430.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	3/02/2021	1.10	\$715.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	3/02/2021	2.60	\$1,690.00	Complete/respond to Gadens on loan review as requested and commence to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	3/02/2021	0.90	\$585.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	3/02/2021	1.40	\$910.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	4/02/2021	1.70	\$1,105.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	4/02/2021	3.20	\$2,080.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens and complete
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	4/02/2021	1.90	\$1,235.00	Continue to review further documents for Gadens re other loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	4/02/2021	2.10	\$1,365.00	Review further documents for Gadens re other loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	5/02/2021	1.40	\$910.00	Continue to review further documents for Gadens re other loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	5/02/2021	1.90	\$1,235.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	5/02/2021	0.50	\$325.00	Review/finalise response to Gadens re loan impairment matters and complete
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	5/02/2021	1.40	\$910.00	Review further documents for Gadens re other loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	5/02/2021	2.70	\$1,755.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens, draft response to Gadens and complete draft
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	6/02/2021	1.60	\$1,040.00	Review further documents for Gadens re other loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	6/02/2021	1.20	\$780.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens, draft response to Gadens and complete
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	8/02/2021	0.80	\$520.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	8/02/2021	0.60	\$390.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	8/02/2021	0.70	\$455.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them

LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	8/02/2021	1.20	\$780.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	8/02/2021	0.20	\$130.00	Discuss with Gadens status of review of loan and impairment papers as requested by them, timing on feedback and further matters they request to be reviewed
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	8/02/2021	0.80	\$520.00	Review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	9/02/2021	3.30	\$2,145.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them, draft comments in response to Gadens, discuss with Craig Jenkins/David Whyte, complete and send
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	10/02/2021	1.40	\$910.00	Review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	10/02/2021	0.80	\$520.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	10/02/2021	0.40	\$260.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	10/02/2021	2.10	\$1,365.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them, draft comments in response to Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	10/02/2021	2.30	\$1,495.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them, draft comments in response to Gadens, complete and send
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	11/02/2021	1.20	\$780.00	Review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	15/02/2021	1.40	\$910.00	Continue to review further papers on loans and impairment issues as requested by Gadens and note matters for feedback/follow up with them
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	15/02/2021	0.80	\$520.00	Continue to review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted/complete/send
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	15/02/2021	0.90	\$585.00	Review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	16/02/2021	0.80	\$520.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	16/02/2021	1.30	\$845.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	16/02/2021	0.90	\$585.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens, consider and draft feedback to Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	19/02/2021	1.90	\$1,235.00	Commence review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	19/02/2021	0.90	\$585.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	19/02/2021	0.60	\$390.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	22/02/2021	2.20	\$1,430.00	Commence review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	22/02/2021	0.50	\$325.00	Continue to review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens

LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	22/02/2021	0.90	\$585.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens, draft response and complete
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	23/02/2021	2.40	\$1,560.00	Continue review further documents for Gadens re loans as requested, check and note matters for follow up re impairment/valuations with Gadens, draft response and complete
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	23/02/2021	1.70	\$1,105.00	Commence review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	23/02/2021	1.60	\$1,040.00	Commence review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted/complete/send
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	24/02/2021	0.60	\$390.00	Commence review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	24/02/2021	1.50	\$975.00	Commence review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted, complete and send
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	24/02/2021	1.70	\$1,105.00	Commence review further papers on related party issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	24/02/2021	1.20	\$780.00	Continue to review further papers on related party issues as requested by Gadens and draft feedback to them on matters noted, complete and send
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	24/02/2021	1.50	\$975.00	Commence review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	25/02/2021	1.40	\$910.00	Continue review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted/complete/send
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	25/02/2021	1.40	\$910.00	Teleconference with our solicitors and counsel followed by call with David Whyte regarding proceedings against the auditors/report in respect of same/work to be done
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	25/02/2021	0.30	\$195.00	Review documents to be discussed and prep for conference call with our solicitors and counsel re proceedings against EY
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	25/02/2021	2.60	\$1,680.00	Commence review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	25/02/2021	0.90	\$585.00	Continue review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	26/02/2021	0.80	\$520.00	Review issues raised in discussions with Gadens re evidence for impairment existence thereof and impacts etc
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	26/02/2021	1.60	\$1,040.00	Continue review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	26/02/2021	0.60	\$390.00	Continue review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	26/02/2021	0.40	\$260.00	Continue review further papers on loans and impairment issues as requested by Gadens and draft feedback to them on matters noted, complete and send
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	2/02/2021	0.50	\$272.50	Review accounting matters at the request of Gadens for the 8FAFASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	3/02/2021	1.30	\$708.50	Review compliance plan matters at the request of Gadens for the 8FAFASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	3/02/2021	0.60	\$327.00	Review financial reporting matters at the request of Gadens for the 8FAFASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	3/02/2021	0.90	\$490.50	Teleconference with our solicitors, counsel, David Whyte and Clark Jarrold regarding report in relation to compliance audits and the proceedings against the auditors



LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	0.40	\$218.00	Review accounting matters at the request of Gadens for the 8FASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	0.70	\$381.50	Review of financial report information at the request of Gadens for the 8FASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	1.60	\$872.00	Review accounting matters at the request of Gadens for the 8FASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	0.40	\$218.00	Review Clark's feedback and add to same and convey to Gadens regarding request to review financial reporting matters for 8FASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	1.00	\$545.00	Review various accounting matters at the request of Gadens for the 8FASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	2.10	\$1,144.50	Review various accounting matters at the request of Gadens for the 8FASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	0.20	\$109.00	Review various accounting matters at the request of Gadens for the 8FASOC
LM First Mortgage Income Fund	Audit	Craig Jenkins	Partner	Assets	0.80	\$436.00	Review various accounting matters at the request of Gadens for the 8FASOC
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	1.80	\$927.00	For auditor claim and further info for valuers for (4 loans, 15 queries) requested by our solicitors, review docs/info located by Ryan et al, remove irrelevant, search in G drive for old val for loan queried, load to S/file, prep and fwd email to solicitor
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	0.90	\$463.50	For the auditor claim and query from Clark to locate a 30/6/11 feasibility for a loan commented on in other records, search through borrower folder in G Drive, only locate at Dec-11
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	1.60	\$824.00	For the auditor claim and query from Clark to locate a 30/6/11 feasibility for a loan commented on in other records, search through emails of 4 relevant LM staff in Exchange Server, do not locate feasibility, advise Clark accordingly
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	1.40	\$721.00	Auditor claim: request from our solicitors from valuers re a res apartment complex and copies of a sales contract and settlement statement for a specific unit, access LM remote server could not locate docs but locate/provide ancillary doc to support sale
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	1.60	\$824.00	Auditor claim: request from our solicitors from valuers re an MCU approval dd 10/08 for a retirement village they could not locate in Relativity and asking us to locate, complete detailed search in G Drive and could not locate document
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	1.20	\$618.00	#1 Auditor claim: request from our solicitors from valuers re retirement village, 9 detailed queries, starting with Q1 and 2 unit plans for stage 1 of development, when constr completed, locate relevant docs in G drive borrower folder
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	0.60	\$309.00	#2 Auditor claim: request from our solicitors from valuers re retirement village, 9 detailed queries, continue with Q3 and 4 when unit 11 became a respite room? when noted units were amalgamated
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	0.80	\$412.00	#3 Auditor claim: request from our solicitors from valuers re retirement village, 9 detailed queries, continue with Q5 price lists from 2008 to 2012, locate relevant docs in G drive borrower folder
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	0.10	\$51.50	For auditor claim telecom with Liam re queries from our solicitor to locate an approvals document for a retirement village for referencing in discovery docs and ask him to check if he can find the relevant document
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	0.10	\$51.50	For the auditor claim telecom with Liam re query from our solicitors to locate resident DOB's for a retirement village requested by valuer
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	0.40	\$206.00	#4 Auditor claim: request from our solicitors from valuers re retirement village, 9 detailed queries, continue with Q6 what the construction cost to complete was at 30/6/08, locate relevant docs in G drive borrower folder
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	0.10	\$51.50	For the auditor claim telecom with our solicitors re progress answering their 9 queries re a retirement

LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	8/02/2021	0.90	\$463.50	#5 Auditor claim: request from our solicitors from valuers re retirement village, 9 detailed queries, continue with Q7 what the entry price was for a specific unit because the valuer noted an anomaly, check the G drive borrower folder, locate several docs
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	8/02/2021	0.20	\$103.00	#4 Auditor claim: request from our solicitors from valuers re retirement village, 9 detailed queries, continue with Q6 what the construction cost to complete was at 30/6/08, complete task after discussion with Liam
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	8/02/2021	0.80	\$412.00	#6 Auditor claim: request from our solicitors from valuers re retirement village, 9 detailed queries, continue with Q9 (Q8 by Liam) resident contracts for several noted units, locate relevant docs in G drive borrower folder
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	10/02/2021	0.10	\$51.50	For the auditor claim telecom from Julie Pagcu to request I locate a 12/11 feasibility for a retirement village that Clark is looking for
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	10/02/2021	0.40	\$206.00	For the auditor claim and in response to request from Julie Pagcu access the LM remote server and the relevant borrower folder to search for the 12/11 feasibility requested by Clark, locate and forward to Julie and cc Clark
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	10/02/2021	0.10	\$51.50	For the auditor claim telecom with our solicitors re interrogation of hard copy records and progress conferring with Counsel
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	16/02/2021	0.80	\$412.00	Auditor claim: and query from our solicitors to locate a doc attached to an email dd 28/5/10 reqd for finalisation of expert report, access LM remote server OnTrack LM email archives and search thru emails of 2 LM staff referred to in email
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	16/02/2021	0.20	\$103.00	Auditor claim: telecom with Ryan re locating doc reqd by our solicitors
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	16/02/2021	0.80	\$412.00	Auditor claim: continue search for relevant docs, search thru emails of 2 other possible related LM staff and locate a doc and other emails that may be relevant to the Claim
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	16/02/2021	0.30	\$154.50	Auditor claim: prepare and forward email to our solicitors providing a copy of the doc attached to the 28/5/10 email and providing further correspondence that may be of interest and relevant to the claim
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	17/02/2021	0.20	\$103.00	For the auditor claim telecom with our solicitors re access to Commvault email archives and a further query re the email they were not able to locate, advised the email account is not a key LM staffer and is not loaded in Relativity
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	17/02/2021	0.20	\$103.00	Auditor claim: telecom with our solicitors re access to Commvault email archives, and searches of hard copy records
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	17/02/2021	0.10	\$51.50	Email to David re earlier telecom with our solicitors re interrogation of hard copy records and it appears they agree with our view the exercise is not worthwhile given the minimal relevant docs located so far for the auditor proceedings
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	17/02/2021	0.20	\$103.00	Respond to David's query re an FMIF loan and if LM's external financier who part funded construction also had a RIM
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	17/02/2021	0.30	\$154.50	Email David in relation to key documents for an expert report and where they could be found
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	18/02/2021	1.00	\$515.00	telephone call with David Whyte regarding status of proceedings against the auditors/work to be done/next steps in the proceedings
LM First Mortgage Income Fund	BR	Arthur Taylor	Senior Manager	Assets	21/02/2021	1.10	\$566.50	For the auditor claim and David's query re info outstanding in relation to retrospective valuations of 3 loans, review our solicitors' status report and confirm all matters have been attended to
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	2/02/2021	0.40	\$188.00	review of EY documents as per Gaidens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	2/02/2021	0.60	\$282.00	review of EY documents as per Gaidens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	2/02/2021	0.70	\$329.00	review of EY documents as per Gaidens' request

LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	2/02/2021	0.30	\$141.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	2/02/2021	0.30	\$141.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.50	\$235.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	1.10	\$517.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.30	\$141.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.60	\$282.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.40	\$188.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.70	\$329.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.80	\$376.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.40	\$188.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.30	\$141.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	3/02/2021	0.40	\$188.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	4/02/2021	0.70	\$329.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	4/02/2021	0.60	\$282.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	4/02/2021	1.10	\$517.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	4/02/2021	0.40	\$188.00	review of EY documents as per Gadens' request
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	8/02/2021	0.70	\$329.00	checking EY documents as requested by Gadens
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	8/02/2021	0.70	\$329.00	checking EY documents as requested by Gadens
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	8/02/2021	0.20	\$94.00	checking EY documents as requested by Gadens
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	10/02/2021	1.00	\$470.00	reviewing EY work papers as requested by Gadens
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	10/02/2021	0.40	\$188.00	reviewing EY work papers as requested by Gadens
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	24/02/2021	0.30	\$141.00	Reviewing certain documents as requested by Gadens.
LM First Mortgage Income Fund	Audit	Julie Pagcu	Associate Director	Assets	24/02/2021	0.20	\$94.00	Reviewing certain documents as requested by Gadens.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Assets	8/02/2021	1.00	\$230.00	Interrogated internal files to locate an approvals document for a retirement village for referencing in discovery docs auditor proceedings.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Assets	8/02/2021	0.30	\$69.00	Interrogated internal files to locate an approvals document for a retirement village for referencing in discovery docs auditor proceedings.

LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Assets	0.40	8/02/2021	\$92.00	Interrogated internal files to locate an approvals document for a retirement village for referencing in discovery docs auditor proceedings.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Assets	0.70	8/02/2021	\$161.00	Interrogated internal files to locate an approvals document for a retirement village for referencing in discovery docs auditor proceedings.
LM First Mortgage Income Fund	Audit	Liam Landrigan	Graduate Accountant	Assets	0.70	16/02/2021	\$161.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.70	2/02/2021	\$238.00	Locate and review the work papers for the units provided in the management accounts from appointment to date to provide to our experts for the loss calculation. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.30	2/02/2021	\$102.00	Locate and review the work papers for the units provided in the management accounts from appointment to date to provide to our experts for the loss calculation. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	2.30	15/02/2021	\$782.00	Access the encrypted laptop provided by BDO IT that contains the Fund's database that is required to be provided to the former auditors for disclosure. Determine if all the data is contained on the laptop in order to provide. RE claim against the auditors
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.50	15/02/2021	\$170.00	Access the encrypted laptop provided by BDO IT that contains the Fund's database that is required to be provided to the former auditors for disclosure. Determine if all the data is contained on the laptop in order to provide. RE claim against the auditors
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.40	15/02/2021	\$136.00	Access the encrypted laptop provided by BDO IT that contains the Fund's database that is required to be provided to the former auditors for disclosure. Determine if all the data is contained on the laptop in order to provide. RE claim against the auditors
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	1.30	15/02/2021	\$442.00	Review email from our solicitors requesting a document from council regarding construction of a property relating to a borrower of the FMIF. Search through the LM employee emails to locate the document. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.50	15/02/2021	\$170.00	Review email from our solicitors requesting a document from council regarding construction of a property relating to a borrower of the FMIF. Search through the LM employee emails to locate the document. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.20	16/02/2021	\$68.00	Auditor claim: telecom with Ryan re locating doc attached to email reqd by our solicitors and results of email search
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	1.50	25/02/2021	\$510.00	Locate and review documentation relating to the calculations of the redemptions for the Feeder Funds between 2009 and 2013, the agreements between the LM funds for FE transactions and the board and executive meeting minutes for David Whyte's review.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	1.10	25/02/2021	\$374.00	Locate and review documentation relating to the calculations of the redemptions for the Feeder Funds between 2009 and 2013, the agreements between the LM funds for FE transactions and the board and executive meeting minutes for David Whyte's review.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.80	25/02/2021	\$272.00	Locate and review documentation relating to the calculations of the redemptions for the Feeder Funds between 2009 and 2013, the agreements between the LM funds for FE transactions and the board and executive meeting minutes for David Whyte's review.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	0.70	25/02/2021	\$238.00	Locate and review documentation relating to the calculations of the redemptions for the Feeder Funds between 2009 and 2013, the agreements between the LM funds for FE transactions and the board and executive meeting minutes for David Whyte's review.
LM First Mortgage Income Fund	BR	David Whyte	Partner	Trade On	0.30	1/02/2021	\$190.50	Reviewed correspondence from our solicitors and FTI's solicitors regarding FTI's remuneration application/reviewed draft court orders and proposed amendments/reviewed draft letter to FTI's solicitors/provided instructions
LM First Mortgage Income Fund	BR	David Whyte	Partner	Trade On	0.30	8/02/2021	\$190.50	Reviewed correspondence from our solicitors and FTI's solicitors regarding FTI's remuneration claim/reviewed draft order/reviewed further correspondence from FTI's solicitors regarding draft order and hearing/provided instructions

LM First Mortgage Income Fund	BR	David Whyte	Partner	Trade On	15/02/2021	0.70	\$444.50	reviewed invoices/authorised payments
LM First Mortgage Income Fund	BR	David Whyte	Partner	Trade On	15/02/2021	0.10	\$63.50	reviewed correspondence from our solicitors and FTI's solicitors regarding draft orders for FTI's remuneration application/reviewed draft orders/provided instructions
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2021	1.60	\$544.00	Prepare the management accounts for the half-year ended 31 December 2020. Rollover the FY2020 year to FY2021 and export the trial balances.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	4/02/2021	1.10	\$374.00	Prepare the management accounts for the half-year ended 31 December 2020. Rollover the FY2020 year to FY2021 and export the trial balances.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	4/02/2021	1.30	\$442.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the bank statements and prepare journals to enter into the Fund's database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	4/02/2021	1.00	\$340.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the bank statements and prepare journals to enter into the Fund's database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	5/02/2021	2.30	\$782.00	Prepare the management accounts for the half-year ended 31 December 2020. Prepare the adjusting entries for FY2020 in excel and the database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	5/02/2021	0.30	\$102.00	Prepare the management accounts for the half-year ended 31 December 2020. Prepare the adjusting entries for FY2020 in excel and the database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	5/02/2021	1.10	\$374.00	Prepare the management accounts for the half-year ended 31 December 2020. Prepare the adjusting entries for FY2020 in excel and the database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	9/02/2021	2.50	\$850.00	Prepare the management accounts for the half-year ended 31 December 2020. Prepare the journal entries for the receipts, payments and adjustments in excel and the database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	9/02/2021	1.80	\$612.00	Prepare the management accounts for the half-year ended 31 December 2020. Prepare the journal entries for the receipts, payments and adjustments in excel and the database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	9/02/2021	2.20	\$748.00	Prepare the management accounts for the half-year ended 31 December 2020. Prepare the journal entries for the receipts, payments and adjustments in excel and the database.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2021	1.20	\$408.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2021	1.10	\$374.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2021	1.30	\$442.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2021	0.80	\$272.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2021	1.70	\$578.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	11/02/2021	1.10	\$374.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	11/02/2021	0.80	\$272.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	11/02/2021	1.10	\$374.00	Prepare the management accounts for the half-year ended 31 December 2020. Export the trial balance and run the adjustments for accrued expenses, accounts payable, loan impairments and other transactions.

LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	12/02/2021	1.80	\$612.00	Prepare the management accounts for the half-year ended 31 December 2020. Update the excel spreadsheet to prepare the financials for the draft financial report.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	12/02/2021	1.50	\$510.00	Prepare the management accounts for the half-year ended 31 December 2020. Update the excel spreadsheet to prepare the financials for the draft financial report.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	12/02/2021	1.20	\$408.00	Prepare the management accounts for the half-year ended 31 December 2020. Update the excel spreadsheet to prepare the financials for the draft financial report.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2021	0.20	\$68.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2021	0.70	\$238.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2021	2.40	\$816.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2021	1.30	\$442.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	17/02/2021	0.50	\$170.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	17/02/2021	1.40	\$476.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	17/02/2021	1.10	\$374.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	18/02/2021	1.40	\$476.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	18/02/2021	0.60	\$204.00	Prepare the management accounts for the half-year ended 31 December 2020. Finalise the figures in the excel spreadsheet and enter into the financial statement format to be presented.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	19/02/2021	1.20	\$408.00	Prepare the 33rd report to investors. Update the legal proceedings sections.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	19/02/2021	0.70	\$238.00	Prepare the 33rd report to investors. Update Receipts and payments and the estimated return to investors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Trade On	19/02/2021	1.10	\$374.00	Prepare the 33rd report to investors. Update Receipts and payments and the estimated return to investors.
LM First Mortgage Income Fund	BR	Antoinette Fielding	Senior Accountant	Creditors	22/02/2021	0.10	\$34.00	Phone call from LM investor requesting change of details. Brief disc. with Jacques.
LM First Mortgage Income Fund	BR	Charles Haines	Associate Director	Creditors	2/02/2021	0.10	\$54.00	Ph call to investor regarding unit holdings for deceased partner
LM First Mortgage Income Fund	BR	Charles Haines	Associate Director	Creditors	2/02/2021	0.10	\$54.00	Review correspondence from CBA regarding transaction payments
LM First Mortgage Income Fund	BR	Charles Haines	Associate Director	Creditors	3/02/2021	0.10	\$54.00	Ph call investor regarding update and documentation for accountant for tax purposes
LM First Mortgage Income Fund	BR	Charles Haines	Associate Director	Creditors	10/02/2021	0.10	\$54.00	Ph call to financial advisor regarding update and request for unit price update on clients unitholding
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare a letter to investor seeking to transfer units within the fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.70	\$161.00	Review correspondence from 7 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.50	\$115.00	Prepare 3 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.30	\$69.00	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.



LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.30	\$69.00	Prepare 3 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare a unit balance 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	1/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.60	\$138.00	Prepare 6 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Review a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.80	\$184.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.60	\$138.00	Prepare 5 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Prepare letter to investor seeking to update the details for their investment with the Fund and requesting identification. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	2/02/2021	0.30	\$69.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.10	\$23.00	Scanned 3 documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.30	\$89.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.50	\$115.00	Review of correspondence from 6 investors in relation to a change of details request. Review internal control forms to verify 6 bank account details in recent payment batch.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.50	\$115.00	Review of correspondence from 6 investors in relation to a change of details request. Review internal control forms to verify 6 bank account details in recent payment batch.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Prepare letter to investor regarding a distribution reprocess request for their investment with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Review a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.50	\$115.00	Review of correspondence from 6 investors in relation to a change of details request. Review internal control forms to verify 6 bank account details in recent payment batch.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare letter to investor regarding a distribution reprocess request for their investment with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Review a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.30	\$69.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare letter to investor regarding a distribution reprocess request for their investment with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare letter to investor regarding a distribution reprocess request for their investment with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare letter to investor regarding a distribution reprocess request for their investment with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Review of unread emails sent to the Fund's mailbox. Print email for letter correspondence register accordingly.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	Prepare 2 letters to investors seeking to update the details for their investments with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.



LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare a letter to investor in response to their request to transfer units to another investor. Access investor management database to review current investor details and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.10	\$23.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	8/02/2021	0.10	\$23.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.40	\$92.00	Scanned 12 documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.80	\$184.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	Prepare a letter to investor in response to their request to transfer units to another investor. Access investor management database to review current investor details and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	9/02/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.80	\$184.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	Prepare a transaction statement to investor in relation to a request for a unit holding balance. Access investor management database, generate statement and print.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	Prepare a letter to investor in response to their request to transfer units to another investor. Access investor management database to review current investor details and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.30	\$69.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	10/02/2021	0.70	\$161.00	Review 4 sets 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, generate statement and print.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.90	\$207.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	Prepare a letter to investor in response to their request to transfer units to another investor. Access investor management database to review current investor details and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.90	\$207.00	Prepare multiple 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.10	\$23.00	Prepare a letter to investor in response to their request to transfer units to another investor. Access investor management database to review current investor details and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.90	\$207.00	Prepare multiple 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	11/02/2021	0.70	\$161.00	Reviewed 35 returned mail documents and record investor details in returned mail register. Prepare 35 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.70	\$161.00	Reviewed 11 returned mail documents and record investor details in returned mail register. Prepare 11 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.70	\$161.00	Reviewed 8 returned mail documents and record investor details in returned mail register. Prepare 8 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	Prepare a letter to investor in response to their request to transfer units to another investor. Access investor management database to review current investor details and advise.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.90	\$207.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	Prepare a letter to investor in response to their request to transfer units to another investor. Access investor management database to review current investor details and advise.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.80	\$184.00	Reviewed 8 sets of returned mail and record investor details in returned mail register. Prepared 8 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.70	\$161.00	Reviewed 5 sets of returned mail and record investor details in returned mail register. Prepared 5 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	Prepare a letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.50	\$115.00	Reviewed 4 x returned mail and record investor details in returned mail register. Reviewed 4 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	Prepare a letter to investor seeking to update bank details for their investment with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.60	\$138.00	Reviewed 4 x returned mail and record investor details in returned mail register. Reviewed 4 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.50	\$115.00	Reviewed 4 x returned mail and record investor details in returned mail register. Reviewed 4 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.50	\$115.00	Reviewed 5 x returned mail and record investor details in returned mail register. Reviewed 5 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	Prepare a letter to investor seeking to update bank details for their investment with the Fund. Access investor management database to review current details and advise process to update.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	Prepare a letter to investors in relation to a request for a change of trustee. Access investor management database, search for investor.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	Prepare a letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.30	\$69.00	Reviewed 3 x returned mail and record investor details in returned mail register. Reviewed 3 letters to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	16/02/2021	0.40	\$92.00	2 x 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	17/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	17/02/2021	0.20	\$46.00	Prepare a letter to investor seeking to update bank details for their investment with the Fund. Access investor management database to review current details and advise process to update.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	17/02/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	17/02/2021	0.20	\$46.00	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.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	17/02/2021	0.40	\$92.00	2 x 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.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	17/02/2021	0.20	\$46.00	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.

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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	Prepare a transaction statement to investor in relation to a request for a unit holding balance. Access investor management database, generate statement and print.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
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LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	Prepare a letter to investor seeking to update bank details for their investment with the Fund. Access investor management database to review current details and advise process to update.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare a 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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare a letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	1.00	\$230.00	18 x 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.30	\$69.00	3 x Returning phone call from previous 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	1.00	\$230.00	23 x 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	19/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Review internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Scanned 2 documents and saved to files and database to be sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Scanned 2 documents and saved to files and database to be sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Scanned 2 documents and saved to files and database to be sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.70	\$161.00	Prepare multiple 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
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Review internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	1.00	\$230.00	Prepare multiple 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
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	1.00	\$230.00	Prepare multiple 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
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	1.00	\$230.00	Prepare multiple 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

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	1.00	\$230.00	Prepare multiple 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
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	23/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Prepare a 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	Scanned document and saved to files and database, sent off document to required investor via email or post.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.



LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.10	\$23.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare a letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	Review 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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.50	\$115.00	Reviewed 30 returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a transfer of units. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	1.00	\$230.00	Reviewed returned mail and record investor details in returned mail register. Review a letter to request new address details.

LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Review internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Review internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	25/02/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Review internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	26/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	26/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	26/02/2021	0.50	\$115.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	26/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Review internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
LM First Mortgage Income Fund	BR	Jacques de Wet	Graduate Accountant	Creditors	26/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	3/02/2021	1.10	\$566.50	Review and sign/amend 6x checklists and 11x letters to investors/advisors re change of details, transfer of units, unit balance confirmations, interim distributions etc. Review supporting docs.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	4/02/2021	0.30	\$154.50	Review and update draft correspondence to PTAL re refund of cancelled cheques x2. Liaise with Ryan Whyte re background info and summary of same.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	4/02/2021	0.10	\$51.50	Review mail/correspondence register and liaise with Jordan Devery re specific COD query.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	4/02/2021	0.20	\$103.00	Review and approve 1x checklist for COD and 1x letter re transfer of units.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	5/02/2021	0.10	\$51.50	Review and approve correspondence to investor confirming distribution paid.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	5/02/2021	0.50	\$257.50	Review and amend/approve 8x letters to investors re change of details and transfer of units.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	8/02/2021	0.10	\$51.50	Review and approve 2x confirmation of transfer letters.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	8/02/2021	0.30	\$154.50	Review and approve/amend 6x letters to investors/advisors re change of details, transfer of units and confirmation of updates to database.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	8/02/2021	0.30	\$154.50	Review and approve/amend 6x letters to investors/advisors re change of details, transfer of units and confirmation of updates to database.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	8/02/2021	0.20	\$103.00	Review and approve/amend 3x letters to investors confirming change of details completed.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	8/02/2021	0.50	\$257.50	Review and approve/amend 8x letters to investors/advisors re change of details, transfer of units and confirmation of updates to database.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	8/02/2021	0.40	\$206.00	Review and approve 6x letters to investors/advisors re change of details, transfer of units and update on unit holding balances.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	8/02/2021	0.20	\$103.00	Review and approve transfer of units checklist and supporting documentation for deceased super fund trustee update and transfer to individual.

LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	9/02/2021	0.10	\$51.50	Review and approve email to PTAL clarifying instructions to cancel international bank draft.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	9/02/2021	0.70	\$360.50	Review and approve 13x letters to investors/advisors re transfer of units, change of details and unitholding value/balance requests. Review of supporting documents and checklists.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.20	\$103.00	Review and approve 6x letters to investors and advisors re confirmation of unit holdings.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.50	\$257.50	Review and approve 2x transfer of units checklists and 3x letters re transfer of units and confirmation of balances.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.20	\$103.00	Review and approve 5x letters to investors/advisors re change of details and tfr of units.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.10	\$51.50	Review and approve 2x checklists for change of details.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.20	\$103.00	Review and approve 4x letters to investors/advisors re change of details and transfer of units.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.50	\$257.50	Review and approve 12x letters to investors/advisors/executors re change of details, transfer of units, unit balances etc. Review supporting docs.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	11/02/2021	0.60	\$309.00	Review and update/approve 27x RTS letters to advisors or alternative addresses for investors requesting change of details form completion.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	12/02/2021	0.60	\$309.00	Review and update/approve 32x RTS letters to advisors or alternative addresses for investors requesting change of details form completion.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	12/02/2021	0.10	\$51.50	Review and approve email to PTAL re clarification on returned payment.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	12/02/2021	0.70	\$360.50	Review and amend/approve 13x letters to investors/advisors re change of details, return of mail, reprocessing interim distributions and unit balances. Review of supporting docs provided.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	12/02/2021	0.60	\$309.00	Review and amend/approve 18x letters to investors/advisors re change of details requests for returned mail and distributions.
LM First Mortgage Income Fund	BR	Jayden Coulston	Senior Manager	Creditors	12/02/2021	0.50	\$257.50	Review and amend/approve 11x letters to investors/advisors re change of details, tfr of units, update on winding up and unit balances. Review of supporting docs provided.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	1/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	1/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	1/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	2/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	2/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	3/02/2021	0.30	\$85.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	3/02/2021	0.20	\$57.00	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.

BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	3/02/2021	0.50	\$142.50	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	3/02/2021	0.20	\$57.00	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.20	\$57.00	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.50	\$142.50	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.40	\$114.00	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.60	\$171.00	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.10	\$28.50	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.20	\$57.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.10	\$28.50	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.10	\$28.50	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	4/02/2021	0.20	\$57.00	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
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	5/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	8/02/2021	0.10	\$28.50	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	8/02/2021	0.20	\$57.00	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.
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	8/02/2021	0.30	\$85.50	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
BR	LW First Mortgage Income Fund	Jordan Devery	Accountant	Creditors	8/02/2021	0.40	\$114.00	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

LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	9/02/2021	0.50	\$142.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	9/02/2021	0.10	\$28.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	9/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	10/02/2021	0.10	\$28.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	10/02/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	10/02/2021	0.30	\$85.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	11/02/2021	0.10	\$28.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	12/02/2021	0.10	\$28.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	12/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	12/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	12/02/2021	0.10	\$28.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	15/02/2021	0.10	\$28.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	16/02/2021	0.10	\$28.50	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	16/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	16/02/2021	0.10	\$28.50	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	16/02/2021	0.30	\$85.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	18/02/2021	0.10	\$28.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	18/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	19/02/2021	0.10	\$28.50	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.

LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	19/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	19/02/2021	0.20	\$57.00	Call from an investor seeking information in regards to the interim distribution from the fund.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	19/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	22/02/2021	0.10	\$28.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	22/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	23/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	23/02/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	23/02/2021	1.00	\$285.00	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
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	23/02/2021	0.50	\$142.50	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
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	24/02/2021	0.30	\$85.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	24/02/2021	0.10	\$28.50	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	24/02/2021	0.10	\$28.50	Call from an investor seeking information in regards to the interim distribution from the fund.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	24/02/2021	0.10	\$28.50	Prepare an email to investor in relation to the interim distribution to investors. Access investor management database to review current details and draft email for their request
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	24/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	25/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	25/02/2021	0.20	\$57.00	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	25/02/2021	0.30	\$85.50	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.
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	25/02/2021	0.20	\$57.00	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.

LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	25/02/2021	0.50	\$142.50	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
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	26/02/2021	0.20	\$57.00	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
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	26/02/2021	0.90	\$256.50	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
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	26/02/2021	1.00	\$285.00	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
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Creditors	26/02/2021	0.20	\$57.00	Prepare 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
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	Prepare 1x 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
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.90	\$207.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	1.20	\$276.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.40	\$92.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	1/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to be reviewed.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.



LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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 LMFMIF.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.70	\$161.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	2/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.40	\$92.00	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
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	1.20	\$276.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	3/02/2021	0.90	\$207.00	3x 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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.70	\$161.00	3x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.90	\$207.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.70	\$161.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.70	\$161.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.70	\$161.00	2x Review of correspondence from investors in relation to a transfer of units or deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.70	\$161.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.20	\$46.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	4/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	1.10	\$253.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	1.10	\$253.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	5/02/2021	0.50	\$115.00	2x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	1.00	\$230.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.10	\$23.00	For auditor claim telecom with Arthur re queries from our solicitor to locate an approvals document for a retirement village for referencing in discovery docs document
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.10	\$23.00	For the auditor claim telecom with Arthur re query from our solicitors to locate resident DOB's for a retirement village requested by valuer for expert reports
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	8/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.10	\$23.00	Review of unred 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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.30	\$69.00	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.

LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	9/02/2021	1.00	\$230.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	1x Call from an investor seeking an update on the winding up of the fund.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	1x Call from an investor seeking an update on the winding up of the fund.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.70	\$161.00	Reviewing correspondence received from investors. Collate the letters and information and save to file.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.70	\$161.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.

LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	10/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.60	\$138.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.70	\$161.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.60	\$138.00	3x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.40	\$92.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.90	\$207.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	11/02/2021	0.60	\$138.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.50	\$115.00	2x 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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.50	\$115.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	1.20	\$276.00	20x 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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	12/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.50	\$115.00	2x 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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.20	\$46.00	1x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.50	\$115.00	6x Reviewing correspondence received from investors. Collate the letters and information and save to file.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	15/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.30	\$69.00	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.

LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.90	\$207.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.10	\$23.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.60	\$138.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.40	\$92.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	16/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.40	\$92.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.80	\$184.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.60	\$138.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	17/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	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.



LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.60	\$138.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	18/02/2021	0.80	\$184.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	19/02/2021	2.40	\$552.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	19/02/2021	1.20	\$276.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	19/02/2021	0.90	\$207.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.10	\$23.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.70	\$161.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.50	\$115.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.

LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.10	\$23.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.60	\$138.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.10	\$23.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.60	\$138.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.30	\$69.00	Scanned documents and saved to files and database.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	1.50	\$345.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	22/02/2021	0.20	\$46.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	0.10	\$23.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	1.10	\$253.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	1.20	\$276.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	0.40	\$92.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	1.20	\$276.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	1.60	\$366.00	7x 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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	23/02/2021	0.30	\$69.00	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.
LW First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.

LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.70	\$161.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	1.20	\$276.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	1.40	\$322.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.60	\$138.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	24/02/2021	0.30	\$69.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	1.00	\$230.00	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
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.20	\$46.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	1.20	\$276.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	25/02/2021	1.00	\$230.00	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.

LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.40	\$92.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.30	\$69.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.80	\$184.00	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
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.90	\$207.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.40	\$92.00	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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.20	\$46.00	2x 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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.30	\$69.00	2x 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.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.80	\$184.00	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 Fund's policy.
LM First Mortgage Income Fund	BR	Liam Landrigan	Graduate Accountant	Creditors	0.20	\$46.00	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.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	1.20	\$270.00	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.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	1.10	\$247.50	Prepare a spreadsheet of the investors with distributions outstanding. Obtain contact details to send correspondence to investors in order to obtain new bank details. Manipulate the data to prepare mail merges to send via email and post.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	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 Fund's policy.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	0.20	\$45.00	Prepare letter to investor confirming update of details for their investment details.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	0.40	\$90.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	0.60	\$135.00	Prepared 6 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.

LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	2/02/2021	0.10	\$22.50	Reviewed returned mail and record investor details in returned mail register.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	2/02/2021	0.60	\$135.00	Prepared 5 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.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	2/02/2021	0.60	\$135.00	Prepared 3 letters to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	2/02/2021	0.50	\$112.50	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.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	2/02/2021	1.00	\$225.00	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	2/02/2021	3.60	\$810.00	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	3/02/2021	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	3/02/2021	2.70	\$607.50	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	4/02/2021	2.30	\$517.50	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	4/02/2021	3.20	\$720.00	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	5/02/2021	3.10	\$697.50	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	5/02/2021	1.40	\$315.00	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	8/02/2021	1.60	\$360.00	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	16/02/2021	3.00	\$675.00	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 LMFME.
LM First Mortgage Income Fund	BR	Max Hewett	Vacationer	Creditors	17/02/2021	1.00	\$225.00	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 LMFME.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	1/02/2021	1.30	\$442.00	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.



LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	17/02/2021	1.10	\$374.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2021	0.40	\$136.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2021	0.40	\$136.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	19/02/2021	0.40	\$136.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	19/02/2021	0.70	\$238.00	Reviewed and approved 7 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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2021	1.50	\$510.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2021	0.50	\$170.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	19/02/2021	1.50	\$510.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	19/02/2021	0.40	\$136.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	25/02/2021	1.30	\$442.00	Reviewed and approved 16 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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	25/02/2021	0.50	\$170.00	Reviewed and approved 4 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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	26/02/2021	1.00	\$340.00	Reviewed and approved 11 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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	26/02/2021	0.60	\$204.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	26/02/2021	0.90	\$306.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	26/02/2021	0.80	\$272.00	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.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Creditors	26/02/2021	0.20	\$68.00	Reviewed and approved 2 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.
LM First Mortgage Income Fund	BR	Charles Haines	Associate Director	Dividend	8/02/2021	0.20	\$108.00	review email(s) correspondence with CBA regarding distribution of interim dividend payments to investors
LM First Mortgage Income Fund	BR	Charles Haines	Associate Director	Dividend	8/02/2021	0.10	\$54.00	Meeting staff regarding unprinted payments update - follow up emails and mail correspondence
LM First Mortgage Income Fund	BR	Jordan Devery	Accountant	Dividend	2/02/2021	1.50	\$427.50	Prepare payments for the reprocessing of returned interim distributions of 6.5 cents to investors. Prepare payments in MYOB and Suncorp/CBA. Prepare change of details checklist to update the details.







LM First Mortgage Income Fund	BR	David Whyte	Partner	Administration	1/02/2021	0.40	\$254.00	reviewed correspondence from our solicitors regarding remuneration application for the six months ended 31 October 2020/reviewed affidavit sworn by Gerry Collins/provided instructions to serve affidavit
LM First Mortgage Income Fund	BR	David Whyte	Partner	Administration	1/02/2021	0.10	\$63.50	reviewed correspondence from our solicitors and Judge's Associate regarding requested court date for hearing of remuneration application/reviewed draft response/provided instructions regarding same
LM First Mortgage Income Fund	BR	Gerry Collins	Partner	Administration	1/02/2021	0.10	\$63.50	T/a Alex Nase re changes to Affidavit.
LM First Mortgage Income Fund	BR	Gerry Collins	Partner	Administration	1/02/2021	0.50	\$317.50	Attend and review and sign Affidavit Tucker Cowen to
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	3/02/2021	1.30	\$143.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	3/02/2021	1.90	\$209.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	4/02/2021	2.20	\$242.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	10/02/2021	1.30	\$143.00	Filing1
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	10/02/2021	1.80	\$198.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	12/02/2021	0.20	\$22.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	17/02/2021	1.20	\$132.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	17/02/2021	2.00	\$220.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	18/02/2021	0.10	\$11.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	25/02/2021	2.10	\$231.00	Filing
LM First Mortgage Income Fund	BR	Moira Hattingh	Administration Assistant	Administration	26/02/2021	0.10	\$11.00	Filing
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Administration	25/02/2021	0.10	\$34.00	Review the BAS for January and provide to Jayden Coulston for review.
LM First Mortgage Income Fund	BR	Sarah Cunningham	Accounting Assistant	Administration	12/02/2021	1.10	\$253.00	Entering invoices as accounts payable. Making payment on account. Processing in SunCorp, collating and sending for approval.
LM First Mortgage Income Fund	BR	Sarah Cunningham	Accounting Assistant	Administration	22/02/2021	0.60	\$138.00	Reconciling RW and At Call account. Query with Ryan regarding CBA reconciliation.
LM First Mortgage Income Fund	BR	Sarah Cunningham	Accounting Assistant	Administration	25/02/2021	0.80	\$184.00	Working through reconciling CBA account. Review / enter returned and reissued funds. Drafting BAS Jan period. Review calcs, update form and sending for review.
LM First Mortgage Income Fund	BR	Sarah Cunningham	Accounting Assistant	Administration	25/02/2021	0.30	\$69.00	Working through reconciling CBA account. Review / enter returned and reissued funds. Drafting BAS Jan period. Review calcs, update form and sending for review.
LM First Mortgage Income Fund	BR			Postage	25/02/2021	1.00	\$32.37	