

SUPREME COURT OF QUEENSLAND

REGISTRY: Brisbane
NUMBER: 3383 of 2013

Applicants: RAYMOND EDWARD BRUCE AND VICKI PATRICIA BRUCE

AND

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

AND

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

AND

Third Respondent: ROGER SHOTTON

AND

Intervener: AUSTRALIAN SECURITIES & INVESTMENTS COMMISSION

AFFIDAVIT OF DAVID WHYTE

29 JUNE 2022

VOLUME 2 OF 3



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CERTIFICATE OF EXHIBIT

Exhibit "DW-127", pages 1 - 201 to the Affidavit of DAVID WHYTE sworn this 29th day of June
2022



Deponent



Solicitor ~~A Justice of the Peace.~~

CERTIFICATE OF EXHIBIT:
Form 47, R.435

Filed on behalf of the Applicant

02165323

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BUSINESS RESTRUCTURING RATES

Staff Category	Effective 1 January 2021 (\$)	Effective 1 January 2022 (\$)
1 Partner/Appointee	635	655
2 Associate Director	540	555
3 Senior Manager	515	530
4 Manager	475	490
5 Assistant Manager	420	435
6 Senior Accountant I	380	390
7 Senior Accountant II	340	350
8 Accountant I	285	295
9 Accountant II	230	240
10 Financial Assistant	230	240
11 Undergraduate	190	195
12 Practice Assistant	185	190
13 Administration Assistant	110	115

*All amounts are exclusive of GST

AUDIT CHARGE RATES

	Staff Category	Effective 1 January 2021 (\$)	Effective 1 January 2022 (\$)
1	Partner - Clark Jarrold	650	650
2	Partner	545	570
3	Associate Director	470	495
4	Senior Manager	440	460
5	Manager	385	405
6	Assistant Manager	345	360
7	Senior Auditor - Experienced	305	320
8	Senior Auditor	275	290
9	Auditor	215	225
10	Graduate Auditor	180	190
11	Practice Assistant	145	150
12	Assistant Auditor	145	150
13	Junior Team Assistant	140	-

*All amounts are exclusive of GST

REMUNERATION REPORT - Summary of professional fees by category of work for the period 1 November 2021 to 30 April 2022
LM First Mortgage Income Fund (Receiver Appointed)

Employee	Position	Fees		Assets		Creditors		TFR - ATR		DTP - ATR		Administrative	
		hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$	hrs	\$
David Whyte	Appointee	655	15,065.00	15.7	10,283.50	2.3	1,506.50	5.0	3,275.00				
Clark Jarrod	Partner	650	31,525.00	46.2	30,030.00			2.3	1,495.00				
David Whyte	Appointee	635	39,560.50	40.6	25,781.00	0.9	571.50	2.0	1,270.00			18.8	11,938.00
Gerry Collins	Partner	635	9,271.00									14.6	9,271.00
Craig Jenkins	Partner	570	570.00					1.0	570.00				
Charles Haines	Associate	555	3,441.00			6.0	3,330.00					0.2	111.00
Charles Haines	Associate	540	1,458.00			2.4	1,296.00					0.3	162.00
Jayden Coulton	Senior Manager	530	5,406.00			9.9	5,247.00					0.3	159.00
Jayden Coulton	Senior Manager	515	669.50			1.2	618.00					0.1	51.50
Julie Pagcu	Associate	495	2,376.00					4.8	2,376.00				
Ryan Whyte	Senior Accountant	390	83,031.00	5.8	2,262.00	117.9	45,981.00	82.0	31,980.00			7.2	2,808.00
Jordan Devery	Senior Accountant	350	49,840.00			139.2	48,720.00			3.2	1,120.00		
Ryan Whyte	Senior Accountant	340	39,032.00	40.7	13,838.00	45.7	15,538.00	24.0	8,160.00			4.4	1,996.00
Jordan Devery	Senior Accountant	285	8,122.50			25.7	7,324.50	2.8	798.00				
Nigel Wenck	Graduate Accountant	240	28,368.00			118.2	28,368.00						
Sarah Cunningham	Accounting Assistant	240	1,344.00									5.6	1,344.00
Nigel Wenck	Graduate Accountant	230	21,206.00			92.1	21,183.00			0.1	23.00		
Sarah Cunningham	Accounting Assistant	230	667.00									2.9	667.00
Maira Hattigh	Professional Services Support	115	3,749.00									32.6	3,749.00
Maira Hattigh	Professional Services Support	110	2,167.00	0.1	11.00							19.6	2,156.00
TOTALS		9442	545,565.50	189.5	82,201.50	561.3	175,469.50	123.0	49,924.00	3.3	1,443.00	105.6	33,912.50
			GST										
			34,566.55										
			TOTAL INC (GST)										
			380,555.33										
			AVERAGE HOURLY RATE	387	551	326	483	348	518				

Note: All amounts exclude GST unless otherwise noted

Disbursements for the period 1 November 2021 to 30 April 2022

LM First Mortgage Income Fund (Receiver Appointed)

Expense Type	Amount (\$ ex GST)
InfoTrack	50.00
Postage	18,156.14
TOTAL	18,206.14
GST	1,820.61
TOTAL INC GST	20,026.75

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	David Whyte	Assets	4/11/2021	0.30	\$190.50	reviewed correspondence from our solicitors regarding preparation of loss and damages report covering six further dates/reviewed briefs to expert
2	BR	David Whyte	Assets	5/11/2021	1.90	\$1,206.50	reviewed six supplementary valuations in respect of proceedings against the auditors to assist with the additional dates for the loss and damages expert's report
3	BR	David Whyte	Assets	9/11/2021	0.60	\$381.00	reviewed retrospective valuation of property in respect of proceedings against the auditors/reviewed correspondence from our solicitors regarding service of reports/EY's response/reply/reviewed summary of values of properties
4	BR	David Whyte	Assets	12/11/2021	1.00	\$635.00	reviewed report in respect of proceedings against the auditors/email our solicitors regarding same
5	BR	David Whyte	Assets	16/11/2021	0.50	\$317.50	reviewed three annexures in respect of report regarding proceedings against the auditors
6	BR	David Whyte	Assets	19/11/2021	0.40	\$254.00	reviewed two annexures to report in respect of proceedings against the auditors
7	BR	David Whyte	Assets	19/11/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/brief to expert/provided instructions regarding same
8	BR	David Whyte	Assets	22/11/2021	0.40	\$254.00	reviewed two annexures in respect of report for proceedings against the auditors
9	BR	David Whyte	Assets	22/11/2021	0.50	\$317.50	reviewed correspondence from our solicitors and EY's solicitors regarding proceedings against the auditors/expert reports/next steps in the proceedings/sent response
10	BR	David Whyte	Assets	22/11/2021	0.60	\$381.00	teleconference with our solicitors and counsel regarding status of proceedings against the auditors/next steps/work to be done
11	BR	David Whyte	Assets	24/11/2021	0.60	\$381.00	reviewed three annexures in respect of report for proceedings against the auditors
12	BR	David Whyte	Assets	24/11/2021	0.20	\$127.00	reviewed report from trustee in bankruptcy of guarantor/reviewed funding deed/sent response
13	BR	David Whyte	Assets	26/11/2021	0.70	\$444.50	reviewed appendices to report in respect of proceedings against the auditors
14	BR	David Whyte	Assets	30/11/2021	0.40	\$254.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed draft letter to EY's solicitors regarding status of proceedings/expert reports/outstanding issues/provided instructions regarding same
15	BR	David Whyte	Assets	30/11/2021	0.90	\$508.00	reviewed annexures to report in respect of proceedings against the auditors
16	BR	David Whyte	Assets	30/11/2021	1.10	\$698.50	reviewed three retrospective valuations in respect of proceedings against the auditors
17	BR	David Whyte	Assets	2/12/2021	0.50	\$317.50	reviewed two retrospective valuations in respect of proceedings against the auditors/confirmed instructions to file and serve same
18	BR	David Whyte	Assets	5/12/2021	5.50	\$3,492.50	reviewed report in respect of proceedings against the auditors
19	BR	David Whyte	Assets	5/12/2021	1.80	\$1,143.00	reviewed report in respect of proceedings against the auditors
20							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	David Whyte	Assets	7/12/2021	4.90	\$3,111.50	reviewed two reports in respect of proceedings against the auditors
21	BR	David Whyte	Assets	7/12/2021	0.20	\$127.00	reviewed correspondence from trustee in bankruptcy regarding repayment of funding/reviewed funding deed/sent response
22	BR	David Whyte	Assets	9/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding brief for additional report in respect of proceedings against the auditors/considered brief
23	BR	David Whyte	Assets	9/12/2021	3.20	\$2,032.00	reviewed working papers and documentation in respect of proceedings against the auditors/prepared report
24	BR	David Whyte	Assets	9/12/2021	0.30	\$190.50	reviewed brief to expert regarding report in respect of proceedings against the auditors/provided instructions regarding same
25	BR	David Whyte	Assets	11/12/2021	2.40	\$1,524.00	reviewed report in respect of proceedings against the auditors
26	BR	David Whyte	Assets	12/12/2021	1.10	\$698.50	reviewed report in respect of proceedings against the auditors
27	BR	David Whyte	Assets	13/12/2021	0.50	\$317.50	teleconference with our solicitors and counsel in respect of proceedings against the auditors/status of report
28	BR	David Whyte	Assets	13/12/2021	1.50	\$952.50	prepared report in respect of proceedings against the auditors
29	BR	David Whyte	Assets	13/12/2021	1.00	\$635.00	prepared report in respect of proceedings against the auditors
30	BR	David Whyte	Assets	14/12/2021	0.50	\$317.50	reviewed/updated report in respect of proceedings against the auditors
31	BR	David Whyte	Assets	16/12/2021	1.00	\$635.00	meeting with our solicitors, reviewed and swore affidavit in respect of remuneration application/preparation for hearing
32	BR	David Whyte	Assets	17/12/2021	1.10	\$698.50	reviewed report in respect of proceedings against the auditors
33	BR	David Whyte	Assets	20/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors and EY's solicitors regarding proposed orders/next steps in the proceedings/requests for disclosure and further information/provided instructions
34	BR	David Whyte	Assets	20/12/2021	3.50	\$2,222.50	reviewed report in respect of proceedings against the auditors
35	BR	David Whyte	Assets	21/12/2021	1.10	\$698.50	reviewed correspondence from Bellpac liquidator regarding compulsory acquisition of shares/reviewed correspondence from WCL and expert report regarding value of shares/sent response
36	BR	David Whyte	Assets	7/02/2022	0.40	\$262.00	reviewed correspondence from our solicitors regarding remuneration application/transcript of hearing/contents of affidavit for next application/email our solicitors regarding proceedings against the auditors and review hearing/trial dates
37	BR	David Whyte	Assets	9/02/2022	0.70	\$458.50	teleconference with our solicitors and counsel regarding status of proceedings against the auditors/review hearing on 15 February
38	BR	David Whyte	Assets	10/02/2022	0.30	\$196.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/draft response to EY's solicitors regarding discovery issues and review hearing next week/trial dates/reviewed draft order/provided instructions
39	BR	David Whyte	Assets				

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	David Whyte	Appointee	Assets	13/02/2022	0.40	\$262.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed correspondence to EY's solicitors regarding status of disclosure/further documents disclosed and draft orders for review/reviewed affidavit
40	BR	David Whyte	Appointee	Assets	14/02/2022	1.10	\$720.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed draft orders and proposed amendments/teleconference with our solicitors and counsel regarding review hearing tomorrow and orders
41	BR	David Whyte	Appointee	Assets	15/02/2022	0.70	\$458.50	teleconference with our solicitors and counsel regarding proceedings against the auditors/outcome of review hearing/next steps in the proceedings/reviewed orders made
42	BR	David Whyte	Appointee	Assets	10/03/2022	0.70	\$458.50	reviewed draft trial plan in respect of proceedings against the auditors/teleconference with our solicitors and counsel regarding same
43	BR	David Whyte	Appointee	Assets	15/03/2022	0.50	\$327.50	reviewed correspondence regarding valuation of assets for the purposes of the management accounts for the half year ending 31 December 2021
44	BR	David Whyte	Appointee	Assets	16/03/2022	0.50	\$327.50	reviewed correspondence from our solicitors and EY's solicitors regarding disclosure in the proceedings against the auditors/reviewed draft letter regarding issues raised and proposed way forward/provided instructions
45	BR	David Whyte	Appointee	Assets	17/03/2022	0.50	\$327.50	reviewed correspondence from our solicitors and EY's solicitors regarding disclosure in the proceedings against the auditors/reviewed summary of partners as at each audit date and status of CPP and affiliate membership/email our solicitors
46	BR	David Whyte	Appointee	Assets	18/03/2022	2.50	\$1,637.50	reviewed amended statement of claim and updated consolidated particulars in respect of proceedings against the auditors/provided instructions regarding same
47	BR	David Whyte	Appointee	Assets	18/03/2022	0.60	\$393.00	reviewed correspondence from our solicitors regarding draft affidavit in respect of lay evidence for proceedings against the auditors/reviewed documents to be produced in support of same
48	BR	David Whyte	Appointee	Assets	22/03/2022	0.40	\$262.00	teleconference with our solicitors and counsel regarding review hearing on Thursday in respect of proceedings against the auditors/outstanding issues
49	BR	David Whyte	Appointee	Assets	22/03/2022	0.80	\$524.00	teleconference with our solicitors and counsel regarding proceedings against the auditors/review hearing/provided instructions
50	BR	David Whyte	Appointee	Assets	24/03/2022	0.20	\$131.00	telephone call with our solicitors regarding outcome of review hearing in respect of proceedings against the auditors
51	BR	David Whyte	Appointee	Assets	25/03/2022	0.40	\$262.00	teleconference with our solicitors and counsel regarding draft orders in respect of proceedings against the auditors/next steps in the proceedings/strategy in respect of same
52	BR	David Whyte	Appointee	Assets	31/03/2022	1.10	\$720.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed summaries of evidence for six parties/reviewed draft order/reviewed draft letter/provided instructions regarding same
53	BR	David Whyte	Appointee	Assets	11/04/2022	1.20	\$786.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed summaries of evidence/draft court order and draft response to EY's solicitors/provided instructions regarding same
54	BR	David Whyte	Appointee	Assets	11/04/2022	0.80	\$524.00	reviewed amended statement of claim and consolidated particulars in respect of proceedings against the auditors/reviewed correspondence regarding same and draft response/provided instructions regarding same
55	BR	David Whyte	Appointee	Assets	12/04/2022	0.80	\$524.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed application and supporting affidavit regarding lay evidence/reviewed correspondence x 2 from EY's solicitors/reviewed draft response/provided instructions
56	BR	David Whyte	Appointee	Assets	12/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding mediation in respect of proceedings against the auditors/reviewed mediation agreement/provided instructions
57	BR	David Whyte	Appointee	Assets	19/04/2022	0.20	\$131.00	reviewed correspondence from Bellpac liquidator regarding compulsory acquisition of shares/status of offer/sent response
58	BR	David Whyte	Appointee	Assets				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	David Whyte	Appointee	Assets	19/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding proceedings against the auditors and expert valuation evidence lodged by the defendants/provided instructions regarding same
BR	David Whyte	Appointee	Assets	19/04/2022	0.10	\$65.50	reviewed correspondence from Bellpac liquidator regarding proposed sale of shares/sent response
BR	David Whyte	Appointee	Assets	22/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed disclosure statement/provided instructions regarding same
BR	David Whyte	Appointee	Assets	27/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/outstanding issues regarding same/provided instructions
Audit	Clark Jarrold	Partner	Assets	11/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	12/11/2021	1.60	\$1,040.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	12/11/2021	0.20	\$130.00	Discuss with David Whyte further work to be done re EY matter and timing
Audit	Clark Jarrold	Partner	Assets	16/11/2021	1.60	\$1,040.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	17/11/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	18/11/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	18/11/2021	1.70	\$1,105.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	21/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	22/11/2021	1.20	\$780.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	23/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	24/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	25/11/2021	0.80	\$520.00	Review further papers as requested by our lawyers re EY matter and note items for feedback thereon
Audit	Clark Jarrold	Partner	Assets	25/11/2021	1.10	\$715.00	Review further papers as requested by our lawyers re EY matter and note items for and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	25/11/2021	1.40	\$910.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
Audit	Clark Jarrold	Partner	Assets	25/11/2021	1.90	\$1,235.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
77							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	Audit	Clark Jarrold	Assets	29/11/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
78	Audit	Clark Jarrold	Assets	29/11/2021	1.10	\$715.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
79	Audit	Clark Jarrold	Assets	30/11/2021	0.90	\$585.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
80	Audit	Clark Jarrold	Assets	30/11/2021	1.70	\$1,105.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
81	Audit	Clark Jarrold	Assets	30/11/2021	1.10	\$715.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
82	Audit	Clark Jarrold	Assets	1/12/2021	2.30	\$1,495.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
83	Audit	Clark Jarrold	Assets	4/12/2021	2.10	\$1,365.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
84	Audit	Clark Jarrold	Assets	5/12/2021	3.60	\$2,340.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
85	Audit	Clark Jarrold	Assets	5/12/2021	1.40	\$910.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
86	Audit	Clark Jarrold	Assets	6/12/2021	2.60	\$1,690.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
87	Audit	Clark Jarrold	Assets	6/12/2021	1.30	\$845.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
88	Audit	Clark Jarrold	Assets	6/12/2021	1.90	\$1,235.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
89	Audit	Clark Jarrold	Assets	7/12/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
90	Audit	Clark Jarrold	Assets	7/12/2021	0.70	\$455.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback
91	Audit	Clark Jarrold	Assets	7/12/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
92	Audit	Clark Jarrold	Assets	7/12/2021	0.90	\$585.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
93	Audit	Clark Jarrold	Assets	7/12/2021	1.20	\$780.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
94	Audit	Clark Jarrold	Assets	8/12/2021	0.60	\$390.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
95	Audit	Clark Jarrold	Assets	10/12/2021	3.30	\$2,145.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
96	Audit	Clark Jarrold	Assets				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestones	WIP Date	Hours	Value	Narrator
1							
Audit	Clark Jarrold	Partner	Assets	12/12/2021	1.90	\$1,235.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
97							
Audit	Clark Jarrold	Partner	Assets	13/12/2021	0.90	\$585.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
98							
Audit	Clark Jarrold	Partner	Assets	13/12/2021	1.20	\$780.00	Review further papers as requested by our lawyers re EY matter and provide feedback on matters noted
99							
BR	Ryan Whyte	Senior Accountant	Assets	1/11/2021	0.50	\$170.00	Review the records and AX system to determine if amounts for loan managements fees was paid in cash or was written off in order to advise the experts for their report. RE claim against the auditors.
100							
BR	Ryan Whyte	Senior Accountant	Assets	1/11/2021	1.60	\$544.00	Review the records and AX system to determine if amounts for loan managements fees was paid in cash or was written off in order to advise the experts for their report. RE claim against the auditors.
101							
BR	Ryan Whyte	Senior Accountant	Assets	1/11/2021	0.40	\$136.00	Review the records and AX system to determine if amounts for loan managements fees was paid in cash or was written off in order to advise the experts for their report. RE claim against the auditors.
102							
BR	Ryan Whyte	Senior Accountant	Assets	23/11/2021	1.50	\$510.00	Search the records and look online for historical BBSY & BBSW rates in order to provide to the experts for their report. RE claim against the former auditors.
103							
BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	1.70	\$578.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
104							
BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	0.60	\$204.00	Search the records and look online for historical BBSY & BBSW rates in order to provide to the experts for their report. RE claim against the former auditors.
105							
BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	0.80	\$272.00	Search the records and look online for historical BBSY & BBSW rates in order to provide to the experts for their report. RE claim against the former auditors.
106							
BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	0.80	\$272.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
107							
BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.60	\$204.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
108							
BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.30	\$102.00	Meeting with our solicitors and counsel regarding emails for repairs of one of the properties for a loan of the FMIF for the loss calculation expert report. RE claim against the former auditors.
109							
BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.60	\$204.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
110							
BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.20	\$68.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
111							
BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.30	\$102.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
112							
BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.50	\$170.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
113							
BR	Ryan Whyte	Senior Accountant	Assets	1/12/2021	1.70	\$578.00	Review email from our solicitors regarding calculating the units at 6 counterfactual dates for the expert's report. Prepare calculations to adjust the units by redemptions and re-investments for each counterfactual date. RE claim against auditors.
114							
BR	Ryan Whyte	Senior Accountant	Assets	1/12/2021	0.90	\$306.00	Review email from our solicitors regarding calculating the units at 6 counterfactual dates for the expert's report. Prepare calculations to adjust the units by redemptions and re-investments for each counterfactual date. RE claim against auditors.
115							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Ryan Whyte	Senior Accountant	Assets	10/12/2021	0.90	\$306.00	Prepare report including calculations of the units calculated at 7 different counterfactual dates which were adjusted for redemptions and re-investments in order to provide to our solicitors for our expert's report. RE claim against the former auditors.
135	Ryan Whyte	Senior Accountant	Assets	13/12/2021	0.70	\$238.00	Prepare report including calculations of the units calculated at 7 different counterfactual dates which were adjusted for redemptions and re-investments in order to provide to our solicitors for our expert's report. RE claim against the former auditors.
136	Ryan Whyte	Senior Accountant	Assets	14/12/2021	1.10	\$374.00	Prepare report including calculations of the units calculated at 7 different counterfactual dates which were adjusted for redemptions and re-investments in order to provide to our solicitors for our expert's report. RE claim against the former auditors.
137	Ryan Whyte	Senior Accountant	Assets	14/12/2021	0.30	\$102.00	Arrange for the LM server password for EY's account to be reset in order for them to access AX. Provide to our solicitors. RE claim against the former auditors.
138	Ryan Whyte	Senior Accountant	Assets	14/12/2021	1.90	\$646.00	Prepare report including calculations of the units calculated at 7 different counterfactual dates which were adjusted for redemptions and re-investments in order to provide to our solicitors for our expert's report. RE claim against the former auditors.
139	Ryan Whyte	Senior Accountant	Assets	17/12/2021	1.20	\$408.00	Prepare report including calculations of the units calculated at 7 different counterfactual dates which were adjusted for redemptions and re-investments in order to provide to our solicitors for our expert's report. RE claim against the former auditors.
140	Ryan Whyte	Senior Accountant	Assets	20/12/2021	0.70	\$238.00	Prepare report including calculations of the units calculated at 7 different counterfactual dates which were adjusted for redemptions and re-investments in order to provide to our solicitors for our expert's report. RE claim against the former auditors.
141	Ryan Whyte	Senior Accountant	Assets	15/03/2022	2.20	\$858.00	Locate information to provide to the former auditors solicitor regarding MYOB files and login details for the files. RE claim against the former auditors.
142	Ryan Whyte	Senior Accountant	Assets	15/03/2022	1.40	\$546.00	Locate information to provide to the former auditors solicitor regarding MYOB files and login details for the files. RE claim against the former auditors.
143	Ryan Whyte	Senior Accountant	Assets	16/03/2022	2.20	\$858.00	Locate information to provide to the former auditors solicitor regarding MYOB files and login details for the files. RE claim against the former auditors.
144	Maira Hattigh	Professional Services Support	Assets	10/11/2021	0.10	\$11.00	Filing
145	David Whyte	Appointee	Trade On	10/11/2021	0.60	\$381.00	reviewed invoices/authorised payments
146	David Whyte	Appointee	Trade On	24/11/2021	0.20	\$127.00	reviewed invoices/authorised payments
147	David Whyte	Appointee	Trade On	26/11/2021	0.10	\$63.50	reviewed BAS x 2
148	David Whyte	Appointee	Trade On	20/12/2021	0.60	\$381.00	teleconference with IT and RW regarding hosting of IT infrastructure/issues regarding maintenance of same
149	David Whyte	Appointee	Trade On	21/12/2021	0.50	\$317.50	reviewed invoices/authorised payments
150	David Whyte	Appointee	Trade On	3/02/2022	1.80	\$1,179.00	prepared application to ASIC regarding financial reporting and audit relief/email RW and our solicitors to finalise
151	David Whyte	Appointee	Trade On	10/02/2022	1.40	\$917.00	prepare/finalise application to ASIC in respect of financial reporting and audit relief
152	David Whyte	Appointee	Trade On	22/02/2022	0.60	\$393.00	reviewed invoices/transfer instruction/authorised payments
153	David Whyte	Appointee	Trade On				

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	David Whyte	Appointee	Trade On	8/03/2022	0.10	\$65.50	reviewed two BAS's
154	BR	David Whyte	Appointee	Trade On	30/03/2022	0.60	\$393.00	reviewed management accounts for the half year ending 31 December 2021/updated notes to the accounts
155	BR	David Whyte	Appointee	Trade On	13/04/2022	0.10	\$65.50	authorised payments
156	BR	David Whyte	Appointee	Trade On	29/04/2022	0.40	\$262.00	reviewed invoices/authorised payments
157	Audit	Clark Jarrold	Partner	Trade On	1/11/2021	0.30	\$195.00	Discuss work performed with Gerry Collins
158	Audit	Clark Jarrold	Partner	Trade On	1/11/2021	0.50	\$325.00	Address request from Gerry for information re work on engagement identify related time/docs etc
159	Audit	Clark Jarrold	Partner	Trade On	1/11/2021	0.80	\$520.00	Continue to address request from Gerry for information re work on engagement identify related time/docs. provide information as requested
160	Audit	Clark Jarrold	Partner	Trade On	2/11/2021	0.60	\$390.00	Continue to address request from Gerry for information re work on engagement identify related time/docs. provide information as requested
161	Audit	Clark Jarrold	Partner	Trade On	11/11/2021	0.10	\$65.00	Address query from Gerry and respond by email
162	Audit	Craig Jenkins	Partner	Trade On	30/03/2022	1.00	\$70.00	Review 31/12/21 draft a/c's and advise
163	Audit	Julie Pagcu	Associate	Trade On	4/03/2022	1.00	\$495.00	31 December 2021 fs- review of financial statements including tie back to trial balance, adds check, cross references, cash flows, etc
164	Audit	Julie Pagcu	Associate	Trade On	4/03/2022	0.60	\$297.00	31 December 2021 fs- review of financial statements including tie back to trial balance, adds check, cross references, cash flows, etc
165	Audit	Julie Pagcu	Associate	Trade On	4/03/2022	0.90	\$445.50	31 December 2021 fs- review of trial balance taking note of any material movements from 30 June 2021; review of other supporting schedules such as accounts payable, loans, adjustments
166	Audit	Julie Pagcu	Associate	Trade On	23/03/2022	1.00	\$495.00	31/12/2021 management accounts- review Ryan's responses to issues raised, check the TB, and discussion with Ryan re adjustments to loan and reimbursements
167	Audit	Julie Pagcu	Associate	Trade On	23/03/2022	0.50	\$247.50	31/12/2021 management accounts- review updated draft of fs after discussion with Ryan and provide further feedback to Ryan
168	Audit	Julie Pagcu	Associate	Trade On	23/03/2022	0.50	\$247.50	31/12/2021 management accounts- review updated draft of fs after discussion with Ryan and provide further feedback to Ryan
169	Audit	Julie Pagcu	Associate	Trade On	23/03/2022	0.30	\$148.50	31/12/2021 management accounts- draft email to Craig to summarise transaction during the HY for his review of the fs
170	BR	Ryan Whyte	Senior Accountant	Trade On	1/11/2021	0.60	\$204.00	Prepare summary of the narrations for September for Gerry Collins for his affidavit in relation to the 16th remuneration application.
171	BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	1.90	\$646.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.

A	B	C	D	E	F	G	H	
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration	
1	BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	1.20	\$408.00	Prepared summary of work performed in September for Gerry Collin's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021.
173	BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	0.50	\$170.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.
174	BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	0.20	\$68.00	Arrange upload of the Receipts & Payments to the website.
175	BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	0.50	\$170.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.
176	BR	Ryan Whyte	Senior Accountant	Trade On	3/11/2021	1.00	\$340.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare breakdown of narrations for each legal proceeding and administrative work.
177	BR	Ryan Whyte	Senior Accountant	Trade On	3/11/2021	0.80	\$272.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare breakdown of narrations for each legal proceeding and administrative work.
178	BR	Ryan Whyte	Senior Accountant	Trade On	4/11/2021	1.30	\$442.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.
179	BR	Ryan Whyte	Senior Accountant	Trade On	11/11/2021	0.40	\$136.00	Provide Gerry Collin's information on work done for the expert reports to support his affidavit for the 16th remuneration claim for the period 1 May 2021 to 31 October 2021.
180	BR	Ryan Whyte	Senior Accountant	Trade On	12/11/2021	0.40	\$136.00	Provide Gerry Collin's information on work done for the expert reports to support his affidavit for the 16th remuneration claim for the period 1 May 2021 to 31 October 2021.
181	BR	Ryan Whyte	Senior Accountant	Trade On	12/11/2021	0.30	\$102.00	Provide Gerry Collin's information on work done for the expert reports to support his affidavit for the 16th remuneration claim for the period 1 May 2021 to 31 October 2021.
182	BR	Ryan Whyte	Senior Accountant	Trade On	30/11/2021	1.20	\$408.00	Export and prepare mailing list to send the notice to investors for the 16th remuneration application for the period 1 May to 31 October 2021.
183	BR	Ryan Whyte	Senior Accountant	Trade On	1/12/2021	0.40	\$136.00	Prepare notice to members for the hearing of the remuneration application for the period 1 May to 31 October 2021.
184	BR	Ryan Whyte	Senior Accountant	Trade On	2/12/2021	0.70	\$238.00	Prepare emails and mailing for the notice of the 16th remuneration application for the period 1 May to 31 October 2021.
185	BR	Ryan Whyte	Senior Accountant	Trade On	2/12/2021	0.80	\$272.00	Prepare documents to be uploaded to the website for the notice of the 16th remuneration application for the period 1 May to 31 October 2021.
186	BR	Ryan Whyte	Senior Accountant	Trade On	2/12/2021	0.50	\$170.00	Prepare emails and mailing for the notice of the 16th remuneration application for the period 1 May to 31 October 2021.
187	BR	Ryan Whyte	Senior Accountant	Trade On	7/12/2021	0.50	\$170.00	Draft the 36th update report to investors including estimated return and WIP.
188	BR	Ryan Whyte	Senior Accountant	Trade On	7/12/2021	1.30	\$442.00	Draft the 36th update report to investors including estimated return and WIP.
189	BR	Ryan Whyte	Senior Accountant	Trade On	8/12/2021	0.50	\$170.00	Collate information for the service on members to send to our solicitors for them to draft my affidavit for the service for the 16th remuneration application for the period 1 May to 31 October 2021.
190	BR	Ryan Whyte	Senior Accountant	Trade On	8/12/2021	0.80	\$272.00	Review and update my draft affidavit for the service for the 16th remuneration application for the period 1 May to 31 October 2021.

A	B	C	D	E	F	G	H	
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration	
1	BR	Ryan Whyte	Senior Accountant	Trade On	10/12/2021	0.50	\$170.00	Attend our solicitors office to swear my affidavit for the service on members for the 16th remuneration application for the period 1 May 2021 to 31 October 2021.
192	BR	Ryan Whyte	Senior Accountant	Trade On	17/12/2021	0.80	\$272.00	Export Mailing list and filter, sort and prepare for the mail out of the 36th report to investors.
193	BR	Ryan Whyte	Senior Accountant	Trade On	20/12/2021	0.60	\$204.00	Teleconference with IT and David Whyte regarding hosting of IT infrastructure/issues regarding maintenance of same
194	BR	Ryan Whyte	Senior Accountant	Trade On	20/12/2021	1.10	\$374.00	Arrange for the 36th update report to be sent to investors via post and email and for the report to be uploaded to the website.
195	BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	0.30	\$102.00	Telecon with the printing company regarding mailing the 36th report to investors.
196	BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	1.10	\$374.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
197	BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	1.00	\$340.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
198	BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	0.80	\$272.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
199	BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.90	\$306.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
200	BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.30	\$102.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
201	BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.60	\$204.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
202	BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.20	\$68.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
203	BR	Ryan Whyte	Senior Accountant	Trade On	10/01/2022	0.90	\$351.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
204	BR	Ryan Whyte	Senior Accountant	Trade On	10/01/2022	0.70	\$273.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
205	BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.40	\$156.00	Arrange for Court order of the remuneration application for the period 1 May 2021 to 31 October 2021 to be uploaded to the website.
206	BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	1.70	\$663.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
207	BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.40	\$156.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
208	BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.90	\$351.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
209	BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.30	\$117.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
210	BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.30	\$117.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.

A	B	C	D	E	F	G	H	
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration	
1	BR	Ryan Whyte	Senior Accountant	Trade On	14/01/2022	1.80	\$702.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
211	BR	Ryan Whyte	Senior Accountant	Trade On	14/01/2022	1.50	\$585.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
212	BR	Ryan Whyte	Senior Accountant	Trade On	14/01/2022	1.50	\$585.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
213	BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	1.10	\$425.00	Prepare transactions for the management accounts ending 31 December 2021.
214	BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.80	\$312.00	Prepare transactions for the management accounts ending 31 December 2021.
215	BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.90	\$351.00	Prepare transactions for the management accounts ending 31 December 2021.
216	BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.60	\$234.00	Prepare transactions for the management accounts ending 31 December 2021.
217	BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.80	\$312.00	Prepare transactions for the management accounts ending 31 December 2021.
218	BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.80	\$312.00	Prepare transactions for the management accounts ending 31 December 2021.
219	BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.50	\$195.00	Prepare transactions for the management accounts ending 31 December 2021.
220	BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.90	\$351.00	Prepare transactions for the management accounts ending 31 December 2021.
221	BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.30	\$117.00	Prepare transactions for the management accounts ending 31 December 2021.
222	BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.40	\$156.00	Prepare transactions for the management accounts ending 31 December 2021.
223	BR	Ryan Whyte	Senior Accountant	Trade On	4/02/2022	1.60	\$624.00	Prepare transactions for the management accounts ending 31 December 2021.
224	BR	Ryan Whyte	Senior Accountant	Trade On	7/02/2022	1.50	\$585.00	Prepare the 30 June 2021 accounts accrued expenses reversals in the Fund's database to record the 31 Dec 21 accounts on an accrual basis.
225	BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	2.20	\$858.00	Prepare the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
226	BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	1.00	\$390.00	Prepare the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
227	BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	1.80	\$702.00	Prepare the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
228	BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	0.70	\$273.00	Prepare the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
229	BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	0.70	\$273.00	Prepare the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Ryan Whyte Senior Accountant	Trade On	9/02/2022	0.80	\$312.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
230	BR	Ryan Whyte Senior Accountant	Trade On	9/02/2022	0.90	\$351.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
231	BR	Ryan Whyte Senior Accountant	Trade On	9/02/2022	0.90	\$351.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
232	BR	Ryan Whyte Senior Accountant	Trade On	9/02/2022	1.40	\$546.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
233	BR	Ryan Whyte Senior Accountant	Trade On	10/02/2022	0.50	\$195.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
234	BR	Ryan Whyte Senior Accountant	Trade On	10/02/2022	0.20	\$78.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
235	BR	Ryan Whyte Senior Accountant	Trade On	10/02/2022	0.80	\$312.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
236	BR	Ryan Whyte Senior Accountant	Trade On	11/02/2022	0.50	\$195.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
237	BR	Ryan Whyte Senior Accountant	Trade On	11/02/2022	0.80	\$312.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
238	BR	Ryan Whyte Senior Accountant	Trade On	11/02/2022	1.00	\$390.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
239	BR	Ryan Whyte Senior Accountant	Trade On	16/02/2022	1.30	\$507.00	Export and prepare mailing list for the mail out via email and post for the liquidators remuneration application as ordered by the Court.
240	BR	Ryan Whyte Senior Accountant	Trade On	16/02/2022	0.30	\$117.00	Arrange for the notice of the liquidators remuneration application to be printed and sent via post.
241	BR	Ryan Whyte Senior Accountant	Trade On	16/02/2022	0.30	\$117.00	Arrange for the email templates to be updated to send the notice of the liquidators remuneration application via email
242	BR	Ryan Whyte Senior Accountant	Trade On	16/02/2022	0.40	\$156.00	Prepare notice and supporting documents for the liquidators remuneration application.
243	BR	Ryan Whyte Senior Accountant	Trade On	17/02/2022	0.60	\$234.00	Arrange for the documentation for the liquidators remuneration application to be uploaded to the website.
244	BR	Ryan Whyte Senior Accountant	Trade On	18/02/2022	0.50	\$195.00	Send notice of liquidators remuneration application via email.
245	BR	Ryan Whyte Senior Accountant	Trade On	22/02/2022	0.50	\$195.00	Prepare email to our solicitors regarding the service on members for the liquidators remuneration application.
246	BR	Ryan Whyte Senior Accountant	Trade On	22/02/2022	0.60	\$234.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
247	BR	Ryan Whyte Senior Accountant	Trade On	22/02/2022	0.80	\$312.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
248	BR	Ryan Whyte Senior Accountant	Trade On	22/02/2022	0.80	\$312.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.

A	B	C	D	E	F	G	H
Descriptor	Name	Position	Milestone	WIP Data	Hours	Value	Narration
1	BR	Ryan Whyte Senior Accountant	Trade On	22/02/2022	1.20	\$468.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
249	BR	Ryan Whyte Senior Accountant	Trade On	22/02/2022	1.10	\$429.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
250	BR	Ryan Whyte Senior Accountant	Trade On	23/02/2022	1.10	\$429.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
251	BR	Ryan Whyte Senior Accountant	Trade On	23/02/2022	1.60	\$624.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
252	BR	Ryan Whyte Senior Accountant	Trade On	23/02/2022	1.20	\$468.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
253	BR	Ryan Whyte Senior Accountant	Trade On	24/02/2022	0.30	\$117.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
254	BR	Ryan Whyte Senior Accountant	Trade On	24/02/2022	2.00	\$780.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
255	BR	Ryan Whyte Senior Accountant	Trade On	25/02/2022	2.00	\$780.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
256	BR	Ryan Whyte Senior Accountant	Trade On	25/02/2022	0.20	\$78.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
257	BR	Ryan Whyte Senior Accountant	Trade On	25/02/2022	0.50	\$195.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
258	BR	Ryan Whyte Senior Accountant	Trade On	25/02/2022	0.30	\$117.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
259	BR	Ryan Whyte Senior Accountant	Trade On	28/02/2022	1.20	\$468.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
260	BR	Ryan Whyte Senior Accountant	Trade On	28/02/2022	0.70	\$273.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
261	BR	Ryan Whyte Senior Accountant	Trade On	28/02/2022	0.20	\$78.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
262	BR	Ryan Whyte Senior Accountant	Trade On	1/03/2022	1.70	\$663.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
263	BR	Ryan Whyte Senior Accountant	Trade On	1/03/2022	0.90	\$351.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
264	BR	Ryan Whyte Senior Accountant	Trade On	2/03/2022	0.40	\$156.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
265	BR	Ryan Whyte Senior Accountant	Trade On	2/03/2022	1.50	\$585.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
266	BR	Ryan Whyte Senior Accountant	Trade On	2/03/2022	2.40	\$936.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
267	BR	Ryan Whyte Senior Accountant	Trade On	2/03/2022			

A	B	C	D	E	F	G	H	
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration	
1	BR	Ryan Whyte	Senior Accountant	Trade On	2/03/2022	1.00	\$390.00	Prepare the management accounts for the period ended 31 December 2021 including preparing adjustments, excel spreadsheet with the accounts and entering transactions.
268	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	1.10	\$429.00	Export mailing list, filter and prepare mailing list to be provided to the printing company and to email FTI's notice of their expenses application.
269	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.70	\$273.00	Update email templates and arrange sending the notice of FTI's expense application to be sent via email
270	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.50	\$195.00	Arrange for the printing company to print the notice of FTI's expense application for it to be sent via post.
271	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.40	\$156.00	Arrange for the supporting documents for FTI's expense application to be uploaded to the website.
272	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.50	\$195.00	Review and update my affidavit for the service on members for FTI's remuneration application.
273	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.50	\$195.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
274	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.90	\$351.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
275	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.40	\$156.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
276	BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	1.50	\$585.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
277	BR	Ryan Whyte	Senior Accountant	Trade On	15/03/2022	1.50	\$585.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
278	BR	Ryan Whyte	Senior Accountant	Trade On	15/03/2022	1.30	\$507.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
279	BR	Ryan Whyte	Senior Accountant	Trade On	16/03/2022	1.00	\$390.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
280	BR	Ryan Whyte	Senior Accountant	Trade On	17/03/2022	1.90	\$741.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
281	BR	Ryan Whyte	Senior Accountant	Trade On	23/03/2022	1.20	\$468.00	Update the 31 December 2021 management accounts as per Julie Pagcu's comments.
282	BR	Ryan Whyte	Senior Accountant	Trade On	23/03/2022	0.50	\$195.00	Update the 31 December 2021 management accounts as per Julie Pagcu's comments.
283	BR	Ryan Whyte	Senior Accountant	Trade On	24/03/2022	1.10	\$429.00	Update the 37th report to investors to include the amounts from the management accounts for the half-year ended 31 December 2021.
284	BR	Ryan Whyte	Senior Accountant	Trade On	24/03/2022	0.70	\$273.00	Update the 37th report to investors to include the amounts from the management accounts for the half-year ended 31 December 2021.
285	BR	Ryan Whyte	Senior Accountant	Trade On	28/03/2022	0.50	\$195.00	Collate documents and send email to our solicitors to prepare my affidavit for the service on members for the liquidators expenses application.
286	BR	Ryan Whyte	Senior Accountant	Trade On	28/03/2022	0.50	\$195.00	Collate documents and send email to our solicitors to prepare my affidavit for the service on members for the liquidators expenses application.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Ryan Whyte	Trade On	29/03/2022	0.70	\$273.00	Update 37th report to investors as per our solicitor's comments.
287	BR	Ryan Whyte	Trade On	30/03/2022	0.50	\$195.00	Update the 37th report to investors and the management accounts for the half-year ended 31 December 2021 for David's final review.
288	BR	Ryan Whyte	Trade On	30/03/2022	0.90	\$351.00	Arrange for the 37th report to creditors to be sent via post, via email and uploaded to the website.
289	BR	Ryan Whyte	Trade On	30/03/2022	1.50	\$585.00	Prepare the mailing list for the 37th report to creditors mail out.
290	BR	Ryan Whyte	Trade On	30/03/2022	0.50	\$195.00	Review and update my affidavit for the service on members for the notice of the liquidators expenses application.
291	BR	Ryan Whyte	Trade On	31/03/2022	0.40	\$156.00	Send the 37th report via email to investors
292	BR	Ryan Whyte	Trade On	1/04/2022	0.50	\$195.00	Attend our solicitors office to swear two affidavits for the service on members for the liquidators remuneration and expenses applications.
293	BR	Ryan Whyte	Trade On	13/04/2022	0.20	\$78.00	Arrange upload to the website for the liquidators submissions for the liquidators remuneration application.
294	BR	Jordan Devery	Trade On	3/11/2021	0.70	\$199.50	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
295	BR	Jordan Devery	Trade On	4/11/2021	0.60	\$171.00	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
296	BR	Jordan Devery	Trade On	4/11/2021	1.10	\$313.50	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
297	BR	Jordan Devery	Trade On	4/11/2021	0.40	\$114.00	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
298	BR	David Whyte	Creditors	17/12/2021	0.90	\$571.50	reviewed/updated report to investors
299	BR	David Whyte	Creditors	16/02/2022	0.60	\$393.00	reviewed FTI's application and supporting affidavit in respect of claim for remuneration and expenses/provide instructions to our solicitors regarding same
300	BR	David Whyte	Creditors	22/02/2022	0.10	\$65.50	reviewed FTI receipts and payments/reviewed correspondence from our solicitors/draft letter to FTI's solicitors regarding remuneration application
301	BR	David Whyte	Creditors	8/03/2022	0.90	\$589.50	reviewed FTI's court application for payment of expenses/reviewed two affidavits in support of same/provided instructions to our solicitors
302	BR	David Whyte	Creditors	30/03/2022	0.70	\$458.50	reviewed/updated report to investors/reviewed correspondence with Belpac liquidator regarding acquisition of shares/expert report regarding same
303	BR	Charles Haines	Creditors	1/11/2021	0.10	\$54.00	Two messages from investors and assign to staff
304	BR	Charles Haines	Creditors	1/11/2021	0.10	\$54.00	Review three letters to investors regarding update and additional information required to amend unit holding details.
305	BR	Charles Haines	Creditors	1/11/2021	0.10	\$54.00	Review three letters to investors regarding update and additional information required to amend unit holding details.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WTP Date	Hours	Value	Narration
1	Charles Haines	Associate	Creditors	1/11/2021	0.20	\$108.00	Review three changes of details for joint deceased estates, new corporate trustee and split of unit holdings. Review associated documentation - Wills, probate, trust deeds, IDs, transfer forms and other documentation
306	Charles Haines	Associate	Creditors	1/11/2021	0.20	\$108.00	Seven letters to investors regarding unit balances and change of details and additional information required
307	Charles Haines	Associate	Creditors	2/11/2021	0.10	\$54.00	Phone call to investor regarding update
308	Charles Haines	Associate	Creditors	4/11/2021	0.40	\$216.00	Review 13 letters and requests from investors regarding change of unit holding details, review associated documentation
309	Charles Haines	Associate	Creditors	5/11/2021	0.10	\$54.00	Review complex deceased estate transfer and splitting of unit holdings across multiple beneficiaries, review associated documentation
310	Charles Haines	Associate	Creditors	5/11/2021	0.10	\$54.00	Ph call investor advisor regarding update and unit balance update for tax
311	Charles Haines	Associate	Creditors	5/11/2021	0.20	\$108.00	13 letters and change of details requests regarding updates, confirmation of unit holding changes, additional information, unit balances
312	Charles Haines	Associate	Creditors	8/11/2021	0.10	\$54.00	Review deceased estate transfer and split of unit holdings per will
313	Charles Haines	Associate	Creditors	8/11/2021	0.20	\$108.00	Five letters to investors regarding change of details, confirmation of unit transfer updates and additional information required to facilitate change of details requests.
314	Charles Haines	Associate	Creditors	9/11/2021	0.10	\$54.00	Review correspondence regarding bank transfer
315	Charles Haines	Associate	Creditors	11/11/2021	0.20	\$108.00	Review five letters to investors regarding unit balances, change of details, additional information and confirmation of unit balance transfers
316	Charles Haines	Associate	Creditors	16/11/2021	0.20	\$108.00	Review 6 letters to investors with updates on unit balance and additional documentation required
317	Charles Haines	Associate	Creditors	23/11/2021	0.10	\$54.00	Review two letters to investors regarding update and amend
318	Charles Haines	Associate	Creditors	19/01/2022	0.70	\$388.50	Strategic update with appointee in relation to litigation and proceedings
319	Charles Haines	Associate	Creditors	24/01/2022	0.10	\$55.50	Review correspondence and supporting documentation, email use of elec signature to finalise correspondence
320	Charles Haines	Associate	Creditors	29/03/2022	0.60	\$333.00	23 letters to investors regarding updates and documentation required to update holdings
321	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	13 letters to investors regarding updates and documentation required to update holdings
322	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	15 letters to investors regarding updates and documentation required to update holdings
323	Charles Haines	Associate	Creditors	29/03/2022	0.10	\$55.50	6 letters to investors regarding updates and documentation required to update holdings
324	Charles Haines	Associate	Creditors	29/03/2022	0.10	\$55.50	6 letters to investors regarding updates and documentation required to update holdings

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	26 letters to investors regarding updates and documentation required to update holdings
325	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	12 letters to investors regarding updates and documentation required to update holdings
326	Charles Haines	Associate	Creditors	11/04/2022	1.70	\$943.50	Thirty Four letters to investors regarding updates, units balances updated information and confirmation of unit transfers and bank accounts details
327	Charles Haines	Associate	Creditors	12/04/2022	0.30	\$166.50	Two letters to financial advisors with multiple investors regarding updates on individual balances
328	Charles Haines	Associate	Creditors	20/04/2022	0.20	\$111.00	Review 5 letters and change of details forms
329	Charles Haines	Associate	Creditors	21/04/2022	0.50	\$277.50	18 letters to investors regarding update and change of details
330	Charles Haines	Associate	Creditors	21/04/2022	0.20	\$111.00	6 letters to investors regarding update and change of details
331	Charles Haines	Associate	Creditors	29/04/2022	0.10	\$55.50	Review and approve three letters to investors
332	Charles Haines	Associate	Creditors	29/04/2022	0.20	\$111.00	Review and approve eleven letters to investors
333	Charles Haines	Associate	Creditors	29/04/2022	0.10	\$55.50	Review and approve five letters to investors
334	Jayden Coulston	Senior Manager	Creditors	23/11/2021	0.10	\$51.50	Review and update approve 2x letters to investors.
335	Jayden Coulston	Senior Manager	Creditors	30/11/2021	0.10	\$51.50	Review and approve outbound correo to investor re fund ISIN.
336	Jayden Coulston	Senior Manager	Creditors	7/12/2021	0.50	\$257.50	Review and approve 13x letters to investors/advisors re change of details, transfer of units and unit balance/est final distribution confirmations.
337	Jayden Coulston	Senior Manager	Creditors	21/12/2021	0.10	\$51.50	Review and approve change of trustee checklists/docs and letter to investor re unit balances.
338	Jayden Coulston	Senior Manager	Creditors	22/12/2021	0.40	\$206.00	Review and amend/approve 8x checklists/letters to investors/advisors re unit balances, transfer of units, update of details.
339	Jayden Coulston	Senior Manager	Creditors	11/01/2022	0.10	\$53.00	Review and approve correspondence to investor re unit balances for multiple accounts.
340	Jayden Coulston	Senior Manager	Creditors	19/01/2022	0.10	\$53.00	Review and approve transfer of units request.
341	Jayden Coulston	Senior Manager	Creditors	20/01/2022	2.60	\$1,378.00	Review, amend and approve 45 letters to investors/advisors re transfer of units, change of details and unit balance requests. Review supporting docs.
342	Jayden Coulston	Senior Manager	Creditors	20/01/2022	1.40	\$742.00	Review and approve 18 transfer or units and change of details checklists and supporting documentation. Review and approve 3x payment requisitions for reprocessing of distributions.
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A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	Jayden Coulston	Senior Manager	Creditors	9/02/2022	0.10	\$53.00	Review and approve letter to advisor re change of details completed.
344	Jayden Coulston	Senior Manager	Creditors	10/02/2022	0.20	\$106.00	Review and approve 6x letters re unit balance confirmations. Liaise with Ryan Whyte re specific query in relation to one letter.
345	Jayden Coulston	Senior Manager	Creditors	11/02/2022	0.20	\$106.00	Review and approve 1x change of details form and 2x letters to investors.
346	Jayden Coulston	Senior Manager	Creditors	18/02/2022	0.10	\$53.00	Review and approve interim distribution repayment to investor - COD.
347	Jayden Coulston	Senior Manager	Creditors	22/02/2022	0.10	\$53.00	Review and approve letter to investors re transfer of units.
348	Jayden Coulston	Senior Manager	Creditors	3/03/2022	0.10	\$53.00	Review and sign investor correspondence.
349	Jayden Coulston	Senior Manager	Creditors	4/03/2022	0.10	\$53.00	Review and sign investor correspondence.
350	Jayden Coulston	Senior Manager	Creditors	8/03/2022	0.50	\$265.00	Review and amend/approve 8x letters to investors/advisors re change of details, transfer of units and unit balance requests.
351	Jayden Coulston	Senior Manager	Creditors	9/03/2022	1.80	\$954.00	Review and amend/approve 25x letters to investors/advisors re change of details, transfer of units and unit balance requests. Review and approve 6x COD/transfer of units forms. Review supporting docs.
352	Jayden Coulston	Senior Manager	Creditors	9/03/2022	0.10	\$53.00	Meeting with Nigel Wenck re various investor correspondence amendments.
353	Jayden Coulston	Senior Manager	Creditors	9/03/2022	0.20	\$106.00	Review and approve 3x letters to investors and 1x COD form.
354	Jayden Coulston	Senior Manager	Creditors	9/03/2022	0.40	\$212.00	Review and amend 2x PTAL requests for repayment of 6.5c returned distributions. Liaise with Jordan Devery re amendments and packaging documents for David Whyte approval.
355	Jayden Coulston	Senior Manager	Creditors	10/03/2022	0.20	\$106.00	Review and sign 10x amended letters to investors.
356	Jayden Coulston	Senior Manager	Creditors	15/03/2022	0.30	\$159.00	Repayment of 3x interim distributions - review and approval for PTAL to pay. Review and approve unit balance confirmation letter to investor.
357	Jayden Coulston	Senior Manager	Creditors	16/03/2022	0.20	\$106.00	Review and approve letter to investor re transfer of units confirmation and review checklist for separate transfer of units to 2x beneficiaries.
358	Jayden Coulston	Senior Manager	Creditors	22/03/2022	0.10	\$53.00	Discussion with Ryan Whyte re investor correspondence register and correspondence drafted.
359	Jayden Coulston	Senior Manager	Creditors	24/03/2022	0.20	\$106.00	Review and approve 3x investor letters/CODs.
360	Jayden Coulston	Senior Manager	Creditors	1/04/2022	0.10	\$53.00	Review and approve 2x letters to advisors re client unit holdings balance.
361	Jayden Coulston	Senior Manager	Creditors	6/04/2022	0.10	\$53.00	Review and approve confirmation of transfer letter to 9x beneficiaries.
362	Jayden Coulston	Senior Manager	Creditors				

A	B	C	D	E	F	G	H	
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration	
1	BR	Jayden Coulston	Senior Manager	Creditors	11/04/2022	0.10	\$53.00	Review and approve transfer of units request and supporting docs.
363	BR	Jayden Coulston	Senior Manager	Creditors	29/04/2022	0.10	\$53.00	Review and approve letters to investors
364	BR	Jayden Coulston	Senior Manager	Creditors	29/04/2022	0.40	\$212.00	Review and approve 6x letters, CODs, transfers of units.
365	BR	Ryan Whyte	Senior Accountant	Creditors	1/11/2021	0.40	\$136.00	Reviewed and approved 3 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.
366	BR	Ryan Whyte	Senior Accountant	Creditors	3/11/2021	0.90	\$306.00	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.
367	BR	Ryan Whyte	Senior Accountant	Creditors	3/11/2021	0.70	\$238.00	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.
368	BR	Ryan Whyte	Senior Accountant	Creditors	4/11/2021	1.60	\$544.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
369	BR	Ryan Whyte	Senior Accountant	Creditors	5/11/2021	1.20	\$408.00	Reviewed and approved 9 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
370	BR	Ryan Whyte	Senior Accountant	Creditors	5/11/2021	0.80	\$272.00	Reviewed and approved 6 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
371	BR	Ryan Whyte	Senior Accountant	Creditors	8/11/2021	0.70	\$238.00	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.
372	BR	Ryan Whyte	Senior Accountant	Creditors	8/11/2021	0.20	\$68.00	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.
373	BR	Ryan Whyte	Senior Accountant	Creditors	8/11/2021	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.
374	BR	Ryan Whyte	Senior Accountant	Creditors	9/11/2021	0.80	\$272.00	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.
375	BR	Ryan Whyte	Senior Accountant	Creditors	9/11/2021	0.70	\$238.00	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.
376	BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	0.20	\$68.00	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.
377	BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	0.20	\$68.00	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.
378	BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	0.30	\$102.00	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.
379	BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	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.
380	BR	Ryan Whyte	Senior Accountant	Creditors	11/11/2021	0.20	\$68.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
381	BR	Ryan Whyte	Senior Accountant	Creditors	11/11/2021	0.20	\$68.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Ryan Whyte	Creditors	11/11/2021	0.90	\$306.00	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.
382	BR	Ryan Whyte	Creditors	11/11/2021	1.20	\$408.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
383	BR	Ryan Whyte	Creditors	12/11/2021	0.90	\$306.00	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.
384	BR	Ryan Whyte	Creditors	12/11/2021	0.60	\$204.00	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.
385	BR	Ryan Whyte	Creditors	12/11/2021	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.
386	BR	Ryan Whyte	Creditors	15/11/2021	0.20	\$68.00	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.
387	BR	Ryan Whyte	Creditors	15/11/2021	0.30	\$102.00	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
388	BR	Ryan Whyte	Creditors	15/11/2021	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.
389	BR	Ryan Whyte	Creditors	15/11/2021	1.30	\$442.00	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.
390	BR	Ryan Whyte	Creditors	18/11/2021	0.30	\$102.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
391	BR	Ryan Whyte	Creditors	18/11/2021	0.20	\$68.00	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.
392	BR	Ryan Whyte	Creditors	18/11/2021	0.40	\$136.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
393	BR	Ryan Whyte	Creditors	19/11/2021	0.20	\$68.00	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.
394	BR	Ryan Whyte	Creditors	19/11/2021	0.40	\$136.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
395	BR	Ryan Whyte	Creditors	22/11/2021	1.50	\$510.00	Reviewed and approved 13 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
396	BR	Ryan Whyte	Creditors	22/11/2021	0.30	\$102.00	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.
397	BR	Ryan Whyte	Creditors	22/11/2021	0.80	\$272.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
398	BR	Ryan Whyte	Creditors	22/11/2021	0.80	\$272.00	Reviewed and approved 7 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
399	BR	Ryan Whyte	Creditors	23/11/2021	0.20	\$68.00	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.
400	BR	Ryan Whyte	Creditors	23/11/2021	0.20	\$68.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Ryan Whyte Senior Accountant	Creditors	23/11/2021	0.20	\$68.00	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.
401	BR	Ryan Whyte Senior Accountant	Creditors	23/11/2021	0.60	\$204.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
402	BR	Ryan Whyte Senior Accountant	Creditors	23/11/2021	1.10	\$374.00	Reviewed and approved 9 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
403	BR	Ryan Whyte Senior Accountant	Creditors	30/11/2021	0.20	\$68.00	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.
404	BR	Ryan Whyte Senior Accountant	Creditors	30/11/2021	1.30	\$442.00	Reviewed and approved 12 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
405	BR	Ryan Whyte Senior Accountant	Creditors	2/12/2021	0.20	\$68.00	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.
406	BR	Ryan Whyte Senior Accountant	Creditors	2/12/2021	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.
407	BR	Ryan Whyte Senior Accountant	Creditors	2/12/2021	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.
408	BR	Ryan Whyte Senior Accountant	Creditors	6/12/2021	0.90	\$306.00	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.
409	BR	Ryan Whyte Senior Accountant	Creditors	8/12/2021	1.20	\$408.00	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.
410	BR	Ryan Whyte Senior Accountant	Creditors	8/12/2021	1.50	\$510.00	Reviewed and approved 18 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.
411	BR	Ryan Whyte Senior Accountant	Creditors	8/12/2021	0.90	\$306.00	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.
412	BR	Ryan Whyte Senior Accountant	Creditors	13/12/2021	1.60	\$544.00	Reviewed and approved 18 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.
413	BR	Ryan Whyte Senior Accountant	Creditors	15/12/2021	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.
414	BR	Ryan Whyte Senior Accountant	Creditors	16/12/2021	0.90	\$306.00	Update the 36th update report to investors for the estimated return to investors.
415	BR	Ryan Whyte Senior Accountant	Creditors	16/12/2021	1.40	\$476.00	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.
416	BR	Ryan Whyte Senior Accountant	Creditors	16/12/2021	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.
417	BR	Ryan Whyte Senior Accountant	Creditors	17/12/2021	0.70	\$238.00	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.
418	BR	Ryan Whyte Senior Accountant	Creditors	17/12/2021	0.80	\$272.00	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.
419	BR	Ryan Whyte Senior Accountant	Creditors	17/12/2021	0.80	\$272.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Ryan Whyte Senior Accountant	Creditors	17/12/2021	0.30	\$102.00	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.
420	BR	Ryan Whyte Senior Accountant	Creditors	20/12/2021	0.30	\$102.00	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.
421	BR	Ryan Whyte Senior Accountant	Creditors	20/12/2021	1.70	\$578.00	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.
422	BR	Ryan Whyte Senior Accountant	Creditors	21/12/2021	0.20	\$68.00	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.
423	BR	Ryan Whyte Senior Accountant	Creditors	21/12/2021	0.20	\$68.00	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.
424	BR	Ryan Whyte Senior Accountant	Creditors	21/12/2021	1.30	\$442.00	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.
425	BR	Ryan Whyte Senior Accountant	Creditors	22/12/2021	0.20	\$68.00	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.
426	BR	Ryan Whyte Senior Accountant	Creditors	12/01/2022	0.20	\$78.00	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.
427	BR	Ryan Whyte Senior Accountant	Creditors	13/01/2022	1.30	\$507.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
428	BR	Ryan Whyte Senior Accountant	Creditors	13/01/2022	1.10	\$429.00	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.
429	BR	Ryan Whyte Senior Accountant	Creditors	14/01/2022	1.50	\$585.00	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.
430	BR	Ryan Whyte Senior Accountant	Creditors	14/01/2022	0.30	\$117.00	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.
431	BR	Ryan Whyte Senior Accountant	Creditors	17/01/2022	1.60	\$624.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
432	BR	Ryan Whyte Senior Accountant	Creditors	17/01/2022	0.20	\$78.00	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.
433	BR	Ryan Whyte Senior Accountant	Creditors	19/01/2022	1.40	\$546.00	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.
434	BR	Ryan Whyte Senior Accountant	Creditors	20/01/2022	1.30	\$507.00	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.
435	BR	Ryan Whyte Senior Accountant	Creditors	28/01/2022	0.20	\$78.00	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.
436	BR	Ryan Whyte Senior Accountant	Creditors	31/01/2022	0.40	\$156.00	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.
437	BR	Ryan Whyte Senior Accountant	Creditors	31/01/2022	1.40	\$546.00	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.
438	BR	Ryan Whyte Senior Accountant	Creditors	31/01/2022	1.40	\$546.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Ryan Whyte	Senior Accountant	Creditors	31/01/2022	0.70	\$273.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	2/02/2022	1.00	\$390.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	7/02/2022	1.50	\$585.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	8/02/2022	0.90	\$351.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	9/02/2022	0.50	\$195.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	9/02/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	10/02/2022	0.50	\$195.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Accountant	Creditors	10/02/2022	0.40	\$156.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Accountant	Creditors	14/02/2022	1.20	\$468.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	15/02/2022	0.40	\$156.00	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	Ryan Whyte	Senior Accountant	Creditors	15/02/2022	1.10	\$429.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	16/02/2022	0.60	\$234.00	Reviewed and approved 3 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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/02/2022	1.00	\$390.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/02/2022	0.90	\$351.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.30	\$117.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.40	\$156.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.70	\$273.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.70	\$273.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.60	\$234.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Ryan Whyte	Senior Accountant	Creditors	22/02/2022	0.90	\$351.00	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.
458	Ryan Whyte	Senior Accountant	Creditors	23/02/2022	1.40	\$546.00	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.
459	Ryan Whyte	Senior Accountant	Creditors	25/02/2022	1.60	\$624.00	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.
460	Ryan Whyte	Senior Accountant	Creditors	1/03/2022	0.20	\$78.00	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.
461	Ryan Whyte	Senior Accountant	Creditors	17/03/2022	1.30	\$507.00	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.
462	Ryan Whyte	Senior Accountant	Creditors	18/03/2022	1.80	\$702.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
463	Ryan Whyte	Senior Accountant	Creditors	18/03/2022	1.60	\$624.00	Reviewed and approved 18 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.
464	Ryan Whyte	Senior Accountant	Creditors	18/03/2022	0.50	\$195.00	Prepare 4 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
465	Ryan Whyte	Senior Accountant	Creditors	21/03/2022	0.30	\$117.00	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.
466	Ryan Whyte	Senior Accountant	Creditors	21/03/2022	2.60	\$1,014.00	Reviewed and approved 30 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.
467	Ryan Whyte	Senior Accountant	Creditors	21/03/2022	1.60	\$624.00	Prepare 8 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
468	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	1.80	\$702.00	Prepare 9 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
469	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.40	\$156.00	Prepare 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
470	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	2.50	\$975.00	Prepare 15 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
471	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	1.00	\$390.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
472	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.20	\$78.00	Call from an investor seeking an update on the winding up of the fund.
473	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
474	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.30	\$117.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
475	Ryan Whyte	Senior Accountant	Creditors	23/03/2022	1.10	\$429.00	Review of correspondence from 5 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
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A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1							
BR	Ryan Whyte	Senior Accountant	Creditors	23/03/2022	1.20	\$468.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
477	Ryan Whyte	Senior Accountant	Creditors	23/03/2022	2.10	\$819.00	Prepare 11 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update..
478	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	1.00	\$390.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
479	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	2.10	\$819.00	Reviewed and approved 18 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.
480	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	1.00	\$390.00	Prepare 5 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
481	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	1.40	\$546.00	Review of correspondence from 7 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.
482	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.20	\$78.00	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.
483	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.50	\$234.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
484	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.40	\$156.00	Reviewed and approved 3 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
485	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.50	\$195.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
486	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	0.20	\$78.00	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.
487	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	1.00	\$390.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
488	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	2.40	\$936.00	Review of correspondence from 12 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
489	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	1.60	\$624.00	Prepare 8 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
490	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	1.60	\$624.00	Prepare 8 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
491	Ryan Whyte	Senior Accountant	Creditors	29/03/2022	1.00	\$390.00	Prepare 5 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
492	Ryan Whyte	Senior Accountant	Creditors	29/03/2022	2.70	\$1,053.00	Scanned multiple documents and saved to files and database, sent off documents to required investor via email or post.
493	Ryan Whyte	Senior Accountant	Creditors	29/03/2022	1.00	\$390.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
494	Ryan Whyte	Senior Accountant	Creditors	30/03/2022	1.80	\$702.00	Scanned multiple documents and saved to files and database, sent off documents to required investor via email or post.
495							

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	Wk_Date	Hours	Value	Narrator
1	BR	Ryan Whyte	Senior Accountant	Creditors	30/03/2022	1.30	\$507.00	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.
496	BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	1.00	\$290.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
497	BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.90	\$351.00	Review of correspondence from 5 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
498	BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.40	\$156.00	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.
499	BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.50	\$195.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
500	BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.40	\$156.00	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.
501	BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
502	BR	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	1.60	\$624.00	Review of correspondence from 9 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.
503	BR	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	1.20	\$468.00	Review of correspondence from 8 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.
504	BR	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	0.70	\$273.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
505	BR	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	0.30	\$117.00	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.
506	BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	0.20	\$78.00	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.
507	BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	1.00	\$390.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request for 9 beneficiaries. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
508	BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	1.80	\$702.00	Review of correspondence from 9 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
509	BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	1.60	\$624.00	Prepare 8 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
510	BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	0.60	\$234.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
511	BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	0.20	\$78.00	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.
512	BR	Ryan Whyte	Senior Accountant	Creditors	5/04/2022	1.60	\$624.00	Prepare 8 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
513	BR	Ryan Whyte	Senior Accountant	Creditors	5/04/2022	0.60	\$234.00	Prepare 3 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
514	BR	Ryan Whyte	Senior Accountant	Creditors	5/04/2022	0.60	\$234.00	Prepare 3 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Ryan Whyte Senior Accountant	Creditors	6/04/2022	0.20	\$78.00	Call from an investor seeking an update on the winding up of the fund.
515	BR	Ryan Whyte Senior Accountant	Creditors	6/04/2022	0.30	\$117.00	Call from an investor seeking an update on the winding up of the fund.
516	BR	Ryan Whyte Senior Accountant	Creditors	6/04/2022	0.20	\$78.00	Review March BAS and provide to Charles/Jayden for approval.
517	BR	Ryan Whyte Senior Accountant	Creditors	6/04/2022	0.70	\$273.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
518	BR	Ryan Whyte Senior Accountant	Creditors	6/04/2022	0.90	\$351.00	Prepare 4 letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
519	BR	Ryan Whyte Senior Accountant	Creditors	6/04/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
520	BR	Ryan Whyte Senior Accountant	Creditors	7/04/2022	1.60	\$624.00	Prepare 8 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
521	BR	Ryan Whyte Senior Accountant	Creditors	7/04/2022	0.20	\$78.00	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.
522	BR	Ryan Whyte Senior Accountant	Creditors	8/04/2022	0.60	\$234.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
523	BR	Ryan Whyte Senior Accountant	Creditors	8/04/2022	1.20	\$468.00	Reviewed and approved 8 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
524	BR	Ryan Whyte Senior Accountant	Creditors	8/04/2022	0.50	\$195.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
525	BR	Ryan Whyte Senior Accountant	Creditors	11/04/2022	0.90	\$351.00	Research to locate by laws for CPA and ICAA for 2008 to 2012 to provide to our solicitors. RE claim against the former auditors.
526	BR	Ryan Whyte Senior Accountant	Creditors	11/04/2022	1.50	\$585.00	Reviewed and approved 12 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
527	BR	Ryan Whyte Senior Accountant	Creditors	12/04/2022	1.70	\$663.00	Reviewed and approved 14 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
528	BR	Ryan Whyte Senior Accountant	Creditors	12/04/2022	0.20	\$78.00	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.
529	BR	Ryan Whyte Senior Accountant	Creditors	13/04/2022	0.70	\$273.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
530	BR	Ryan Whyte Senior Accountant	Creditors	13/04/2022	0.20	\$78.00	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.
531	BR	Ryan Whyte Senior Accountant	Creditors	13/04/2022	1.60	\$624.00	Reviewed and approved 13 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
532	BR	Ryan Whyte Senior Accountant	Creditors	13/04/2022	1.20	\$468.00	Prepare 6 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
533							

A		B		C		D		E		F		G		H	
Description	Name	Position	Milestone	W/P	Date	Hours	Value	Narration							
1	BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	0.30	\$117.00	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.							
534	BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	1.10	\$429.00	Reviewed and approved 9 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.							
535	BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	0.80	\$312.00	Prepare 4 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request							
536	BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	1.70	\$663.00	Reviewed and approved 14 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.							
537	BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	0.20	\$78.00	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.							
538	BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	1.30	\$507.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.							
539	BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	0.90	\$351.00	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.							
540	BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	0.20	\$78.00	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.							
541	BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	0.60	\$234.00	Prepare 3 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.							
542	BR	Ryan Whyte	Senior Accountant	Creditors	20/04/2022	1.80	\$702.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.							
543	BR	Ryan Whyte	Senior Accountant	Creditors	20/04/2022	0.50	\$195.00	Reviewed and approved 3 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.							
544	BR	Ryan Whyte	Senior Accountant	Creditors	22/04/2022	1.00	\$390.00	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.							
545	BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	0.20	\$78.00	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.							
546	BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	1.40	\$546.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.							
547	BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	1.70	\$663.00	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.							
548	BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	0.30	\$117.00	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.							
549	BR	Ryan Whyte	Senior Accountant	Creditors	27/04/2022	0.90	\$351.00	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.							
550	BR	Ryan Whyte	Senior Accountant	Creditors	28/04/2022	1.10	\$429.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.							
551	BR	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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.							
552															

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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.
553	Jordan Devery	Senior Accountant	Creditors	1/11/2021	0.20	\$57.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
554	Jordan Devery	Senior Accountant	Creditors	1/11/2021	0.60	\$171.00	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.
555	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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.
556	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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.
557	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.80	\$228.00	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.
558	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.40	\$114.00	2x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
559	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.40	\$114.00	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.
560	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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.
561	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.20	\$57.00	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.
562	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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.
563	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.30	\$85.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
564	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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.
565	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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.
566	Jordan Devery	Senior Accountant	Creditors	3/11/2021	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.
567	Jordan Devery	Senior Accountant	Creditors	3/11/2021	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.
568	Jordan Devery	Senior Accountant	Creditors	3/11/2021	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.
569	Jordan Devery	Senior Accountant	Creditors	3/11/2021	0.30	\$85.50	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.
570	Jordan Devery	Senior Accountant	Creditors	3/11/2021	0.40	\$114.00	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.
571	Jordan Devery	Senior Accountant	Creditors	3/11/2021	0.40	\$114.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	5/11/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
572	Jordan Devery	Senior Accountant	Creditors	5/11/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
573	Jordan Devery	Senior Accountant	Creditors	5/11/2021	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.
574	Jordan Devery	Senior Accountant	Creditors	5/11/2021	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.
575	Jordan Devery	Senior Accountant	Creditors	8/11/2021	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.
576	Jordan Devery	Senior Accountant	Creditors	8/11/2021	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.
577	Jordan Devery	Senior Accountant	Creditors	8/11/2021	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.
578	Jordan Devery	Senior Accountant	Creditors	8/11/2021	0.40	\$114.00	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.
579	Jordan Devery	Senior Accountant	Creditors	9/11/2021	0.20	\$57.00	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.
580	Jordan Devery	Senior Accountant	Creditors	9/11/2021	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.
581	Jordan Devery	Senior Accountant	Creditors	9/11/2021	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.
582	Jordan Devery	Senior Accountant	Creditors	12/11/2021	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.
583	Jordan Devery	Senior Accountant	Creditors	12/11/2021	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.
584	Jordan Devery	Senior Accountant	Creditors	12/11/2021	0.40	\$114.00	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.
585	Jordan Devery	Senior Accountant	Creditors	16/11/2021	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.
586	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.
587	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.
588	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.10	\$28.50	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
589	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.
590	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.70	\$199.50	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.20	\$57.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.20	\$57.00	3x 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	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.50	\$142.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/11/2021	0.20	\$57.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	22/11/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	29/11/2021	0.50	\$142.50	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.
BR	Jordan Devery	Senior Accountant	Creditors	29/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.60	\$171.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.50	\$142.50	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.60	\$171.00	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.
610	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.20	\$57.00	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.
611	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.30	\$85.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
612	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.50	\$142.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
613	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.80	\$228.00	Prepare 3 letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
614	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.40	\$114.00	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.
615	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.80	\$228.00	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.
616	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.50	\$142.50	3x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify forms to verify sufficient documentation provided to process request as per the Fund's policy.
617	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.30	\$85.50	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
618	Jordan Devery	Senior Accountant	Creditors	2/12/2021	0.30	\$85.50	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.
619	Jordan Devery	Senior Accountant	Creditors	3/12/2021	0.40	\$114.00	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.
620	Jordan Devery	Senior Accountant	Creditors	3/12/2021	0.20	\$57.00	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.
621	Jordan Devery	Senior Accountant	Creditors	3/12/2021	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.
622	Jordan Devery	Senior Accountant	Creditors	3/12/2021	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.
623	Jordan Devery	Senior Accountant	Creditors	3/12/2021	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.
624	Jordan Devery	Senior Accountant	Creditors	6/12/2021	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.
625	Jordan Devery	Senior Accountant	Creditors	6/12/2021	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.
626	Jordan Devery	Senior Accountant	Creditors	8/12/2021	0.80	\$228.00	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.
627	Jordan Devery	Senior Accountant	Creditors	21/12/2021	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.
628	Jordan Devery	Senior Accountant	Creditors				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	21/12/2021	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.
629	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.40	\$114.00	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.
630	Jordan Devery	Senior Accountant	Creditors	21/12/2021	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.
631	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.40	\$114.00	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.
632	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.40	\$114.00	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.
633	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
634	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
635	Jordan Devery	Senior Accountant	Creditors	22/12/2021	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.
636	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.20	\$57.00	Phone call with RW regarding transfer of units from corporate entity to personal name.
637	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.60	\$171.00	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.
638	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.20	\$57.00	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.
639	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
640	Jordan Devery	Senior Accountant	Creditors	22/12/2021	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.
641	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.30	\$85.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
642	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.40	\$114.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
643	Jordan Devery	Senior Accountant	Creditors	23/12/2021	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.
644	Jordan Devery	Senior Accountant	Creditors	23/12/2021	0.50	\$142.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
645	Jordan Devery	Senior Accountant	Creditors	23/12/2021	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.
646	Jordan Devery	Senior Accountant	Creditors	23/12/2021	0.20	\$57.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
647	Jordan Devery	Senior Accountant	Creditors	23/12/2021	0.20	\$57.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
648	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
649	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
650	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.60	\$210.00	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.
651	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.50	\$175.00	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.
652	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
653	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.30	\$105.00	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.
654	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
655	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
656	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
657	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.40	\$140.00	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.
658	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor-management database and advise.
659	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
660	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.30	\$105.00	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.
661	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
662	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
663	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
664	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.30	\$105.00	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.
665	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
666	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WTP_Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.10	\$35.00	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.
667	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.60	\$210.00	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.
668	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.80	\$280.00	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.
669	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.60	\$210.00	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.
670	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.40	\$140.00	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.
671	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.30	\$105.00	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.
672	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.40	\$140.00	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 Fund's policy.
673	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
674	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
675	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.30	\$105.00	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.
676	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.30	\$105.00	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.
677	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.30	\$105.00	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.
678	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
679	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
680	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request and distribution reprocessing. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
681	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
682	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.30	\$105.00	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 Fund's policy.
683	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.40	\$140.00	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 Fund's policy.
684	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.40	\$140.00	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 Fund's policy.
685	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.40	\$140.00	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 Fund's policy.

A	B	C	D	E	F	G	H
Descriptor	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.50	\$175.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.90	\$315.00	3x 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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	18/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.30	\$105.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narrator
1							
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
705	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
706	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.60	\$210.00	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.
707	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
708	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
709	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.40	\$140.00	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.
710	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.30	\$105.00	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.
711	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.10	\$35.00	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.
712	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	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.
713	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.50	\$175.00	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.
714	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
715	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
716	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.50	\$175.00	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.
717	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.30	\$105.00	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.
718	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.60	\$210.00	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.
719	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
720	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.30	\$105.00	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.
721	Jordan Devery	Senior Accountant	Creditors	19/01/2022	1.10	\$385.00	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.
722	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.60	\$210.00	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.
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A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WP_Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
724	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
725	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.30	\$105.00	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.
726	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.30	\$105.00	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.
727	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
728	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.50	\$175.00	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.
729	Jordan Devery	Senior Accountant	Creditors	20/01/2022	1.00	\$350.00	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.
730	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.70	\$245.00	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.
731	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.30	\$105.00	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.
732	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.20	\$70.00	Phone call with Ryan Whyte regarding process for issuing responses to investor queries and updating database per investor requests without access to original documents and Receiver signature for approvals.
733	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.60	\$210.00	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.
734	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.40	\$140.00	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 Fund's policy.
735	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
736	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.10	\$35.00	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.
737	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
738	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.70	\$245.00	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.
739	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.60	\$210.00	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.
740	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.70	\$245.00	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.
741	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.30	\$105.00	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.
742	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.30	\$105.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
743	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
744	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
745	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.60	\$210.00	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.
746	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	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 Fund's policy.
747	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	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.
748	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	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 Fund's policy.
749	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
750	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
751	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.50	\$175.00	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.
752	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$280.00	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.
753	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$210.00	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.
754	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.40	\$140.00	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.
755	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
756	Jordan Devery	Senior Accountant	Creditors	25/01/2022	1.00	\$350.00	4x 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.
757	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.10	\$35.00	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.
758	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$210.00	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.
759	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
760	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$210.00	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.
761	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$210.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narrator
1	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
762	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
763	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	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.
764	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
765	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.20	\$70.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
766	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.50	\$175.00	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
767	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	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.
768	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.30	\$105.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
769	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.60	\$210.00	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.
770	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
771	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.50	\$175.00	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.
772	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	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.
773	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.60	\$210.00	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.
774	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.30	\$105.00	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 Funds policy.
775	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
776	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.50	\$175.00	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.
777	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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.
778	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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.
779	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
780	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WTP_Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.60	\$210.00	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.
781	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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.
782	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	2x Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
783	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.30	\$105.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
784	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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.
785	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
786	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
787	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
788	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
789	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.30	\$105.00	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.
790	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.50	\$175.00	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.
791	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
792	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
793	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
794	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.30	\$105.00	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.
795	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
796	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.40	\$140.00	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.
797	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	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.
798	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
799	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.40	\$140.00	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.
800	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.70	\$245.00	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.
801	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.40	\$140.00	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.
802	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
803	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
804	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.60	\$210.00	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.
805	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.50	\$175.00	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.
806	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
807	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
808	Jordan Devery	Senior Accountant	Creditors	17/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
809	Jordan Devery	Senior Accountant	Creditors	17/02/2022	0.40	\$140.00	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.
810	Jordan Devery	Senior Accountant	Creditors	18/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
811	Jordan Devery	Senior Accountant	Creditors	18/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
812	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
813	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
814	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
815	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
816	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
817	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.40	\$140.00	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.
818	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.40	\$140.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.40	\$140.00	Prepare payments for the reprocessing of the interim distribution to investors.
819	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.30	\$105.00	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.
820	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
821	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
822	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
823	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
824	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	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.
825	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.80	\$280.00	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.
826	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.30	\$105.00	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.
827	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.50	\$175.00	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.
828	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details
829	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.60	\$210.00	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.
830	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.50	\$175.00	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.
831	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.60	\$210.00	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.
832	Jordan Devery	Senior Accountant	Creditors	23/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
833	Jordan Devery	Senior Accountant	Creditors	24/02/2022	0.40	\$140.00	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.
834	Jordan Devery	Senior Accountant	Creditors	24/02/2022	0.20	\$70.00	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.
835	Jordan Devery	Senior Accountant	Creditors	24/02/2022	0.20	\$70.00	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.
836	Jordan Devery	Senior Accountant	Creditors	25/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
837	Jordan Devery	Senior Accountant	Creditors				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.30	\$105.00	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.
838	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.40	\$140.00	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.
839	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
840	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
841	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
842	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.60	\$210.00	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.
843	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.10	\$35.00	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.
844	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.50	\$175.00	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.
845	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.40	\$140.00	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 Funds policy.
846	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.50	\$175.00	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 Funds policy.
847	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
848	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.60	\$210.00	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.
849	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.80	\$280.00	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.
850	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.70	\$245.00	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 Funds policy.
851	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.50	\$175.00	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 Funds policy.
852	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.70	\$245.00	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.
853	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.40	\$140.00	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.
854	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
855	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
856	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.10	\$35.00	

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	Wkr_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	2x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	1.60	\$560.00	8x 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	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.40	\$140.00	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 Fund's policy.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.50	\$175.00	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.
876	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
877	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
878	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
879	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.10	\$35.00	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.
880	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
881	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.40	\$140.00	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.
882	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
883	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
884	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.40	\$140.00	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 Fund's policy.
885	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
886	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.40	\$140.00	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.
887	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
888	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
889	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
890	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.40	\$140.00	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 Fund's policy.
891	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.30	\$105.00	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.
892	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
893	Jordan Devery	Senior Accountant	Creditors	10/03/2022	1.00	\$350.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
894	Jordan Devery	Senior Accountant	Creditors				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
895	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
896	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.40	\$140.00	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.
897	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
898	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
899	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.30	\$105.00	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.
900	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.40	\$140.00	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. Provides involves
901	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
902	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
903	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	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.
904	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.40	\$140.00	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.
905	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.40	\$140.00	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.
906	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
907	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	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.
908	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.30	\$105.00	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.
909	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.50	\$175.00	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
910	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.50	\$175.00	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.
911	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.40	\$140.00	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.
912	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.50	\$175.00	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.
913	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.50	\$175.00	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.

A	B	C	D	E	F	G	H
Descriptor	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
914	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
915	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.40	\$140.00	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.
916	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.50	\$175.00	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 Funds policy.
917	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
918	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.30	\$105.00	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.
919	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
920	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.40	\$140.00	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.
921	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.40	\$140.00	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.
922	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
923	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.50	\$175.00	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.
924	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.20	\$70.00	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.
925	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.40	\$140.00	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.
926	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
927	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
928	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
929	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.30	\$105.00	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.
930	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
931	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.80	\$280.00	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.
932	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.80	\$280.00	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.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.40	\$140.00	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.
933	BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.20	\$70.00	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.
934	BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.50	\$175.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
935	BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.40	\$140.00	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.
936	BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
937	BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.40	\$140.00	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.
938	BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
939	BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
940	BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
941	BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.40	\$140.00	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.
942	BR	Jordan Devery	Senior Accountant	Creditors	22/03/2022	0.40	\$140.00	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.
943	BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
944	BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
945	BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
946	BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
947	BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.40	\$140.00	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.
948	BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.20	\$70.00	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
949	BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.50	\$175.00	Prepare reprocessing of the interim distribution to investors.
950	BR	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
951	BR	Jordan Devery	Senior Accountant	Creditors				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.20	\$70.00	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.
952	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.40	\$140.00	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.
953	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
954	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.30	\$105.00	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.
955	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
956	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	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
957	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	2x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
958	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
959	Jordan Devery	Senior Accountant	Creditors	25/03/2022	1.00	\$350.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
960	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	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.
961	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	2x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
962	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
963	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.30	\$105.00	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
964	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.30	\$105.00	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.
965	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
966	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	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.
967	Jordan Devery	Senior Accountant	Creditors	28/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
968	Jordan Devery	Senior Accountant	Creditors	28/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
969	Jordan Devery	Senior Accountant	Creditors	28/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
970	Jordan Devery	Senior Accountant	Creditors	28/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

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Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
971	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
972	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
973	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	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.
974	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.40	\$140.00	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.
975	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
976	Jordan Devery	Senior Accountant	Creditors	29/03/2022	1.30	\$455.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
977	Jordan Devery	Senior Accountant	Creditors	31/03/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
978	Jordan Devery	Senior Accountant	Creditors	31/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
979	Jordan Devery	Senior Accountant	Creditors	31/03/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
980	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
981	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
982	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
983	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
984	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.60	\$210.00	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
985	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.40	\$140.00	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.
986	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.30	\$105.00	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.
987	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
988	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
989	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
990	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
991	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.10	\$35.00	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.
992	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.40	\$140.00	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 Fund's policy.
993	Jordan Devery	Senior Accountant	Creditors	8/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
994	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.20	\$70.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
995	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.50	\$175.00	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.
996	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
997	Jordan Devery	Senior Accountant	Creditors	11/04/2022	1.40	\$490.00	6x 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.
998	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
999	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
1000	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1001	Jordan Devery	Senior Accountant	Creditors	13/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1002	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1003	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1004	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.30	\$105.00	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 Fund's policy.
1005	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1006	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1007	Jordan Devery	Senior Accountant	Creditors	19/04/2022	1.70	\$595.00	8x 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.
1008	Jordan Devery	Senior Accountant	Creditors				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	19/04/2022	0.70	\$245.00	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.
1009	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.90	\$315.00	4x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1010	Jordan Devery	Senior Accountant	Creditors	20/04/2022	1.80	\$630.00	8x 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 Funds policy.
1011	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.80	\$280.00	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.
1012	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.60	\$210.00	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.
1013	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
1014	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1015	Jordan Devery	Senior Accountant	Creditors	20/04/2022	1.60	\$560.00	8x 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 Funds policy.
1016	Jordan Devery	Senior Accountant	Creditors	21/04/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1017	Jordan Devery	Senior Accountant	Creditors	21/04/2022	0.30	\$105.00	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 Funds policy.
1018	Jordan Devery	Senior Accountant	Creditors	21/04/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1019	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.20	\$70.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
1020	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1021	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
1022	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1023	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1024	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.30	\$105.00	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.
1025	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1026	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
1027							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
1028	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1029	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.50	\$175.00	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.
1030	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	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.
1031	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.30	\$105.00	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.
1032	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1033	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1034	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1035	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.30	\$105.00	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.
1036	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.50	\$175.00	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.
1037	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1038	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.30	\$105.00	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.
1039	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.30	\$105.00	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.
1040	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
1041	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1042	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
1043	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
1044	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.
1045	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.30	\$105.00	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.
1046	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.30	\$105.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WFP_Date	Hours	Value	Narration
1							
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1047	Jordan Devery	Senior Accountant	Creditors	28/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1048	Jordan Devery	Senior Accountant	Creditors	28/04/2022	0.50	\$175.00	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.
1049	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.
1050	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.20	\$70.00	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.
1051	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.30	\$105.00	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.
1052	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1053	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1054	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.40	\$92.00	3 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 Fund's policy.
1055	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1056	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1057	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.70	\$161.00	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.
1058	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1059	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1060	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1061	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1062	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.30	\$69.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1063	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1064	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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 Fund's policy.
1065	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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 Fund's policy.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1066	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
1067	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1068	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
1069	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1070	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1071	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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 Fund's policy.
1072	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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 Fund's policy.
1073	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1074	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.20	\$46.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1075	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
1076	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1077	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1078	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.10	\$23.00	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.
1079	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1080	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	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.
1081	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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 Fund's policy.
1082	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
1083	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.20	\$46.00	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.
1084	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.20	\$46.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
1085							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.40	\$92.00	Prepare 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.
1086							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.40	\$92.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1087							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.20	\$46.00	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.
1088							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
1089							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
1090							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
1091							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
1092							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.40	\$92.00	Prepare letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
1093							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
1094							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
1095							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.10	\$23.00	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.
1096							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
1097							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1098							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
1099							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1100							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.40	\$23.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1101							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.10	\$23.00	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.
1102							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
1103							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.40	\$92.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.20	\$46.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.40	\$92.00	5 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 Fund's policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.10	\$23.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WTP Date	Hours	Value	Narration
1	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.10	\$23.00	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.
1123	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	1.10	\$253.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1124	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	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.
1125	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1126	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1127	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1128	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1129	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1130	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1131	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1132	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1133	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1134	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	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.
1135	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	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.
1136	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.70	\$161.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1137	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	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.
1138	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1139	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	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.
1140	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.70	\$161.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request to 5 beneficiaries. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1141							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.50	\$115.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.40	\$92.00	Prepare a letter to advisor in relation to a request for a unit holding balance of 9 clients. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.30	\$69.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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 Fund's policy.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
1161	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
1162	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.40	\$92.00	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.
1163	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.40	\$92.00	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.
1164	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
1165	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.10	\$23.00	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.
1166	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
1167	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
1168	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
1169	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	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.
1170	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	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.
1171	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	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.
1172	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	0.10	\$23.00	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.
1173	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	0.30	\$69.00	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.
1174	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	0.20	\$46.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1175	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	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.
1176	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1177	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
1178	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
1179	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
1180	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
1181	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	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.
1182	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
1183	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1184	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	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.
1185	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
1186	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.10	\$23.00	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.
1187	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	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.
1188	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1189	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1190	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
1191	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	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.
1192	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	0.30	\$69.00	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.
1193	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.
1194	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	0.30	\$69.00	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.
1195	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.
1196	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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 Fund's policy.
1197	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.
1198	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	0.20	\$46.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.

A	B	C	D	E	F	G	H
Description	Name	Postjob	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.40	\$92.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.40	\$92.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.40	\$92.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.40	\$92.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.10	\$23.00	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.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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 Fund's policy.
1237	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.10	\$23.00	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.
1238	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1239	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1240	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1241	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1242	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1243	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1244	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1245	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1246	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1247	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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 Fund's policy.
1248	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1249	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1250	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1251	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1252	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1253	BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
1254	BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
1255	BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.80	\$184.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.70	\$161.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	1.10	\$253.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.60	\$138.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	0.10	\$23.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WTP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1275							
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1276							
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	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.
1277							
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	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.
1278							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/12/2021	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.
1279							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1280							
BR	Nigel Wenck	Graduate Accountant	Creditors	3/12/2021	1.00	\$230.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1281							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1282							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1283							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.50	\$115.00	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.
1284							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1285							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
1286							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1287							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	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.
1288							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1289							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1290							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1291							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1292							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1293							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1294							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1295							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1296							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1297							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.40	\$92.00	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.
1298							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1299							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.70	\$161.00	Prepare letters to investors confirming transfer of units for their investment & Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details & draft letter for their request
1300							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1301							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1302							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1303							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1304							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1305							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
1306							
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	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.
1307							
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	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.
1308							
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1309							
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1310							
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.30	\$69.00	Review returned emails after correo sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph calls with investors for new email details & prepare correo to investors to update register
1311							
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.10	\$23.00	Review returned emails after correo sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph calls with investors for new email details & prepare correo to investors to update register
1312							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.70	\$161.00	Reviewed returned mail and record investor details in returned mail register. Call investors to request new address details.
1313	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	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.
1314	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.10	\$23.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
1315	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1316	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$59.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1317	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1318	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$65.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1319	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$69.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1320	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1321	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.80	\$184.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1322	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1323	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.10	\$23.00	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.
1324	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1325	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	1.30	\$299.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1326	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	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.
1327	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1328	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.20	\$46.00	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.
1329	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.40	\$92.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1330	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1331	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestones	WIP Date	Hours	Yaliv	Narration
1	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1332	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	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.
1333	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.10	\$23.00	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.
1334	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.30	\$69.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1335	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.10	\$23.00	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.
1336	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1337	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	1.00	\$230.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1338	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1339	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.60	\$138.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1340	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.20	\$46.00	Call from an investor seeking an update on the winding up of the fund.
1341	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.30	\$69.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1342	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.90	\$207.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1343	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.10	\$23.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1344	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1345	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1346	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.50	\$115.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1347	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	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.
1348	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1349	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.40	\$92.00	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.
1350	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.40	\$92.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1351	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.10	\$23.00	Phone call from 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.
1352	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.10	\$23.00	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.
1353	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	1.70	\$391.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1354	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1355	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1356	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
1357	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1358	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.50	\$115.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1359	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.90	\$207.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1360	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	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.
1361	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	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.
1362	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1363	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1364	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1365	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	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.
1366	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	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.
1367	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1368	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	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.
1369	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	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.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.10	\$23.00	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.
1370	BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1371	BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1372	BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1373	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
1374	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
1375	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.10	\$23.00	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.
1376	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1377	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.40	\$92.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1378	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
1379	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
1380	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1381	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
1382	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.20	\$46.00	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.
1383	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1384	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.30	\$69.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1385	BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1386	BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1387	BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1388	BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
1389	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
1390	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.10	\$23.00	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.
1391	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
1392	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1393	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1394	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
1395	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.40	\$92.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1396	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
1397	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
1398	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1399	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1400	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
1401	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
1402	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.40	\$92.00	Prepare letter to investor seeking to change the trustee for their investment with the Fund. Access investor management database to review current details and advise process to update.
1403	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
1404	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1405	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
1406	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
1407							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
1408	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
1409	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	0.30	\$69.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1410	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1411	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
1412	Nigel Wenck	Graduate Accountant	Creditors	22/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1413	Nigel Wenck	Graduate Accountant	Creditors	23/12/2021	0.30	\$69.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1414	Nigel Wenck	Graduate Accountant	Creditors	23/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1415	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.60	\$144.00	Prepare letters to advisers seeking to update the details for client's investment with the Fund. Access investor management database to review current details and advise process to update.
1416	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.20	\$48.00	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.
1417	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.40	\$96.00	Prepare letters to advisers seeking to update the details for their client's investment with the Fund. Access investor management database to review current details and advise process to update.
1418	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1419	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.30	\$72.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1420	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.30	\$72.00	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.
1421	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.10	\$24.00	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.
1422	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.60	\$144.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1423	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	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.
1424	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1425	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1426	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Yalbe	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	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.
1427							
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.20	\$48.00	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.
1428							
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	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.
1429							
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.10	\$24.00	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.
1430							
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1431							
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.40	\$96.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1432							
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.10	\$24.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1433							
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1434							
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	1.60	\$384.00	Prepare letters to investors in relation to a request for a unit holding balance/change of details. Access investor management database, search for investor and print investor balance.
1435							
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	0.30	\$72.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1436							
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	0.10	\$24.00	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.
1437							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	1.90	\$456.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1438							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1439							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.90	\$216.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1440							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.50	\$120.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1441							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.10	\$24.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1442							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	1.50	\$360.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1443							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.50	\$120.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1444							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.70	\$168.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1445							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestones	WP Date	Hours	Value	Narration
1	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.50	\$120.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1446	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1447	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
1448	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1449	Nigel Wenck	Graduate Accountant	Creditors	18/01/2022	0.10	\$24.00	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.
1450	Nigel Wenck	Graduate Accountant	Creditors	18/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1451	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
1452	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1453	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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.
1454	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	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.
1455	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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.
1456	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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.
1457	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1458	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1459	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1460	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1461	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.50	\$120.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1462	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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.
1463	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1464	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestones	W/P Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	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.
1465	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.10	\$24.00	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.
1466	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1467	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1468	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1469	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.20	\$48.00	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.
1470	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	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.
1471	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	Call from investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
1472	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.60	\$144.00	Prepare 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
1473	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.20	\$48.00	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.
1474	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1475	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.10	\$24.00	Phone call with investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
1476	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.80	\$192.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1477	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1478	Nigel Wenck	Graduate Accountant	Creditors	24/01/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1479	Nigel Wenck	Graduate Accountant	Creditors	24/01/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1480	Nigel Wenck	Graduate Accountant	Creditors	24/01/2022	0.70	\$168.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1481	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
1482	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.50	\$120.00	Prepare 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
1483							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WFP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
1484	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.20	\$48.00	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
1485	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1486	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	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.
1487	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	1.40	\$336.00	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.
1488	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	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.
1489	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.40	\$96.00	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.
1490	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
1491	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1492	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.10	\$24.00	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.
1493	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
1494	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.20	\$48.00	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
1495	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1496	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
1497	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.40	\$96.00	Prepare letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
1498	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1499	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1500	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.30	\$72.00	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.
1501	Nigel Wenck	Graduate Accountant	Creditors	3/02/2022	0.10	\$24.00	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.
1502							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	4/02/2022	0.20	\$48.00	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.
1503	Nigel Wenck	Graduate Accountant	Creditors	4/02/2022	0.20	\$48.00	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.
1504	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.20	\$48.00	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.
1505	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.10	\$24.00	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.
1506	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.30	\$72.00	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.
1507	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.60	\$144.00	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.
1508	Nigel Wenck	Graduate Accountant	Creditors	8/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1509	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	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.
1510	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1511	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.20	\$48.00	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.
1512	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.20	\$48.00	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.
1513	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.20	\$48.00	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.
1514	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1515	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	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.
1516	Nigel Wenck	Graduate Accountant	Creditors	10/02/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1517	Nigel Wenck	Graduate Accountant	Creditors	11/02/2022	0.20	\$48.00	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.
1518	Nigel Wenck	Graduate Accountant	Creditors	11/02/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1519	Nigel Wenck	Graduate Accountant	Creditors	11/02/2022	0.10	\$24.00	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.
1520	Nigel Wenck	Graduate Accountant	Creditors	14/02/2022	0.50	\$120.00	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.
1521							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	14/02/2022	0.30	\$72.00	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.
1522	Nigel Wenck	Graduate Accountant	Creditors	14/02/2022	0.10	\$24.00	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.
1523	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1524	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	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.
1525	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.40	\$96.00	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.
1526	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.70	\$168.00	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.
1527	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	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.
1528	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.80	\$192.00	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.
1529	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
1530	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1531	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.10	\$24.00	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.
1532	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.20	\$48.00	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.
1533	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1534	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.30	\$72.00	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.
1535	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1536	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	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.
1537	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
1538	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
1539	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
1540	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.40	\$96.00	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.
1541	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	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.
1542	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.40	\$96.00	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.
1543	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
1544	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1545	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1546	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
1547	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.30	\$72.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1548	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	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.
1549	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1550	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
1551	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1552	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
1553	BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1554	BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.10	\$24.00	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.
1555	BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.20	\$48.00	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.
1556	BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.50	\$120.00	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.
1557	BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.20	\$48.00	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.
1558	BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.10	\$24.00	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.
1559	BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.10	\$24.00	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.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	21/02/2022	0.30	\$72.00	Physically checking mail to be sent out relating to update of recent court proceedings for proceedings against former auditors. Mail needs to be checked for affidavit.
1560	BR	Nigel Wenck	Graduate Accountant	Creditors	22/02/2022	0.40	\$96.00	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.
1561	BR	Nigel Wenck	Graduate Accountant	Creditors	22/02/2022	0.20	\$48.00	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.
1562	BR	Nigel Wenck	Graduate Accountant	Creditors	22/02/2022	0.10	\$24.00	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.
1563	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
1564	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
1565	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.30	\$72.00	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.
1566	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
1567	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
1568	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
1569	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
1570	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.30	\$72.00	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.
1571	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
1572	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
1573	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1574	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
1575	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1576	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
1577	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.30	\$72.00	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.
1578	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.30	\$72.00	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.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
1579	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
1580	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
1581	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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.
1582	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
1583	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
1584	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1585	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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.
1586	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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.
1587	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1588	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
1589	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1590	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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.
1591	BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1592	BR	Nigel Wenck	Graduate Accountant	Creditors	25/02/2022	0.10	\$24.00	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.
1593	BR	Nigel Wenck	Graduate Accountant	Creditors	25/02/2022	0.10	\$24.00	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.
1594	BR	Nigel Wenck	Graduate Accountant	Creditors	25/02/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1595	BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.10	\$24.00	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.
1596	BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.30	\$72.00	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.
1597	BR	Nigel Wenck	Graduate Accountant	Creditors				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/03/2022	0.30	\$72.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/03/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/03/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.20	\$48.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.20	\$48.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.40	\$96.00	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.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	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.
1617	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.10	\$24.00	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.
1618	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1619	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1620	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1621	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1622	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	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.
1623	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1624	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.80	\$192.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1625	BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1626	BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.20	\$48.00	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.
1627	BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.10	\$24.00	Call from KM regarding Books and Records stored at GC and arrangement with having destroyed.
1628	BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1629	BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.20	\$48.00	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.
1630	BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.10	\$24.00	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.
1631	BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.20	\$48.00	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.
1632	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1633	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1634	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1635	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1636	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1637	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1638	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1639	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1640	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Meeting with representative from Kiwk Kopy to examine notice to be sent to investors for purposes of affidavit.
1641	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1642	BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1643	BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1644	BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1645	BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.30	\$72.00	Call from an investor seeking an update on the winding up of the fund.
1646	BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.20	\$48.00	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.
1647	BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.20	\$48.00	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.
1648	BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.30	\$72.00	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.
1649	BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.10	\$24.00	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.
1650	BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.10	\$24.00	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.
1651	BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.80	\$192.00	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.
1652	BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.30	\$72.00	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.
1653	BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1654	BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	16/03/2022	0.10	\$24.00	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.
1655	BR	Nigel Wenck	Graduate Accountant	Creditors	16/03/2022	0.20	\$48.00	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.
1656	BR	Nigel Wenck	Graduate Accountant	Creditors	16/03/2022	0.30	\$72.00	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.
1657	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1658	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.40	\$96.00	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.
1659	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	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.
1660	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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.
1661	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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.
1662	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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.
1663	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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.
1664	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1665	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.10	\$24.00	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.
1666	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1667	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1668	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
1669	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	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.
1670	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1671	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
1672	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.10	\$24.00	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.
1673	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.10	\$24.00	

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	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.
1674	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1675	BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1676	BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	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.
1677	BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1678	BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	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.
1679	BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.20	\$48.00	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.
1680	BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.20	\$48.00	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.
1681	BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1682	BR	Nigel Wenck	Graduate Accountant	Creditors	23/03/2022	0.30	\$72.00	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.
1683	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	Prepare letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1684	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.50	\$120.00	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.
1685	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.10	\$24.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1686	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	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.
1687	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.10	\$24.00	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.
1688	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	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.
1689	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1690	BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.10	\$24.00	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.
1691	BR	Nigel Wenck	Graduate Accountant	Creditors	28/03/2022	0.30	\$72.00	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.
1692	BR	Nigel Wenck	Graduate Accountant	Creditors	28/03/2022	0.30	\$72.00	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.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	28/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/03/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	31/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/04/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/04/2022	0.50	\$120.00	Prepare 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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WTP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	6/04/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
1712	Nigel Wenck	Graduate Accountant	Creditors	7/04/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1713	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
1714	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
1715	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
1716	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1717	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1718	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
1719	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
1720	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1721	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
1722	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
1723	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
1724	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
1725	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
1726	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
1727	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
1728	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
1729	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.40	\$96.00	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.
1730							

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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.
1731	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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.
1732	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1733	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1734	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	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.
1735	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.30	\$72.00	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.
1736	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.30	\$72.00	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.
1737	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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.
1738	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1739	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	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.
1740	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	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.
1741	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.50	\$120.00	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.
1742	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1743	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	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.
1744	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
1745	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1746	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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.
1747	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	1.10	\$264.00	Review of correspondence from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
1748	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1749	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	1.20	\$288.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1750	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
1751	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	1.00	\$240.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1752	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	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.
1753	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.70	\$168.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1754	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
1755	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1756	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1757	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1758	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.40	\$96.00	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.
1759	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.80	\$192.00	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.
1760	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	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.
1761	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	1.20	\$288.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1762	BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1763	BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
1764	BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.50	\$120.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1765	BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1766	BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
1767	BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.60	\$144.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1768	BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.60	\$144.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
1769	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
1770	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.30	\$72.00	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.
1771	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
1772	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.30	\$72.00	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.
1773	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
1774	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
1775	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
1776	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.30	\$72.00	Prepare payments for the reprocessing of the interim distribution to investors.
1777	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1778	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
1779	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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.
1780	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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.
1781	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.40	\$96.00	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.
1782	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1783	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1784	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.80	\$192.00	Prepare 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
1785	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
1786	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.50	\$120.00	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.
1787							

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/P Date	Hours	Value	Narration
1							
1788	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1789	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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.
1790	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.10	\$24.00	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.
1791	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1792	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.50	\$120.00	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.
1793	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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.
1794	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
1795	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1796	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	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.
1797	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.20	\$48.00	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.
1798	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	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.
1799	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.10	\$24.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
1800	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.50	\$120.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1801	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	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.
1802	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.20	\$48.00	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.
1803	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.20	\$48.00	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.
1804	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1805	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1806	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1807	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.10	\$24.00	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.
1808	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1809	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
1810	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
1811	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
1812	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
1813	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.20	\$48.00	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.
1814	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.20	\$48.00	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.
1815	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1816	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	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.
1817	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
1818	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.40	\$96.00	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.
1819	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.50	\$120.00	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.
1820	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	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.
1821	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	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.
1822	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.40	\$96.00	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.
1823	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	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.
1824	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1825							

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1826	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1827	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.20	\$48.00	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.
1828	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.50	\$120.00	Prepare letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
1829	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1830	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	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.
1831	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
1832	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1833	BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.80	\$192.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1834	BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.40	\$96.00	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.
1835	BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.10	\$24.00	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.
1836	BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.10	\$24.00	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.
1837	BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.20	\$48.00	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.
1838	BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.20	\$48.00	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.
1839	BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
1840	BR	Nigel Wenck	Graduate Accountant	Creditors	25/04/2022	0.40	\$96.00	Prepare 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.
1841	BR	Nigel Wenck	Graduate Accountant	Creditors	25/04/2022	0.30	\$72.00	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.
1842	BR	Nigel Wenck	Graduate Accountant	Creditors	25/04/2022	0.40	\$96.00	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.
1843	BR	Nigel Wenck	Graduate Accountant	Creditors	26/04/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1844	BR	Nigel Wenck	Graduate Accountant	Creditors	26/04/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestones	WFE Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1845	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.30	\$72.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
1846	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.20	\$48.00	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.
1847	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.40	\$96.00	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.
1848	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.30	\$72.00	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.
1849	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.10	\$24.00	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.
1850	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.10	\$24.00	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.
1851	BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.10	\$24.00	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.
1852	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.50	\$120.00	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.
1853	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.40	\$96.00	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.
1854	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
1855	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
1856	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
1857	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
1858	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.30	\$72.00	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.
1859	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.10	\$24.00	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.
1860	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.30	\$72.00	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.
1861	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.30	\$72.00	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.
1862	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
1863	BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestones	WIP Date	Hours	Value	Narration
1	BR	Nigel Wenck	Graduate Accountant	Creditors	29/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
1864	BR	Jordan Devery	Senior Accountant	Dividend	14/03/2022	0.70	\$245.00	Prepare payments for the reprocessing of the interim distribution to investors of the FMIF.
1865	BR	Jordan Devery	Senior Accountant	Dividend	15/03/2022	1.00	\$350.00	Prepare payments for the reprocessing of the interim distribution to investors of the FMIF.
1866	BR	Jordan Devery	Senior Accountant	Dividend	16/03/2022	0.50	\$175.00	Prepare 3x payment for the reprocessing of the interim distribution to investors of the FMIF.
1867	BR	Jordan Devery	Senior Accountant	Dividend	24/03/2022	0.50	\$175.00	Prepare payments for the reprocessing of the interim distribution to investors in October 2019.
1868	BR	Jordan Devery	Senior Accountant	Dividend	24/03/2022	0.50	\$175.00	Prepare payments for the reprocessing of the interim distribution to investors in October 2019.
1869	BR	Nigel Wenck	Graduate Accountant	Dividend	9/11/2021	0.10	\$23.00	Prepared payment in MYOB and online banking for reprocessing an interim distribution to investor.
1870	BR	David Whyte	Appointee	Administration	1/11/2021	1.50	\$952.50	reviewed annexures to affidavit in respect of remuneration application for the six months ended 31 October 2021
1871	BR	David Whyte	Appointee	Administration	2/11/2021	4.50	\$2,857.50	reviewed/updated affidavit in support of remuneration application for the six months ended 31 October 2021
1872	BR	David Whyte	Appointee	Administration	3/11/2021	0.60	\$381.00	reviewed correspondence from our solicitors regarding court application for remuneration approval/proposed timeline/further documents required/reviewed annexures to affidavit
1873	BR	David Whyte	Appointee	Administration	4/11/2021	2.60	\$1,651.00	reviewed correspondence from our solicitors regarding remuneration application for the six months ended 31 October 2021/reviewed draft affidavit and annexures/provided instructions regarding same
1874	BR	David Whyte	Appointee	Administration	5/11/2021	1.10	\$698.50	reviewed draft affidavit in respect of remuneration application for the six months ended 31 October
1875	BR	David Whyte	Appointee	Administration	8/11/2021	1.70	\$1,079.50	reviewed/swore affidavit in support of remuneration application for the six months ended 31 October
1876	BR	David Whyte	Appointee	Administration	12/11/2021	0.80	\$508.00	reviewed correspondence from our solicitors regarding remuneration application and serving FTI with same/reviewed affidavit of Gerry Collins in respect of review of September timesheets/work done
1877	BR	David Whyte	Appointee	Administration	6/12/2021	1.00	\$635.00	reviewed counsels submissions in respect of remuneration application for the six months ended 31 October 2021/email our solicitors regarding same
1878	BR	David Whyte	Appointee	Administration	8/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors/updated counsels submissions in respect of remuneration application/provided instructions regarding same
1879	BR	David Whyte	Appointee	Administration	14/12/2021	1.30	\$825.50	reviewed correspondence from eight investors regarding remuneration application and winding up of the fund/reviewed issues raised/prepared letters in response
1880	BR	David Whyte	Appointee	Administration	16/12/2021	2.30	\$1,460.50	attendance at court for remuneration application
1881	BR	David Whyte	Appointee	Administration	16/12/2021	1.20	\$762.00	attendance at court for remuneration application
1882	BR	David Whyte	Appointee	Administration	16/12/2021	1.20	\$762.00	attendance at court for remuneration application

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Gerry Collins	Partner	Administration	1/11/2021	1.30	\$825.50	review time sheet entries/email Clark and David re what was done
1883	BR	Gerry Collins	Partner	Administration	1/11/2021	1.50	\$952.50	review time sheet entries/email Clark and David re what was done
1884	BR	Gerry Collins	Partner	Administration	2/11/2021	3.70	\$2,349.50	review time sheet entries/email Ryan and David re work flow/reports they were working on/review emails from Clark Jarrod
1885	BR	Gerry Collins	Partner	Administration	3/11/2021	3.50	\$2,222.50	review fees schedule/break down time re activity/review email/jordan/analyse work done
1886	BR	Gerry Collins	Partner	Administration	3/11/2021	1.60	\$1,016.00	review fees schedule/break down time re activity/review email/jordan/analyse work done
1887	BR	Gerry Collins	Partner	Administration	11/11/2021	0.70	\$444.50	amend affidavit/send details to our solicitors
1888	BR	Gerry Collins	Partner	Administration	12/11/2021	1.20	\$762.00	review affidavit/detailed update/send annexures/amendments to affidavit
1889	BR	Gerry Collins	Partner	Administration	12/11/2021	0.60	\$381.00	Attend TC - review & signing affidavit
1890	BR	Gerry Collins	Partner	Administration	12/11/2021	0.50	\$317.50	review caics of fees/allocated/ check variations/email our solicitors
1891	BR	Charles Haines	Associate	Administration	9/11/2021	0.10	\$54.00	Review and authorise payment
1892	BR	Charles Haines	Associate	Administration	23/11/2021	0.10	\$54.00	September BAS
1893	BR	Charles Haines	Associate	Administration	23/11/2021	0.10	\$54.00	October BAS
1894	BR	Charles Haines	Associate	Administration	11/01/2022	0.10	\$55.50	Review November BAS and associated refund
1895	BR	Charles Haines	Associate	Administration	11/01/2022	0.10	\$55.50	Review bank statement and legal fees
1896	BR	Jayden Coulston	Senior Manager	Administration	17/12/2021	0.10	\$51.50	T/C Ryan Whyte re outcome of cyber security review of process and data for investor database.
1897	BR	Jayden Coulston	Senior Manager	Administration	8/03/2022	0.30	\$159.00	Review and approve 2x BAS lodgements and calculations.
1898	BR	Ryan Whyte	Senior Accountant	Administration	9/11/2021	0.30	\$102.00	Review payment to be made for legal fees. Prepare transfer instructions and provide to David.
1899	BR	Ryan Whyte	Senior Accountant	Administration	18/11/2021	0.40	\$136.00	Review November batch payments and provide to David for approval.
1900	BR	Ryan Whyte	Senior Accountant	Administration	18/11/2021	0.70	\$238.00	Review the cheques that have been cancelled and return to the funds bank account. Check the bank account statements in order to receipt into MYOB
1901	BR	Ryan Whyte	Senior Accountant	Administration	18/11/2021	0.70	\$238.00	Review the cheques that have been cancelled and return to the funds bank account. Check the bank account statements in order to receipt into MYOB

A	B	C	D	E	F	G	H
Description	Name	Position	Milestones	WIP Date	Hours	Value	Narration
1							
BR	Ryan Whyte	Senior Accountant	Administration	22/11/2021	0.30	\$102.00	Review the BAS for September & October and provide to Charles.
BR	Ryan Whyte	Senior Accountant	Administration	15/12/2021	0.40	\$136.00	Review batch of payments and provide to David for approval. Prepare transfer from the at call account to the working account.
BR	Ryan Whyte	Senior Accountant	Administration	17/12/2021	0.60	\$204.00	Review email and security assessment from IT regarding database. Prepare email to David and Jayden with my recommendations.
BR	Ryan Whyte	Senior Accountant	Administration	21/12/2021	0.50	\$170.00	Review and update payment batch for December for David's approval.
BR	Ryan Whyte	Senior Accountant	Administration	21/12/2021	0.90	\$306.00	Review whitelisted IP addresses linked to the LM servers to determine which ones can be removed/updated to assist with security review
BR	Ryan Whyte	Senior Accountant	Administration	21/12/2021	0.30	\$102.00	Review whitelisted IP addresses linked to the LM servers to determine which ones can be removed/updated to assist with security review
BR	Ryan Whyte	Senior Accountant	Administration	11/01/2022	0.20	\$78.00	Review November 2021 BAS prepared by Sarah and send to Charles for review.
BR	Ryan Whyte	Senior Accountant	Administration	13/01/2022	0.40	\$156.00	Prepare email to our solicitors regarding LM servers/review of whitelisted IP addresses/action being taken/required
BR	Ryan Whyte	Senior Accountant	Administration	25/01/2022	0.40	\$156.00	Review January payment batch.
BR	Ryan Whyte	Senior Accountant	Administration	4/02/2022	1.00	\$390.00	Collate documents for the ASIC relief instrument application and provide details to enter in the letter to ASIC for our solicitors.
BR	Ryan Whyte	Senior Accountant	Administration	4/02/2022	0.90	\$351.00	Collate documents for the ASIC relief instrument application and provide details to enter in the letter to ASIC for our solicitors.
BR	Ryan Whyte	Senior Accountant	Administration	9/02/2022	0.30	\$117.00	reconcile the bank accounts
BR	Ryan Whyte	Senior Accountant	Administration	11/02/2022	2.50	\$975.00	Prepare lodgement on the ASIC regulatory portal for relief of financial reporting. Upload all attachments and fill out the form.
BR	Ryan Whyte	Senior Accountant	Administration	16/02/2022	0.40	\$156.00	Review monthly payment batch.
BR	Ryan Whyte	Senior Accountant	Administration	18/03/2022	0.60	\$234.00	Review monthly payments batch.
BR	Ryan Whyte	Senior Accountant	Administration	22/03/2022	0.30	\$117.00	Review payment batch and send to David for approval
BR	Ryan Whyte	Senior Accountant	Administration	31/03/2022	0.20	\$78.00	Review February BAS
BR	Sarah Cunningham	Accounting Assistant	Administration	9/11/2021	0.40	\$92.00	Entering invoices. Making payment on acct. Drafting online. Collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	16/11/2021	0.30	\$69.00	Entering accounts payables into Insol. Collating invoices with entries.
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A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1							
BR	Sarah Cunningham	Accounting Assistant	Administration	16/11/2021	0.30	\$69.00	Making payment on accounts payable. Collating support docs and uploading to Sunccorp. Sending for approval.
1921	Sarah Cunningham	Accounting Assistant	Administration	17/11/2021	0.40	\$92.00	Draft, review BAS calculations Sept and Oct period. Complete BAS and collate with support docs. Send for review.
1922	Sarah Cunningham	Accounting Assistant	Administration	26/11/2021	0.10	\$23.00	Sept and Oct 2021 BAS lodgement. Saving to file and updating Insol.
1923	Sarah Cunningham	Accounting Assistant	Administration	7/12/2021	0.10	\$23.00	Reconciling At Call Acct to 30 Nov.
1924	Sarah Cunningham	Accounting Assistant	Administration	15/12/2021	0.80	\$184.00	Entering invoices into accounts payable. Making payment on account. Uploading to Sunccorp. Collating support docs. Sending for review.
1925	Sarah Cunningham	Accounting Assistant	Administration	21/12/2021	0.20	\$46.00	Updating payment. Collating new cheq req and Sunccorp collation.
1926	Sarah Cunningham	Accounting Assistant	Administration	22/12/2021	0.30	\$69.00	Review / draft BAS November. Collate support docs and send for approval.
1927	Sarah Cunningham	Accounting Assistant	Administration	21/01/2022	0.10	\$24.00	Entering accounts payable invoices.
1928	Sarah Cunningham	Accounting Assistant	Administration	21/01/2022	0.30	\$72.00	Entering accounts payable invoices.
1929	Sarah Cunningham	Accounting Assistant	Administration	24/01/2022	0.30	\$72.00	Collating invoices and payments. Making payment on accounts. Uploading to Sunccorp. Sending for approval.
1930	Sarah Cunningham	Accounting Assistant	Administration	25/01/2022	0.10	\$24.00	Lodging Nov BAS. Saving to file and updating Insol.
1931	Sarah Cunningham	Accounting Assistant	Administration	16/02/2022	0.90	\$216.00	Entering accounts payable. Making payment on accounts. Collating and sending for approval.
1932	Sarah Cunningham	Accounting Assistant	Administration	21/02/2022	0.10	\$24.00	Account reconciliation. Seeking info from Ryan re receipt into acct.
1933	Sarah Cunningham	Accounting Assistant	Administration	8/03/2022	0.20	\$48.00	Lodge BAS Jan and Dec on portal. Save to file and update Insol.
1934	Sarah Cunningham	Accounting Assistant	Administration	8/03/2022	0.20	\$48.00	Amendments to cashbook entry re cheq cancelled.
1935	Sarah Cunningham	Accounting Assistant	Administration	17/03/2022	0.50	\$120.00	Entering invoices into Insol. Creating account payables.
1936	Sarah Cunningham	Accounting Assistant	Administration	18/03/2022	0.30	\$72.00	Processing accounts payables. Collating support docs. Uploading to Sunccorp. Sending for approval.
1937	Sarah Cunningham	Accounting Assistant	Administration	18/03/2022	0.40	\$96.00	Processing accounts payables. Collating support docs. Uploading to Sunccorp. Sending for approval.
1938	Sarah Cunningham	Accounting Assistant	Administration	31/03/2022	0.70	\$168.00	Reconciling accounts x 5. Review / manual update BAS Feb 2022. Collating support docs and sending for approval.
1939	Sarah Cunningham	Accounting Assistant	Administration				

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	W/E Date	Hours	Value	Narration
1							
BR	Sarah Cunningham	Accounting Assistant	Administration	6/04/2022	0.40	\$96.00	Run BAS calculations / review. Complete form. Collate and send for review / approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	22/04/2021	0.80	\$192.00	Entering accounts payable. Making payment on accounts. Uploading to SunCorp. Collating support and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	22/04/2022	0.30	\$72.00	Entering accounts payable. Making payment on accounts. Uploading to SunCorp. Collating support and sending for approval.
BR	Maira Hattingh	Professional Services Support	Administration	5/11/2021	1.40	\$154.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	12/11/2021	1.90	\$209.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	12/11/2021	1.00	\$110.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	17/11/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	18/11/2021	1.60	\$176.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	18/11/2021	1.00	\$110.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	25/11/2021	0.80	\$88.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	25/11/2021	1.90	\$209.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	1/12/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	2/12/2021	1.60	\$176.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	8/12/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	9/12/2021	0.90	\$99.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	9/12/2021	1.50	\$165.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	10/12/2021	0.40	\$44.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	14/12/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	17/12/2021	1.50	\$165.00	Filing

A	B	C	D	E	F	G	H
Description	Name	Position	Milestone	WIP_Date	Hours	Value	Narration
1	BR	Moira Hattingh Professional Services Support	Administration	17/12/2021	1.30	\$143.00	Filing
1959	BR	Moira Hattingh Professional Services Support	Administration	22/12/2021	0.10	\$11.00	Filing
1960	BR	Moira Hattingh Professional Services Support	Administration	23/12/2021	1.80	\$198.00	Filing
1961	BR	Moira Hattingh Professional Services Support	Administration	23/12/2021	0.50	\$55.00	Filing
1962	BR	Moira Hattingh Professional Services Support	Administration	13/04/2022	1.00	\$115.00	Filing
1963	BR	Moira Hattingh Professional Services Support	Administration	13/01/2022	1.60	\$184.00	Filing
1964	BR	Moira Hattingh Professional Services Support	Administration	14/01/2022	0.10	\$11.50	Filing
1965	BR	Moira Hattingh Professional Services Support	Administration	18/04/2022	0.20	\$23.00	Filing
1966	BR	Moira Hattingh Professional Services Support	Administration	21/01/2022	1.10	\$126.50	Filing
1967	BR	Moira Hattingh Professional Services Support	Administration	21/01/2022	1.60	\$184.00	Filing
1968	BR	Moira Hattingh Professional Services Support	Administration	3/02/2022	0.10	\$11.50	Filing
1969	BR	Moira Hattingh Professional Services Support	Administration	4/02/2022	0.90	\$103.50	Filing
1970	BR	Moira Hattingh Professional Services Support	Administration	4/02/2022	1.70	\$195.50	Filing
1971	BR	Moira Hattingh Professional Services Support	Administration	8/02/2022	0.10	\$11.50	Filing
1972	BR	Moira Hattingh Professional Services Support	Administration	10/02/2022	0.10	\$11.50	Filing
1973	BR	Moira Hattingh Professional Services Support	Administration	11/02/2022	0.90	\$103.50	Filing
1974	BR	Moira Hattingh Professional Services Support	Administration	11/02/2022	1.20	\$138.00	Filing
1975	BR	Moira Hattingh Professional Services Support	Administration	17/02/2022	0.60	\$69.00	Filing
1976	BR	Moira Hattingh Professional Services Support	Administration	18/02/2022	1.20	\$138.00	Filing
1977	BR	Moira Hattingh Professional Services Support	Administration	18/02/2022	1.20	\$138.00	Filing

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1	BR	Moira Hattingh	Professional Services Support	Administration	22/02/2022	0.10	\$11.50	Filing
1978	BR	Moira Hattingh	Professional Services Support	Administration	24/02/2022	1.10	\$126.50	Filing
1979	BR	Moira Hattingh	Professional Services Support	Administration	8/03/2022	0.10	\$11.50	Filing
1980	BR	Moira Hattingh	Professional Services Support	Administration	10/03/2022	1.40	\$161.00	Filing
1981	BR	Moira Hattingh	Professional Services Support	Administration	11/03/2022	1.40	\$161.00	Filing
1982	BR	Moira Hattingh	Professional Services Support	Administration	16/03/2022	0.10	\$11.50	Filing
1983	BR	Moira Hattingh	Professional Services Support	Administration	17/03/2022	0.50	\$59.00	Filing
1984	BR	Moira Hattingh	Professional Services Support	Administration	18/03/2022	1.10	\$126.50	Filing
1985	BR	Moira Hattingh	Professional Services Support	Administration	18/03/2022	1.30	\$149.50	Filing
1986	BR	Moira Hattingh	Professional Services Support	Administration	24/03/2022	1.10	\$126.50	Filing
1987	BR	Moira Hattingh	Professional Services Support	Administration	24/03/2022	1.40	\$161.00	Filing
1988	BR	Moira Hattingh	Professional Services Support	Administration	7/04/2022	0.20	\$23.00	Filing
1989	BR	Moira Hattingh	Professional Services Support	Administration	8/04/2022	1.20	\$138.00	Filing
1990	BR	Moira Hattingh	Professional Services Support	Administration	8/04/2022	1.30	\$149.50	Filing
1991	BR	Moira Hattingh	Professional Services Support	Administration	13/04/2022	0.10	\$11.50	Filing
1992	BR	Moira Hattingh	Professional Services Support	Administration	14/04/2022	0.70	\$80.50	Filing
1993	BR	Moira Hattingh	Professional Services Support	Administration	14/04/2022	1.60	\$184.00	Filing
1994	BR	Moira Hattingh	Professional Services Support	Administration	20/04/2022	0.10	\$11.50	Filing
1995	BR	Moira Hattingh	Professional Services Support	Administration	21/04/2022	1.20	\$138.00	Filing
1996	BR	Moira Hattingh	Professional Services Support	Administration				

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WFF Date	Hours	Value	Narration
1	BR	Maira Hattingh	Professional Services Support	Administration	21/04/2022	1.10	\$126.50	Filing
1997	BR	Maira Hattingh	Professional Services Support	Administration	27/04/2022	0.20	\$23.00	Filing
1998	BR	Maira Hattingh	Professional Services Support	Administration	28/04/2022	1.30	\$149.50	Filing
1999	BR	Maira Hattingh	Professional Services Support	Administration	28/04/2022	1.50	\$172.50	Filing
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2009								
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2011								
2012								
2013								
2014								
2015								

	A	B	C	D	E	F	G	H
	Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
1								
2016								

Law Firm Registered Name	Description	Name	Position	Milestone	Distribution	WIP_Date	Hours	Value	Narration
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		4/11/2021	0.30	\$190.50	reviewed correspondence from our solicitors regarding preparation of loss and damages report covering six further dates/reviewed briefs to expert
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		5/11/2021	1.90	\$1,206.50	reviewed six supplementary valuations in respect of proceedings against the auditors to assist with the additional dates for the loss and damages expert's report
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/11/2021	0.60	\$361.00	reviewed retrospective valuation of property in respect of proceedings against the auditors/reviewed correspondence from our solicitors regarding service of reports/EY's response/reply/reviewed summary of values of properties
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		12/11/2021	1.00	\$635.00	reviewed report in respect of proceedings against the auditors/email our solicitors regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		16/11/2021	0.50	\$317.50	reviewed three annexures in respect of report regarding proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		19/11/2021	0.40	\$254.00	reviewed two annexures to report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		19/11/2021	0.10	\$63.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/brief to expert/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		22/11/2021	0.40	\$254.00	reviewed two annexures in respect of report for proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		22/11/2021	0.50	\$317.50	reviewed correspondence from our solicitors and EY's solicitors regarding proceedings against the auditors/expert reports/next steps in the proceedings/sent response
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		22/11/2021	0.60	\$381.00	teleconference with our solicitors and counsel regarding status of proceedings against the auditors/next steps/work to be done
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		24/11/2021	0.60	\$381.00	reviewed three annexures in respect of report for proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		26/11/2021	0.70	\$444.50	reviewed appendices to report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		30/11/2021	0.40	\$254.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed draft letter to EY's solicitors regarding status of proceedings/expert reports/outstanding issues/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		30/11/2021	0.80	\$508.00	reviewed annexures to report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		30/11/2021	1.10	\$698.50	reviewed three retrospective valuations in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		2/12/2021	0.50	\$317.50	reviewed two retrospective valuations in respect of proceedings against the auditors/confirmed instructions to file and serve same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		5/12/2021	5.50	\$3,492.50	reviewed report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		5/12/2021	1.80	\$1,143.00	reviewed report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		7/12/2021	4.80	\$3,111.50	reviewed two reports in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors regarding brief for additional report in respect of proceedings against the auditors/considered brief
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/12/2021	3.20	\$2,032.00	reviewed working papers and documentation in respect of proceedings against the auditors/prepared report
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/12/2021	0.30	\$190.50	reviewed brief to expert regarding report in respect of proceedings against the auditors/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		11/12/2021	2.40	\$1,524.00	reviewed report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		12/12/2021	1.10	\$698.50	reviewed report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		13/12/2021	0.80	\$317.50	teleconference with our solicitors and counsel in respect of proceedings against the auditors/status of report
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		13/12/2021	1.50	\$952.50	prepared report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		13/12/2021	1.00	\$635.00	prepared report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		14/12/2021	0.50	\$317.50	reviewed/updated report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		17/12/2021	1.10	\$698.50	reviewed report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		20/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors and EY's solicitors regarding proposed orders/next steps in the proceedings/requests for disclosure and further information/provided instructions
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		20/12/2021	3.50	\$2,222.50	reviewed report in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		7/02/2022	0.40	\$262.00	reviewed correspondence from our solicitors regarding remuneration application/transcript of hearing/contents of affidavit for next application/email our solicitors regarding proceedings against the auditors and review hearing/trial dates
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		9/02/2022	0.70	\$458.50	teleconference with our solicitors and counsel regarding status of proceedings against the auditors/review hearing on 15 February
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		10/02/2022	0.30	\$196.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/draft response to EY's solicitors regarding discovery issues and review hearing next week/trial dates/reviewed draft order/provided instructions

LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		13/02/2022	0.40	\$262.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed correspondence to EY's solicitors regarding status of disclosure/further documents disclosed and draft orders for review/reviewed affidavit
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		14/02/2022	1.10	\$720.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed draft orders and proposed amendments/teleconference with our solicitors and counsel regarding review hearing tomorrow and orders
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		15/02/2022	0.70	\$458.50	teleconference with our solicitors and counsel regarding proceedings against the auditors/outcome of review hearing/next steps in the proceedings/reviewed orders made
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		10/03/2022	0.70	\$458.50	reviewed draft trial plan in respect of proceedings against the auditors/teleconference with our solicitors and counsel regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		16/03/2022	0.50	\$327.50	reviewed correspondence from our solicitors and EY's solicitors regarding disclosure in the proceedings against the auditors/reviewed draft letter regarding issues raised and proposed way forward/provided instructions
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		17/03/2022	0.50	\$327.50	reviewed correspondence from our solicitors and EY's solicitors regarding disclosure in the proceedings against the auditors/reviewed summary of partners as at each audit date and status of CPP and affiliate membership/email our solicitors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		18/03/2022	2.50	\$1,637.50	reviewed amended statement of claim and updated consolidated particulars in respect of proceedings against the auditors/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		18/03/2022	0.60	\$393.00	reviewed correspondence from our solicitors regarding draft affidavit in respect of lay evidence for proceedings against the auditors/reviewed documents to be produced in support of same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		22/03/2022	0.40	\$262.00	teleconference with our solicitors and counsel regarding review hearing on Thursday in respect of proceedings against the auditors/outstanding issues
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		22/03/2022	0.80	\$524.00	teleconference with our solicitors and counsel regarding proceedings against the auditors/review hearing/provided instructions
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		24/03/2022	0.20	\$131.00	telephone call with our solicitors regarding outcome of review hearing in respect of proceedings against the auditors
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		25/03/2022	0.40	\$262.00	teleconference with our solicitors and counsel regarding draft orders in respect of proceedings against the auditors/next steps in the proceedings/strategy in respect of same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		31/03/2022	1.10	\$720.50	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed summaries of evidence for six parties/reviewed draft order/reviewed draft letters/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		11/04/2022	1.20	\$786.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed summaries of evidence/draft court order and draft response to EY's solicitors/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		11/04/2022	0.80	\$524.00	reviewed amended statement of claim and consolidated particulars in respect of proceedings against the auditors/reviewed correspondence regarding same and draft response/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		12/04/2022	0.80	\$524.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed application and supporting affidavit regarding lay evidence/reviewed correspondence x 2 from EY's solicitors/reviewed draft response/provided instructions
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		12/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding mediation in respect of proceedings against the auditors/reviewed mediation agreement/provided instructions
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		19/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding proceedings against the auditors and expert valuation evidence lodged by the defendants/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		22/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/reviewed disclosure statement/provided instructions regarding same
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		27/04/2022	0.20	\$131.00	reviewed correspondence from our solicitors regarding proceedings against the auditors/outstanding issues regarding same/provided instructions
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		11/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		12/11/2021	1.60	\$1,040.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		12/11/2021	0.20	\$130.00	Discuss with David Whyte further work to be done re EY matter and timing
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		16/11/2021	1.60	\$1,040.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		17/11/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		18/11/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		18/11/2021	1.70	\$1,105.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		21/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		22/11/2021	1.20	\$780.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		23/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		24/11/2021	0.50	\$325.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		25/11/2021	0.80	\$520.00	Review further papers as requested by our lawyers re EY matter and note items for feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		25/11/2021	1.10	\$715.00	Review further papers as requested by our lawyers re EY matter and note items for and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		25/11/2021	1.40	\$910.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets		25/11/2021	1.90	\$1,235.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon

LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	29/11/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	29/11/2021	1.10	\$715.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	30/11/2021	0.90	\$585.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	30/11/2021	1.70	\$1,105.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	30/11/2021	1.10	\$715.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	1/12/2021	2.30	\$1,495.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	4/12/2021	2.10	\$1,365.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	5/12/2021	3.60	\$2,340.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	5/12/2021	1.40	\$910.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	6/12/2021	2.60	\$1,690.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	6/12/2021	1.30	\$845.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	6/12/2021	1.90	\$1,235.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	7/12/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	7/12/2021	0.70	\$455.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	7/12/2021	0.40	\$260.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	7/12/2021	0.90	\$585.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	7/12/2021	1.20	\$780.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	8/12/2021	0.60	\$390.00	Review further papers as requested by our lawyers re EY matter and provide feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	10/12/2021	3.30	\$2,145.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	12/12/2021	1.90	\$1,235.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	13/12/2021	0.90	\$585.00	Review further papers as requested by our lawyers re EY matter and note matters for feedback thereon
LM First Mortgage Income Fund	Audit	Clark Jarrold	Partner	Assets	13/12/2021	1.20	\$780.00	Review further papers as requested by our lawyers re EY matter and provide feedback on matters noted
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	1/11/2021	0.50	\$170.00	Review the records and AX system to determine if amounts for loan managements fees was paid in cash or was written off in order to advise the experts for their report. RE claim against the auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	1/11/2021	1.60	\$544.00	Review the records and AX system to determine if amounts for loan managements fees was paid in cash or was written off in order to advise the experts for their report. RE claim against the auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	1/11/2021	0.40	\$136.00	Review the records and AX system to determine if amounts for loan managements fees was paid in cash or was written off in order to advise the experts for their report. RE claim against the auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	23/11/2021	1.50	\$510.00	Search the records and look online for historical BBSY & BBSW rates in order to provide to the experts for their report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	1.70	\$578.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	0.60	\$204.00	Search the records and look online for historical BBSY & BBSW rates in order to provide to the experts for their report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	0.80	\$272.00	Search the records and look online for historical BBSY & BBSW rates in order to provide to the experts for their report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	24/11/2021	0.80	\$272.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.60	\$204.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.30	\$102.00	Meeting with our solicitors and counsel regarding emails for repairs of one of the properties for a loan of the FMIF for the loss calculation expert report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.60	\$204.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.20	\$68.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.
LM First Mortgage Income Fund	BR	Ryan Whyte	Senior Accountant	Assets	25/11/2021	0.30	\$102.00	Locate and review emails for repairs of one of the properties for a loan of the FMIF in order to provide to our solicitors and counsel for the loss calculation expert report. RE claim against the former auditors.

Lead Name Registered Name	Description Name	Position	Milestone	Disbursement	WIP Date	Hours	Value	Narration
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	24/11/2021	0.20	\$127.00	reviewed report from trustee in bankruptcy of guarantor/reviewed funding deed/sent response
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets	7/12/2021	0.20	\$127.00	reviewed correspondence from trustee in bankruptcy of guarantor regarding repayment of funding/reviewed funding deed/sent response

Task Name Regulated From	Description	Name	Position	Milestone	Disbursement	WIP Date	Hours	Value	Narration
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		21/12/2021	1.10	\$598.50	reviewed correspondence from Balipac liquidator regarding compulsory acquisition of shares/reviewed correspondence from WCL and expert report regarding value of shares/sent response
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		19/04/2022	0.20	\$131.00	reviewed correspondence from Balipac liquidator regarding compulsory acquisition of shares/status of offer/sent response
LM First Mortgage Income Fund	BR	David Whyte	Partner	Assets		19/04/2022	0.10	\$65.50	reviewed correspondence from Balipac liquidator regarding proposed sale of shares/sent response
LM First Mortgage Income Fund	BR	David Whyte	Partner	Creditors		30/03/2022	0.70	\$458.50	reviewed/updated report to investors/reviewed correspondence with Balipac liquidator regarding acquisition of shares/expert report regarding same

Description	Name	Position	Milestone	WIP Date	Hours	Value	Narration
BR	David Whyte	Partner	Assets	16/12/2021	1.00	\$635.00	meeting with our solicitors, reviewed and swore affidavit in respect of remuneration application/preparation for hearing
BR	David Whyte	Partner	Assets	16/03/2022	0.50	\$327.50	reviewed correspondence regarding valuation of assets for the purposes of the management accounts for the half year ending 31 December 2021
BR	Moir Hattingh	Professional Services Support	Assets	10/11/2021	0.10	\$11.00	Filing
BR	David Whyte	Partner	Trade On	10/11/2021	0.60	\$381.00	reviewed invoices/authorised payments
BR	David Whyte	Partner	Trade On	24/11/2021	0.20	\$127.00	reviewed invoices/authorised payments
BR	David Whyte	Partner	Trade On	26/11/2021	0.10	\$63.50	reviewed BAS x 2
BR	David Whyte	Partner	Trade On	20/12/2021	0.60	\$381.00	teleconference with IT and RW regarding hosting of IT infrastructure/issues regarding maintenance of same
BR	David Whyte	Partner	Trade On	21/12/2021	0.50	\$317.50	reviewed invoices/authorised payments
BR	David Whyte	Partner	Trade On	3/02/2022	1.80	\$1,179.00	prepared application to ASIC regarding financial reporting and audit relief/email RW and our solicitors to finalise
BR	David Whyte	Partner	Trade On	10/02/2022	1.40	\$917.00	prepare/finalise application to ASIC in respect of financial reporting and audit relief
BR	David Whyte	Partner	Trade On	22/02/2022	0.60	\$393.00	reviewed invoices/transfer instruction/authorised payments
BR	David Whyte	Partner	Trade On	8/03/2022	0.10	\$65.50	reviewed two BAS's
BR	David Whyte	Partner	Trade On	30/03/2022	0.60	\$393.00	reviewed management accounts for the half year ending 31 December 2021/updated notes to the accounts
BR	David Whyte	Partner	Trade On	13/04/2022	0.10	\$65.50	authorised payments
BR	David Whyte	Partner	Trade On	29/04/2022	0.40	\$282.00	reviewed invoices/authorised payments
Audit	Clark Jarrold	Partner	Trade On	1/11/2021	0.30	\$195.00	Discuss work performed with Gerry Collins
Audit	Clark Jarrold	Partner	Trade On	1/11/2021	0.50	\$325.00	Address request from Gerry for information re work on engagement identify related time/docs etc
Audit	Clark Jarrold	Partner	Trade On	1/11/2021	0.80	\$520.00	Continue to address request from Gerry for information re work on engagement identify related time/docs. provide information as requested
Audit	Clark Jarrold	Partner	Trade On	2/11/2021	0.60	\$390.00	Continue to address request from Gerry for information re work on engagement identify related time/docs. provide information as requested
Audit	Clark Jarrold	Partner	Trade On	11/11/2021	0.10	\$65.00	Address query from Gerry and respond by email
Audit	Craig Jenkins	Partner	Trade On	30/03/2022	1.00	\$570.00	Review 31/12/21 draft a/c's and advise
Audit	Julie Pagcu	Associate	Trade On	4/03/2022	1.00	\$495.00	31 December 2021 fs- review of financial statements including tie back to trial balance, add check, cross references, cash flows, etc
Audit	Julie Pagcu	Associate	Trade On	4/03/2022	0.60	\$297.00	31 December 2021 fs- review of financial statements including tie back to trial balance, add check, cross references, cash flows, etc
Audit	Julie Pagcu	Associate	Trade On	4/03/2022	0.90	\$445.50	31 December 2021 fs- review of trial balance taking note of any material movements from 30 June 2021; review of other supporting schedules such as accounts payable, loans, adjustments
Audit	Julie Pagcu	Associate	Trade On	23/03/2022	1.00	\$495.00	31/12/2021 management accounts- review Ryan's responses to issues raised, check the TB, and discussion with Ryan re adjustments to loan and reimbursements
Audit	Julie Pagcu	Associate	Trade On	23/03/2022	0.50	\$247.50	31/12/2021 management accounts- review updated draft of fs after discussion with Ryan and provide further feedback to Ryan

Audit	Julie Pagcu	Associate	Trade On	23/03/2022	0.50	\$247.50	31/12/2021 management accounts- review updated drafts after discussion with Ryan and provide further feedback to Ryan
Audit	Julie Pagcu	Associate	Trade On	23/03/2022	0.30	\$148.50	31/12/2021 management accounts- draft email to Craig to summarise transaction during the HY for his review of the fs
BR	Ryan Whyte	Senior Accountant	Trade On	1/11/2021	0.60	\$204.00	Prepare summary of the narrations for September for Gerry Collins for his affidavit in relation to the 16th remuneration application.
BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	1.90	\$646.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.
BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	1.20	\$408.00	Prepared summary of work performed in September for Gerry Collins's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	0.50	\$170.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.
BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	0.20	\$68.00	Arrange upload of the Receipts & Payments to the website.
BR	Ryan Whyte	Senior Accountant	Trade On	2/11/2021	0.50	\$170.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.
BR	Ryan Whyte	Senior Accountant	Trade On	3/11/2021	1.00	\$340.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare breakdown of narrations for each legal proceeding and administrative work.
BR	Ryan Whyte	Senior Accountant	Trade On	3/11/2021	0.80	\$272.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare breakdown of narrations for each legal proceeding and administrative work.
BR	Ryan Whyte	Senior Accountant	Trade On	4/11/2021	1.30	\$442.00	Prepared David Whyte's affidavit in support of the 16th remuneration application for the period 1 May 2021 to 31 October 2021. Prepare Receipts & Payments, narrations, summary tables and other annexures.
BR	Ryan Whyte	Senior Accountant	Trade On	11/11/2021	0.40	\$136.00	Provide Gerry Collins's information on work done for the expert reports to support his affidavit for the 16th remuneration claim for the period 1 May 2021 to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	12/11/2021	0.40	\$136.00	Provide Gerry Collins's information on work done for the expert reports to support his affidavit for the 16th remuneration claim for the period 1 May 2021 to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	12/11/2021	0.30	\$102.00	Provide Gerry Collins's information on work done for the expert reports to support his affidavit for the 16th remuneration claim for the period 1 May 2021 to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	30/11/2021	1.20	\$408.00	Export and prepare mailing list to send the notice to investors for the 16th remuneration application for the period 1 May to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	1/12/2021	0.40	\$136.00	Prepare notice to members for the hearing of the remuneration application for the period 1 May to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/12/2021	0.70	\$238.00	Prepare emails and mailing for the notice of the 16th remuneration application for the period 1 May to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/12/2021	0.80	\$272.00	Prepare documents to be uploaded to the website for the notice of the 16th remuneration application for the period 1 May to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/12/2021	0.50	\$170.00	Prepare emails and mailing for the notice of the 16th remuneration application for the period 1 May to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	7/12/2021	0.50	\$170.00	Draft the 36th update report to investors including estimated return and WIP.
BR	Ryan Whyte	Senior Accountant	Trade On	7/12/2021	1.30	\$442.00	Draft the 36th update report to investors including estimated return and WIP.
BR	Ryan Whyte	Senior Accountant	Trade On	8/12/2021	0.50	\$170.00	Collate information for the service on members to send to our solicitors for them to draft my affidavit for the service for the 16th remuneration application for the period 1 May to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	8/12/2021	0.80	\$272.00	Review and update my draft affidavit for the service for the 16th remuneration application for the period 1 May to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	10/12/2021	0.50	\$170.00	Attend our solicitors office to swear my affidavit for the service on members for the 16th remuneration application for the period 1 May 2021 to 31 October 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	17/12/2021	0.80	\$272.00	Export Mailing list and filter, sort and prepare for the mail out of the 36th report to investors.

BR	Ryan Whyte	Senior Accountant	Trade On	20/12/2021	0.60	\$204.00	teleconference with IT and David Whyte regarding hos... of IT infrastructure/issues regarding maintenance of same
BR	Ryan Whyte	Senior Accountant	Trade On	20/12/2021	1.10	\$374.00	Arrange for the 36th update report to be sent to investors via post and email and for the report to be uploaded to the website.
BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	0.30	\$102.00	Telecon with the printing company regarding mailing the 36th report to investors.
BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	1.10	\$374.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	1.00	\$340.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	22/12/2021	0.80	\$272.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.90	\$306.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.30	\$102.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.60	\$204.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	23/12/2021	0.20	\$58.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	10/01/2022	0.90	\$351.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	10/01/2022	0.70	\$273.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.40	\$156.00	Arrange for Court order of the remuneration application for the period 1 May 2021 to 31 October 2021 to be uploaded to the website.
BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	1.70	\$663.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.40	\$156.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.90	\$351.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	11/01/2022	0.30	\$117.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	14/01/2022	1.80	\$702.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	14/01/2022	1.50	\$585.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	14/01/2022	1.50	\$585.00	Prepare the management accounts for the half-year ending 31 December 2021. Prepare the excel workbook for the preparing the accounts.
BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	1.10	\$429.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.80	\$312.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.90	\$351.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.60	\$234.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	1/02/2022	0.80	\$312.00	Prepare transactions for the management accounts ending 31 December 2021.

BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.80	\$312.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.50	\$195.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.90	\$351.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.30	\$117.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	2/02/2022	0.40	\$156.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	4/02/2022	1.60	\$624.00	Prepare transactions for the management accounts ending 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	7/02/2022	1.50	\$585.00	Prepare the 30 June 2021 accounts accrued expenses reversals in the Fund's database to record the 31 Dec 21 accounts on an accrual basis.
BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	2.20	\$858.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	1.00	\$390.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	1.80	\$702.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	8/02/2022	0.70	\$273.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	9/02/2022	0.80	\$312.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	9/02/2022	0.90	\$351.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	9/02/2022	0.90	\$351.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	9/02/2022	1.40	\$546.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2022	0.50	\$195.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2022	0.20	\$78.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	10/02/2022	0.80	\$312.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	11/02/2022	0.50	\$195.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	11/02/2022	0.80	\$312.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	11/02/2022	1.00	\$390.00	Prepared the management accounts for the year ended 31 December 2021. Allocate transactions to ledger accounts and create journal entries in AX to create the trial balance at 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2022	1.30	\$507.00	Export and prepare mailing list for the mail out via email and post for the liquidators remuneration application as ordered by the Court.
BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2022	0.30	\$117.00	Arrange for the notice of the liquidators remuneration application to be printed and sent via post.
BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2022	0.30	\$117.00	Arrange for the email templates to be updated to send the notice of the liquidators remuneration application via email.
BR	Ryan Whyte	Senior Accountant	Trade On	16/02/2022	0.40	\$156.00	Prepare notice and supporting documents for the liquidators remuneration application.

BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	1.10	\$429.00	Export mailing list, filter and prepare mailing list to be provided to the printing company and to email FTI's notice of their expenses application.
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.70	\$273.00	Update email templates and arrange sending the notice of FTI's expense application to be sent via email
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.50	\$195.00	Arrange for the printing company to print the notice of FTI's expense application for it to be sent via post.
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.40	\$156.00	Arrange for the supporting documents for FTI's expense application to be uploaded to the website.
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.50	\$195.00	Review and update my affidavit for the service on members for FTI's remuneration application.
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.50	\$195.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.90	\$351.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	0.40	\$156.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
BR	Ryan Whyte	Senior Accountant	Trade On	9/03/2022	1.50	\$585.00	Prepare the 37th report to investors including exporting WIP for the report, preparing receipts and payments and updating legal proceedings.
BR	Ryan Whyte	Senior Accountant	Trade On	15/03/2022	1.50	\$585.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	15/03/2022	1.30	\$507.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	16/03/2022	1.00	\$390.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	17/03/2022	1.90	\$741.00	Review and update Julie Pagcu's and David Whyte's comments/updates for the management accounts for the half year ended 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	23/03/2022	1.20	\$468.00	Update the 31 December 2021 management accounts as per Julie Pagcu's comments.
BR	Ryan Whyte	Senior Accountant	Trade On	23/03/2022	0.50	\$195.00	Update the 31 December 2021 management accounts as per Julie Pagcu's comments.
BR	Ryan Whyte	Senior Accountant	Trade On	24/03/2022	1.10	\$429.00	Update the 37th report to investors to include the amounts from the management accounts for the half-year ended 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	24/03/2022	0.70	\$273.00	Update the 37th report to investors to include the amounts from the management accounts for the half-year ended 31 December 2021.
BR	Ryan Whyte	Senior Accountant	Trade On	28/03/2022	0.50	\$195.00	Collate documents and send email to our solicitors to prepare my affidavit for the service on members for the liquidators expenses application.
BR	Ryan Whyte	Senior Accountant	Trade On	29/03/2022	0.70	\$273.00	Update 37th report to investors as per our solicitor's comments.
BR	Ryan Whyte	Senior Accountant	Trade On	30/03/2022	0.50	\$195.00	Update the 37th report to investors and the management accounts for the half-year ended 31 December 2021 for David's final review.
BR	Ryan Whyte	Senior Accountant	Trade On	30/03/2022	0.90	\$351.00	Arrange for the 37th report to creditors to be sent via post, via email and uploaded to the website.
BR	Ryan Whyte	Senior Accountant	Trade On	30/03/2022	1.50	\$585.00	Prepare the mailing list for the 37th report to creditors mail out.
BR	Ryan Whyte	Senior Accountant	Trade On	30/03/2022	0.50	\$195.00	Review and update my affidavit for the service on members for the notice of the liquidators expenses application.
BR	Ryan Whyte	Senior Accountant	Trade On	31/03/2022	0.40	\$156.00	Send the 37th report via email to investors
BR	Ryan Whyte	Senior Accountant	Trade On	1/04/2022	0.50	\$195.00	Attend our solicitors office to swear two affidavits for the service on members for the liquidators remuneration and expenses applications.

BR	Ryan Whyte	Senior Accountant	Trade On	13/04/2021	0.20	\$78.00	Arrange upload to the website for the liquidators submitters for the liquidators remuneration application.
BR	Jordan Devery	Senior Accountant	Trade On	3/11/2021	0.70	\$199.50	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
BR	Jordan Devery	Senior Accountant	Trade On	4/11/2021	0.60	\$171.00	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
BR	Jordan Devery	Senior Accountant	Trade On	4/11/2021	1.10	\$313.50	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
BR	Jordan Devery	Senior Accountant	Trade On	4/11/2021	0.40	\$114.00	Calculate fees for investor correspondence in September 2021. Draft summary of works performed during September 2021 to assist Gerry Collind review of remuneration application.
BR	David Whyte	Partner	Creditors	17/12/2021	0.90	\$571.50	reviewed/updated report to investors
BR	David Whyte	Partner	Creditors	16/02/2022	0.60	\$393.00	reviewed FTI's application and supporting affidavit in respect of claim for remuneration and expenses/provide instructions to our solicitors regarding same
BR	David Whyte	Partner	Creditors	22/02/2022	0.10	\$65.50	reviewed FTI receipts and payments/reviewed correspondence from our solicitors/draft letter to FTI's solicitors regarding remuneration application
BR	David Whyte	Partner	Creditors	8/03/2022	0.90	\$589.50	reviewed FTI's court application for payment of expenses/reviewed two affidavits in support of same/provided instructions to our solicitors
BR	Charles Haines	Associate	Creditors	1/11/2021	0.10	\$54.00	Two messages from investors and assign to staff
BR	Charles Haines	Associate	Creditors	1/11/2021	0.10	\$54.00	Review three letters to investors regarding update and additional information required to amend unit holding details.
BR	Charles Haines	Associate	Creditors	1/11/2021	0.20	\$108.00	Review three change of details for joint deceased estates, new corporate trustee and split of unit holdings. Review associated documentation - Wills, probate, trust deeds, IDs, transfer forms and other documentation
BR	Charles Haines	Associate	Creditors	1/11/2021	0.20	\$108.00	Seven letters to investors regarding unit balances and change of details and additional information required
BR	Charles Haines	Associate	Creditors	2/11/2021	0.10	\$54.00	Phone call to investor regarding update
BR	Charles Haines	Associate	Creditors	4/11/2021	0.40	\$216.00	Review 13 letters and requests from investors regarding change of unit holding details, review associated documentation
BR	Charles Haines	Associate	Creditors	5/11/2021	0.10	\$54.00	Review complex deceased estate transfer and splitting of unit holdings across multiple beneficiaries, review associated documentation
BR	Charles Haines	Associate	Creditors	5/11/2021	0.10	\$54.00	Ph call investor advisor regarding update and unit balance update for tax
BR	Charles Haines	Associate	Creditors	5/11/2021	0.20	\$108.00	13 letters and change of details requests regarding updates, confirmation of unit holding changes, additional information, unit balances
BR	Charles Haines	Associate	Creditors	8/11/2021	0.10	\$54.00	Review deceased estate transfer and split of unit holdings per will
BR	Charles Haines	Associate	Creditors	8/11/2021	0.20	\$108.00	Five letters to investors regarding change of details, confirmation of unit transfer updates and additional information required to facilitate change of details requests.
BR	Charles Haines	Associate	Creditors	9/11/2021	0.10	\$54.00	Review correspondence regarding bank transfer
BR	Charles Haines	Associate	Creditors	11/11/2021	0.20	\$108.00	Review five letters to investors regarding unit balances, change of details, additional information and confirmation of unit balance transfers
BR	Charles Haines	Associate	Creditors	16/11/2021	0.20	\$108.00	Review 6 letters to investors with updates on unit balance and additional documentation required
BR	Charles Haines	Associate	Creditors	23/11/2021	0.10	\$54.00	Review two letters to investors regarding update and amend
BR	Charles Haines	Associate	Creditors	19/01/2022	0.70	\$388.50	Strategic update with appointee in relation to litigation and proceedings
BR	Charles Haines	Associate	Creditors	24/01/2022	0.10	\$55.50	Review correspondence and supporting documentation, email use of elec signature to finalise correspondence
BR	Charles Haines	Associate	Creditors	29/03/2022	0.60	\$333.00	23 letters to investors regarding updates and documentation required to update holdings

BR	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	13 letters to investors regarding updates and documentation required to update holdings
BR	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	15 letters to investors regarding updates and documentation required to update holdings
BR	Charles Haines	Associate	Creditors	29/03/2022	0.10	\$55.50	6 letters to investors regarding updates and documentation required to update holdings
BR	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	26 letters to investors regarding updates and documentation required to update holdings
BR	Charles Haines	Associate	Creditors	29/03/2022	0.30	\$166.50	12 letters to investors regarding updates and documentation required to update holdings
BR	Charles Haines	Associate	Creditors	11/04/2022	1.70	\$943.50	Thirty Four letters to investors regarding updates, units balances updated information and confirmation of unit transfers and bank accounts details
BR	Charles Haines	Associate	Creditors	12/04/2022	0.30	\$166.50	Two letters to financial advisors with multiple investors regarding updates on individual balances
BR	Charles Haines	Associate	Creditors	20/04/2022	0.20	\$111.00	Review 5 letters and change of details forms
BR	Charles Haines	Associate	Creditors	21/04/2022	0.50	\$277.50	18 letters to investors regarding update and change of details
BR	Charles Haines	Associate	Creditors	21/04/2022	0.20	\$111.00	6 letters to investors regarding update and change of details
BR	Charles Haines	Associate	Creditors	29/04/2022	0.10	\$55.50	Review and approve three letters to investors
BR	Charles Haines	Associate	Creditors	29/04/2022	0.20	\$111.00	Review and approve eleven letters to investors
BR	Charles Haines	Associate	Creditors	29/04/2022	0.10	\$55.50	Review and approve five letters to investors
BR	Jayden Coulston	Senior Manager	Creditors	23/11/2021	0.10	\$51.50	Review and update approve 2x letters to investors.
BR	Jayden Coulston	Senior Manager	Creditors	30/11/2021	0.10	\$51.50	Review and approve outbound corro to investor re fund ISIN.
BR	Jayden Coulston	Senior Manager	Creditors	7/12/2021	0.50	\$257.50	Review and approve 13x letters to investors/advisors re change of details, transfer of units and unit balance/est final distribution confirmations.
BR	Jayden Coulston	Senior Manager	Creditors	21/12/2021	0.10	\$51.50	Review and approve change of trustee checklist/docs and letter to investor re unit balances.
BR	Jayden Coulston	Senior Manager	Creditors	22/12/2021	0.40	\$206.00	Review and amend/approve 8x checklists/letters to investors/advisors re unit balances, transfer of units, update of details.
BR	Jayden Coulston	Senior Manager	Creditors	11/01/2022	0.10	\$53.00	Review and approve correspondence to investor re unit balances for multiple accounts.
BR	Jayden Coulston	Senior Manager	Creditors	19/01/2022	0.10	\$53.00	Review and approve transfer of units request.
BR	Jayden Coulston	Senior Manager	Creditors	20/01/2022	2.60	\$1,378.00	Review, amend and approve 45 letters to investors/advisors re transfer of units, change of details and unit balance requests. Review supporting docs.
BR	Jayden Coulston	Senior Manager	Creditors	20/01/2022	1.40	\$742.00	Review and approve 18 transfer or units and change of details checklists and supporting documentation. Review and approve 3x payment requisitions for reprocessing of distributions.
BR	Jayden Coulston	Senior Manager	Creditors	9/02/2022	0.10	\$53.00	Review and approve letter to advisor re change of details completed.
BR	Jayden Coulston	Senior Manager	Creditors	10/02/2022	0.20	\$106.00	Review and approve 6x letters re unit balance confirmations. Liaise with Ryan Whyte re specific query in relation to one letter.
BR	Jayden Coulston	Senior Manager	Creditors	11/02/2022	0.20	\$106.00	Review and approve 1x change of details form and 2x letters to investors.
BR	Jayden Coulston	Senior Manager	Creditors	18/02/2022	0.10	\$53.00	Review and approve interim distribution repayment to investor - COD.
BR	Jayden Coulston	Senior Manager	Creditors	22/02/2022	0.10	\$53.00	Review and approve letter to investors re transfer of units.

BR	Jayden Coulston	Senior Manager	Creditors	3/03/2022	0.10	\$53.00	Review and sign investor correspondence.
BR	Jayden Coulston	Senior Manager	Creditors	4/03/2022	0.10	\$53.00	Review and sign investor correspondence.
BR	Jayden Coulston	Senior Manager	Creditors	8/03/2022	0.50	\$265.00	Review and amend/approve 8x letters to investors/advisors re change of details, transfer of units and unit balance requests.
BR	Jayden Coulston	Senior Manager	Creditors	9/03/2022	1.80	\$954.00	Review and amend/approve 25x letters to investors/advisors re change of details, transfer of units and unit balance requests. Review and approve 6x COD/transfer of units forms. Review supporting docs.
BR	Jayden Coulston	Senior Manager	Creditors	9/03/2022	0.10	\$53.00	Meeting with Nigel Wenck re various investor correspondence amendments.
BR	Jayden Coulston	Senior Manager	Creditors	9/03/2022	0.20	\$106.00	Review and approve 3x letters to investors and 1x COD form.
BR	Jayden Coulston	Senior Manager	Creditors	9/03/2022	0.40	\$212.00	Review and amend 2x PTAL requests for repayment of 6.5c returned distributions. Liaise with Jordan Devery re amendments and packaging documents for David Whyte approval.
BR	Jayden Coulston	Senior Manager	Creditors	10/03/2022	0.20	\$106.00	Review and sign 10x amended letters to investors.
BR	Jayden Coulston	Senior Manager	Creditors	15/03/2022	0.30	\$159.00	Repayment of 3x interim distributions - review and approval for PTAL to pay. Review and approve unit balance confirmation letter to investor.
BR	Jayden Coulston	Senior Manager	Creditors	16/03/2022	0.20	\$106.00	Review and approve letter to investor re transfer of units confirmation and review checklist for separate transfer of units to 2x beneficiaries.
BR	Jayden Coulston	Senior Manager	Creditors	22/03/2022	0.10	\$53.00	Discussion with Ryan Whyte re investor correspondence register and correspondence drafted.
BR	Jayden Coulston	Senior Manager	Creditors	24/03/2022	0.20	\$106.00	Review and approve 3x investor letters/CODs.
BR	Jayden Coulston	Senior Manager	Creditors	1/04/2022	0.10	\$53.00	Review and approve 2x letters to advisors re client unit holdings balance.
BR	Jayden Coulston	Senior Manager	Creditors	6/04/2022	0.10	\$53.00	Review and approve confirmation of transfer letter to 9x beneficiaries.
BR	Jayden Coulston	Senior Manager	Creditors	11/04/2022	0.10	\$53.00	Review and approve transfer of units request and supporting docs.
BR	Jayden Coulston	Senior Manager	Creditors	29/04/2022	0.10	\$53.00	Review and approve letters to investors
BR	Jayden Coulston	Senior Manager	Creditors	29/04/2022	0.40	\$212.00	Review and approve 6x letters, CODs, transfers of units.
BR	Ryan Whyte	Senior Accountant	Creditors	1/11/2021	0.40	\$136.00	Reviewed and approved 3 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.
BR	Ryan Whyte	Senior Accountant	Creditors	3/11/2021	0.90	\$306.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	3/11/2021	0.70	\$238.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	4/11/2021	1.60	\$544.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	5/11/2021	1.20	\$408.00	Reviewed and approved 9 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	5/11/2021	0.80	\$272.00	Reviewed and approved 6 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	8/11/2021	0.70	\$238.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	8/11/2021	0.20	\$68.00	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.

BR	Ryan Whyte	Senior Accountant	Creditors	8/11/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	9/11/2021	0.80	\$272.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	9/11/2021	0.70	\$238.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	0.30	\$102.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	10/11/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	11/11/2021	0.20	\$68.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	11/11/2021	0.90	\$306.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	11/11/2021	1.20	\$408.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	12/11/2021	0.90	\$306.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	12/11/2021	0.60	\$204.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	12/11/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	15/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	15/11/2021	0.30	\$102.00	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	Ryan Whyte	Senior Accountant	Creditors	15/11/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	15/11/2021	1.30	\$442.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/11/2021	0.30	\$102.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Ryan Whyte	Senior Accountant	Creditors	18/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/11/2021	0.40	\$136.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	19/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	19/11/2021	0.40	\$136.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Accountant	Creditors	22/11/2021	1.50	\$510.00	Reviewed and approved 13 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	22/11/2021	0.30	\$102.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	22/11/2021	0.80	\$272.00	Prepare 4 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Ryan Whyte	Senior Accountant	Creditors	22/11/2021	0.80	\$272.00	Reviewed and approved 7 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	23/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	23/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	23/11/2021	0.60	\$204.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	23/11/2021	1.10	\$374.00	Reviewed and approved 9 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	30/11/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	30/11/2021	1.30	\$442.00	Reviewed and approved 12 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	2/12/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	2/12/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	2/12/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	6/12/2021	0.90	\$306.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	8/12/2021	1.20	\$408.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	8/12/2021	1.50	\$510.00	Reviewed and approved 18 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.
BR	Ryan Whyte	Senior Accountant	Creditors	8/12/2021	0.90	\$306.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	13/12/2021	1.60	\$544.00	Reviewed and approved 18 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.
BR	Ryan Whyte	Senior Accountant	Creditors	15/12/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	16/12/2021	0.90	\$306.00	Update the 36th update report to investors for the estimated return to investors.
BR	Ryan Whyte	Senior Accountant	Creditors	16/12/2021	1.40	\$476.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	16/12/2021	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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/12/2021	0.70	\$238.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/12/2021	0.80	\$272.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/12/2021	0.30	\$102.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	20/12/2021	0.30	\$102.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	20/12/2021	1.70	\$578.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	21/12/2021	0.20	\$68.00	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.

BR	Ryan Whyte	Senior Accountant	Creditors	21/12/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	21/12/2021	1.30	\$442.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	22/12/2021	0.20	\$68.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	12/01/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	13/01/2022	1.30	\$507.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	13/01/2022	1.10	\$429.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	14/01/2022	1.50	\$585.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	14/01/2022	0.30	\$117.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/01/2022	1.60	\$624.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	17/01/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	19/01/2022	1.40	\$546.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	20/01/2022	1.30	\$507.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	28/01/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	31/01/2022	0.40	\$156.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	31/01/2022	1.40	\$546.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	31/01/2022	0.70	\$273.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	2/02/2022	1.00	\$390.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	7/02/2022	1.50	\$585.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	8/02/2022	0.90	\$351.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	9/02/2022	0.50	\$195.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	9/02/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	10/02/2022	0.50	\$195.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Accountant	Creditors	10/02/2022	0.40	\$156.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Accountant	Creditors	14/02/2022	1.20	\$468.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	15/02/2022	0.40	\$156.00	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	Ryan Whyte	Senior Accountant	Creditors	15/02/2022	1.10	\$429.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	16/02/2022	0.60	\$234.00	Reviewed and approved 3 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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/02/2022	1.00	\$390.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/02/2022	0.90	\$351.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.30	\$117.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.40	\$156.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.70	\$273.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.70	\$273.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/02/2022	0.60	\$234.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	22/02/2022	0.90	\$351.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	23/02/2022	1.40	\$546.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	25/02/2022	1.60	\$624.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	1/03/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	17/03/2022	1.30	\$507.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/03/2022	1.80	\$702.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	18/03/2022	1.60	\$624.00	Reviewed and approved 18 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.
BR	Ryan Whyte	Senior Accountant	Creditors	18/03/2022	0.50	\$195.00	Prepare 4 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	21/03/2022	0.30	\$117.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	21/03/2022	2.60	\$1,014.00	Reviewed and approved 30 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.
BR	Ryan Whyte	Senior Accountant	Creditors	21/03/2022	1.60	\$624.00	Prepare 8 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	1.80	\$702.00	Prepare 9 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.40	\$156.00	Prepare 2 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	2.50	\$975.00	Prepare 15 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	1.00	\$390.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.20	\$78.00	Call from an investor seeking an update on the winding up of the fund.

BR	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Ryan Whyte	Senior Accountant	Creditors	22/03/2022	0.30	\$117.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Accountant	Creditors	23/03/2022	1.10	\$429.00	Review of correspondence from 5 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Accountant	Creditors	23/03/2022	1.20	\$468.00	Review of correspondence from 6 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Accountant	Creditors	23/03/2022	2.10	\$819.00	Prepare 11 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	1.00	\$390.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	2.10	\$819.00	Reviewed and approved 18 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.
BR	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	1.00	\$390.00	Prepare 5 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	24/03/2022	1.40	\$546.00	Review of correspondence from 7 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	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.40	\$156.00	Reviewed and approved 3 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	25/03/2022	0.50	\$195.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	1.00	\$390.00	Prepare 5 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	2.40	\$936.00	Review of correspondence from 12 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	1.60	\$624.00	Prepare 8 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	28/03/2022	1.60	\$624.00	Prepare 8 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	29/03/2022	1.00	\$390.00	Prepare 5 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	29/03/2022	2.70	\$1,053.00	Scanned multiple documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Accountant	Creditors	29/03/2022	1.00	\$390.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	30/03/2022	1.80	\$702.00	Scanned multiple documents and saved to files and database, sent off documents to required investor via email or post.
BR	Ryan Whyte	Senior Accountant	Creditors	30/03/2022	1.30	\$507.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	1.00	\$390.00	Prepare 5 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.90	\$351.00	Review of correspondence from 5 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.40	\$156.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.50	\$195.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.40	\$156.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	31/03/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	1.60	\$624.00	Review of correspondence from 9 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	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	1.20	\$468.00	Review of correspondence from 8 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	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	0.70	\$273.00	Prepare 4 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	1/04/2022	0.30	\$117.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	1.00	\$390.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request for 9 beneficiaries. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	1.80	\$702.00	Review of correspondence from 9 investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	1.60	\$624.00	Prepare 8 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	0.60	\$234.00	Prepare 3 letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Ryan Whyte	Senior Accountant	Creditors	4/04/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	5/04/2022	1.60	\$624.00	Prepare 8 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	5/04/2022	0.60	\$234.00	Prepare 3 letters to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	6/04/2022	0.20	\$78.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Senior Accountant	Creditors	6/04/2022	0.30	\$117.00	Call from an investor seeking an update on the winding up of the fund.
BR	Ryan Whyte	Senior Accountant	Creditors	6/04/2022	0.20	\$78.00	Review March BAS and provide to Charles/Jayden for approval.
BR	Ryan Whyte	Senior Accountant	Creditors	6/04/2022	0.70	\$273.00	Prepare 3 letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	6/04/2022	0.90	\$351.00	Prepare 4 letters to investors in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Ryan Whyte	Senior Accountant	Creditors	6/04/2022	0.60	\$234.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Accountant	Creditors	7/04/2022	1.60	\$624.00	Prepare 8 letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	7/04/2022	0.20	\$78.00	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.

BR	Ryan Whyte	Senior Accountant	Creditors	8/04/2022	0.60	\$234.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	8/04/2022	1.20	\$468.00	Reviewed and approved 8 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	8/04/2022	0.50	\$195.00	Reviewed and approved 4 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	11/04/2022	0.90	\$351.00	Research to locate by laws for CPA and ICAA for 2008 to 2012 to provide to our solicitors. RE claim against the former auditors.
BR	Ryan Whyte	Senior Accountant	Creditors	11/04/2022	1.50	\$585.00	Reviewed and approved 12 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	12/04/2022	1.70	\$663.00	Reviewed and approved 14 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	12/04/2022	0.20	\$78.00	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	Ryan Whyte	Senior Accountant	Creditors	13/04/2022	0.70	\$273.00	Prepare 3 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Accountant	Creditors	13/04/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	13/04/2022	1.60	\$624.00	Reviewed and approved 13 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	13/04/2022	1.20	\$468.00	Prepare 6 letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	0.30	\$117.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	1.10	\$429.00	Reviewed and approved 9 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	0.80	\$312.00	Prepare 4 letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	1.70	\$663.00	Reviewed and approved 14 letters to an investor in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	14/04/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	1.30	\$507.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	0.90	\$351.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	19/04/2022	0.60	\$234.00	Prepare 3 letters to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Ryan Whyte	Senior Accountant	Creditors	20/04/2022	1.80	\$702.00	Reviewed and approved 15 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Ryan Whyte	Senior Accountant	Creditors	20/04/2022	0.50	\$195.00	Reviewed and approved 3 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.
BR	Ryan Whyte	Senior Accountant	Creditors	22/04/2022	1.00	\$390.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	0.20	\$78.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	1.40	\$546.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.

BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	1.70	\$663.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	26/04/2022	0.30	\$117.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	27/04/2022	0.90	\$351.00	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.
BR	Ryan Whyte	Senior Accountant	Creditors	28/04/2022	1.10	\$429.00	Reviewed and approved 9 letters to investors in relation to a request for a change of details/unit holding balance/confirmation of change/transfer of units/transfer of units for deceased estate.
BR	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/11/2021	0.20	\$57.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	1/11/2021	0.60	\$171.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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	Jordan Devery	Senior Accountant	Creditors	1/11/2021	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	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.80	\$228.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.40	\$114.00	2x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.20	\$57.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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	Jordan Devery	Senior Accountant	Creditors	2/11/2021	0.30	\$85.50	Prepare letter to investor in response to their request to transfer units from a Super Fund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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	Jordan Devery	Senior Accountant	Creditors	2/11/2021	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	Jordan Devery	Senior Accountant	Creditors	3/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/11/2021	0.30	\$85.50	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/11/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	5/11/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.

BR	Jordan Devery	Senior Accountant	Creditors	5/11/2021	0.20	\$57.00	Call from an investor seeking an update on the windings of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	5/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	5/11/2021	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	Jordan Devery	Senior Accountant	Creditors	8/11/2021	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	Jordan Devery	Senior Accountant	Creditors	8/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	8/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	8/11/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	9/11/2021	0.20	\$57.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	9/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	9/11/2021	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	Jordan Devery	Senior Accountant	Creditors	12/11/2021	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	Jordan Devery	Senior Accountant	Creditors	12/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	12/11/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	16/11/2021	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	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.10	\$28.50	Phone call from investor in response to a confirmation of their request to transfer units. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.70	\$199.50	3x Prepare a letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.20	\$57.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.20	\$57.00	3x 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	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.50	\$142.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	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.

BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.30	\$85.50	Prepare a letter to investor in relation to a request for unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Creditors	17/11/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/11/2021	0.20	\$57.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	22/11/2021	0.10	\$28.50	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	29/11/2021	0.50	\$142.50	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.
BR	Jordan Devery	Senior Accountant	Creditors	29/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.60	\$171.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.50	\$142.50	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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	Jordan Devery	Senior Accountant	Creditors	30/11/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.60	\$171.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.20	\$57.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	30/11/2021	0.30	\$85.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.50	\$142.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.80	\$228.00	Prepare 3 letter to investor in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.80	\$228.00	5x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.50	\$142.50	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/12/2021	0.30	\$85.50	2x Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	2/12/2021	0.30	\$85.50	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/12/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/12/2021	0.20	\$57.00	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.

BR	Jordan Devery	Senior Accountant	Creditors	3/12/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/12/2021	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	Jordan Devery	Senior Accountant	Creditors	3/12/2021	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	Jordan Devery	Senior Accountant	Creditors	6/12/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	6/12/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	8/12/2021	0.80	\$228.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/12/2021	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	Jordan Devery	Senior Accountant	Creditors	21/12/2021	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	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/12/2021	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.40	\$114.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.20	\$57.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	21/12/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	22/12/2021	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	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.20	\$57.00	Phone call with RW regarding transfer of units from corporate entity to personal name.
BR	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.60	\$171.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.20	\$57.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.30	\$85.50	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	22/12/2021	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	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.30	\$85.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	22/12/2021	0.40	\$114.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	23/12/2021	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	Jordan Devery	Senior Accountant	Creditors	23/12/2021	0.50	\$142.50	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	23/12/2021	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	Jordan Devery	Senior Accountant	Creditors	23/12/2021	0.20	\$57.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	10/01/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	11/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.40	\$140.00	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.

BR	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.30	\$105.00	Prepare a letter to investor in relation to a request for profit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Creditors	12/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	13/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	13/04/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request and distribution reprocessing. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	13/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/01/2022	0.50	\$175.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.30	\$105.00	Prepare a letter to investor in relation to a request for unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.90	\$315.00	3x 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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/01/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.30	\$105.00	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 Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/01/2022	0.50	\$175.00	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. !
BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.30	\$105.00	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.

BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	1.10	\$385.00	6x Review of correspondence from investors in relation to change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	19/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	1.00	\$350.00	5x Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	20/01/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.20	\$70.00	Phone call with Ryan Whyte regarding process for issuing responses to investor queries and updating database per investor requests without access to original documents and Receiver signature for approvals.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/01/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.60	\$210.00	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.

BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	1.00	\$350.00	4x 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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.20	\$70.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.30	\$105.00	Prepare payment for the reprocessing of returned interim distributions of 6.5 cents to investors.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	27/01/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of decreased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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 Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	2x Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.30	\$105.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	28/01/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.

BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	31/01/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	1/02/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	17/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	17/02/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	18/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/02/2022	0.40	\$140.00	Prepare payments for the reprocessing of the interim distribution to investors.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.20	\$70.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/02/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	23/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	24/02/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/02/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/02/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	28/02/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.40	\$140.00	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.

BR	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	1/03/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	2/03/2022	0.40	\$140.00	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 Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	2x Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	3/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.10	\$35.00	Review of voicemails from investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	1.60	\$560.00	8x 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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.

BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	Prepare a letter to investor in relation to a request for unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	7/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	8/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	9/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	10/03/2022	1.00	\$350.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.40	\$140.00	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 Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.10	\$35.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	11/03/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.40	\$140.00	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. Provides involves
BR	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.40	\$140.00	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 Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.40	\$140.00	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 Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/03/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.50	\$175.00	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
BR	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	15/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.40	\$140.00	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 Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	16/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	17/03/2022	0.30	\$105.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.50	\$175.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	18/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	21/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	22/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.20	\$70.00	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	Jordan Devery	Senior Accountant	Creditors	23/03/2022	0.50	\$175.00	Prepare reprocessing of the interim distribution to investors.
BR	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.10	\$35.00	Phone call from investor seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	24/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	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
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	2x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	1.00	\$350.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.40	\$140.00	2x Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.30	\$105.00	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
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	25/03/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	28/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	28/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	28/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.

BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	0.60	\$210.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	29/03/2022	1.30	\$455.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	31/03/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	31/03/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	31/03/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.20	\$70.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.60	\$210.00	3x Prepare a letter to executor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Jordan Devery	Senior Accountant	Creditors	1/04/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	4/04/2022	0.40	\$140.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	8/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.20	\$70.00	Review of voicemails from investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.

BR	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	11/04/2022	1.40	\$490.00	6x 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.
BR	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.10	\$35.00	Review of voicemails from investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	11/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	13/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.40	\$140.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.30	\$105.00	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 Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	14/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	19/04/2022	1.70	\$595.00	8x 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.
BR	Jordan Devery	Senior Accountant	Creditors	19/04/2022	0.70	\$245.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.90	\$315.00	4x Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	20/04/2022	1.80	\$630.00	8x 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.
BR	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.80	\$280.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.60	\$210.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.10	\$35.00	Phone call from investor in response to their request to transfer units from a superfund to their personal name. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	20/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	20/04/2022	1.60	\$560.00	8x 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.
BR	Jordan Devery	Senior Accountant	Creditors	21/04/2022	0.30	\$105.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Jordan Devery	Senior Accountant	Creditors	21/04/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	21/04/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.20	\$70.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.

BR	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	22/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.10	\$35.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	26/04/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.30	\$105.00	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	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.10	\$35.00	Review of voicemails from Investors. Access investor management database to confirm details & prepare requested information to call back. Call investor back regarding their query.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Phone call from executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Prepare letter to executor of estate in response to their request to transfer units from a deceased estate to the beneficiaries of the estate. Access investor management database to review current investor details and advise.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.

BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	27/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Jordan Devery	Senior Accountant	Creditors	28/04/2022	0.20	\$70.00	Review of correspondence from investors in relation to a transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Jordan Devery	Senior Accountant	Creditors	28/04/2022	0.50	\$175.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.20	\$70.00	Call from an investor seeking an update on the winding up of the fund.
BR	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.20	\$70.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.30	\$105.00	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.
BR	Jordan Devery	Senior Accountant	Creditors	29/04/2022	0.20	\$70.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.40	\$92.00	3 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 Fund's policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.70	\$161.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.30	\$69.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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 Fund's policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.10	\$23.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.40	\$52.00	Review of correspondence from investors in relation to 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	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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 Fund's policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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 Fund's policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	0.20	\$46.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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 Fund's policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.20	\$46.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.40	\$92.00	Prepare 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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.40	\$92.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	0.20	\$46.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	0.40	\$92.00	Prepare letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/11/2021	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.10	\$23.00	Prepare a letter to investor in relation to a request for unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	1.10	\$253.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	5/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.70	\$161.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.10	\$23.00	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
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/11/2021	0.70	\$161.00	Review of correspondence from investors in relation to a transfer of units of deceased estate request to 5 beneficiaries. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.40	\$92.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.50	\$115.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.40	\$92.00	Prepare a letter to advisor in relation to a request for a unit holding balance of 9 clients. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	0.30	\$69.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.40	\$92.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.40	\$92.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/11/2021	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	0.30	\$69.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/11/2021	0.20	\$46.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/11/2021	0.10	\$23.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.20	\$46.00	Review of correspondence from investors in relation to a change of trustee request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/11/2021	0.30	\$69.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	0.30	\$69.00	Phone call from investor seeking to update the details review their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/11/2021	0.20	\$46.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/11/2021	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of contributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	0.30	\$69.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/11/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.80	\$184.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.70	\$161.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	1.10	\$253.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.60	\$138.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	0.30	\$59.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/12/2021	1.00	\$230.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.30	\$59.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.50	\$115.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.30	\$59.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.30	\$69.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request

BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.40	\$92.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.70	\$161.00	Prepare letters to investors confirming transfer of units for their investment & Prepare a letter to investor in relation to the interim distribution to investors. Access investor management database to review current details & draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	6/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.30	\$69.00	Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph calls with investors for new email details & prepare corro to investors to update register
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.10	\$23.00	Review returned emails after corro sent to investors, record in returned email register, access database & confirm investor details & if signature specimen held, ph calls with investors for new email details & prepare corro to investors to update register
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	0.70	\$161.00	Reviewed returned mail and record investor details in returned mail register. Call investors to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.10	\$23.00	Reviewed returned mail and record investor details in returned mail register. Call investor to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$69.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$69.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.30	\$69.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.80	\$184.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/12/2021	0.50	\$115.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.40	\$92.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	1.30	\$299.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.20	\$46.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.40	\$92.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/12/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.30	\$69.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	1.00	\$230.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.60	\$138.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.20	\$46.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/12/2021	0.30	\$69.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.90	\$207.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.

BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.10	\$23.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.20	\$46.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.50	\$115.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.40	\$92.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.40	\$92.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	1.70	\$391.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/12/2021	0.20	\$46.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.50	\$115.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.90	\$207.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.10	\$23.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.

BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.10	\$23.00	Phone call from investor seeking to update the details of their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/12/2021	0.50	\$115.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.10	\$23.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.40	\$92.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.20	\$46.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.30	\$69.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/12/2021	0.60	\$138.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.10	\$23.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.10	\$23.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Reviewed returned mail and record investor details in 1...ned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.40	\$92.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.10	\$23.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/12/2021	0.40	\$92.00	Prepare letter to investor seeking to change the trustee for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	0.30	\$69.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	0.30	\$69.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/12/2021	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/12/2021	0.10	\$23.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/12/2021	0.30	\$69.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/12/2021	0.20	\$46.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.60	\$144.00	Prepare letters to advisers seeking to update the details for client's investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.40	\$96.00	Prepare letters to advisers seeking to update the details for their client's investment with the Fund. Access investor management database to review current details and advise process to update.

BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.40	\$56.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.30	\$72.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/01/2022	0.60	\$144.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.40	\$96.00	Prepare letters to investors in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	11/01/2022	0.10	\$24.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	1.60	\$384.00	Prepare letters to investors in relation to a request for a unit holding balance/change of details. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	0.30	\$72.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	12/01/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	1.90	\$456.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.90	\$216.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.50	\$120.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.10	\$24.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	1.50	\$360.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.

BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.50	\$120.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/01/2022	0.70	\$168.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.50	\$120.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/01/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/01/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.50	\$120.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	19/01/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.

BR	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.10	\$24.00	Call from investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	20/01/2022	0.60	\$144.00	Prepare 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
BR	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.10	\$24.00	Phone call with investor in relation to the interim distribution to investors. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.80	\$192.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/01/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/01/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/01/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/01/2022	0.70	\$168.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.50	\$120.00	Prepare 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
BR	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/01/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	1.40	\$336.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.40	\$96.00	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	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	Prepare letter to investor confirming update of details for their investment with the Fund. Access investor management database to review current details.

BR	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.20	\$48.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/01/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.40	\$96.00	Prepare letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/02/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	7/02/2022	0.60	\$144.00	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	Nigel Wenck	Graduate Accountant	Creditors	8/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/02/2022	0.10	\$24.00	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	10/02/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details of their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/02/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/02/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/02/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.70	\$168.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.80	\$192.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/02/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/02/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.40	\$96.00	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	Prepare letter to investor seeking to update the details of their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.30	\$72.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/02/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/02/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	21/02/2022	0.30	\$72.00	Physically checking mail to be sent out relating to update of recent court proceedings for proceedings against former auditors. Mail needs to be checked for affidavit.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/02/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/02/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.30	\$72.00	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	Review of correspondence from investors in relation to 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	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	24/02/2022	0.20	\$48.00	Scanned documents and saved to files and database, scan off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	25/02/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/02/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/03/2022	0.30	\$72.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	2/03/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	3/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/03/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.20	\$48.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.20	\$48.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.

BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.40	\$96.00	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	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.50	\$120.00	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	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.80	\$192.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	9/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.10	\$24.00	Call from KM regarding Books and Records stored at GC and arrangement with having destroyed.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	10/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.20	\$48.00	Meeting with representative from Kiwk Kopy to examine notice to be sent to investors for purposes of affidavit.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/03/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.30	\$72.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	14/03/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.80	\$192.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	15/03/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	16/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.40	\$96.00	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	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request

BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.10	\$24.00	Review of correspondence from investors in relation to change of details request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	17/03/2022	0.30	\$72.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.20	\$48.00	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
BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	18/03/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	23/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	Prepare letters to investors confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.50	\$120.00	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	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.10	\$24.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Graduate Accountant	Creditors	24/03/2022	0.10	\$24.00	Phone call from investor seeking to update the details of their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/03/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/03/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.20	\$48.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	30/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	31/03/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/04/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	1/04/2022	0.50	\$120.00	Prepare 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
BR	Nigel Wenck	Graduate Accountant	Creditors	1/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	4/04/2022	0.20	\$48.00	Prepare a letter to investor in relation to the timing of distributions from the Fund. Access investor management database to review current details and draft letter for their request
BR	Nigel Wenck	Graduate Accountant	Creditors	6/04/2022	0.10	\$24.00	Call from an investor seeking information in regards to the interim distribution from the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	7/04/2022	0.40	\$96.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	Prepare letter to investor seeking to update the details of their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	Call from an investor in relation to a request for an updated unit holdings balance. Review investor on the investor management database and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	8/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	Review of correspondence from investors in relation to transfer of units request. Prepare internal control forms to verify sufficient documentation provided to process request as per the Fund's policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	1.10	\$264.00	Review of correspondence from investors in relation to change of details requests. Prepare internal control forms to verify sufficient documentation provided to process request as per the Funds policy.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	11/04/2022	1.20	\$288.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	1.00	\$240.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.70	\$168.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.20	\$48.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.80	\$192.00	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	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	1.20	\$288.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	12/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	Call from an investor seeking an update on the winding up of the fund.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.50	\$120.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, scan off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.60	\$144.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.30	\$72.00	Prepare payments for the reprocessing of the interim distribution to investors.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.50	\$120.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	13/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.80	\$192.00	Prepare 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
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letters to investors confirming update of details for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.10	\$24.00	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.10	\$24.00	Prepare letter to investor on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	14/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.10	\$24.00	Prepare letter to investor confirming transfer of units for their investment with the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.50	\$120.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.20	\$48.00	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	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.60	\$144.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.30	\$72.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	19/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.20	\$48.00	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.

BR	Nigel Wenck	Graduate Accountant	Creditors	20/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	Reviewed returned mail and record investor details in returned mail register. Prepare letters to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.40	\$96.00	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	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	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	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.30	\$72.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.50	\$120.00	Prepare letters to investors on update of the winding up of the Fund. Access investor management database to review current details.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.20	\$48.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.10	\$24.00	Phone call from investor in response to a confirmation of their request to change details. Access investor management database to review current investor details and advise.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.40	\$96.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	21/04/2022	0.80	\$192.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	22/04/2022	0.10	\$24.00	Scanned documents and saved to files and database, sent off documents to required investor via email or post.

BR	Nigel Wenck	Graduate Accountant	Creditors	26/04/2022	0.40	\$96.00	Prepare 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
BR	Nigel Wenck	Graduate Accountant	Creditors	26/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	26/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	26/04/2022	0.40	\$96.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.30	\$72.00	Prepare letters to investors seeking to update the details for their investment with the Fund. Access investor management database to review current details and advise process to update.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.30	\$72.00	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	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	27/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.50	\$120.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.40	\$96.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	Reviewed returned mail and record investor details in returned mail register. Prepare letter to request new address details.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.10	\$24.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.30	\$72.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	28/04/2022	0.20	\$48.00	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.
BR	Nigel Wenck	Graduate Accountant	Creditors	29/04/2022	0.30	\$72.00	Prepare letters to investors in relation to a request for a unit holding balance. Access investor management database, search for investor and print investor balance.
BR	Jordan Devery	Senior Accountant	Dividend	14/03/2022	0.70	\$245.00	Prepare payments for the reprocessing of the interim distribution to investors of the FMIF.

BR	Jordan Devery	Senior Accountant	Dividend	15/03/2022	1.00	\$350.00	Prepare payments for the reprocessing of the interim distribution to investors of the FMIF.
BR	Jordan Devery	Senior Accountant	Dividend	16/03/2022	0.50	\$175.00	Prepare 3x payment for the reprocessing of the interim distribution to investors of the FMIF.
BR	Jordan Devery	Senior Accountant	Dividend	24/03/2022	0.50	\$175.00	Prepare payments for the reprocessing of the interim distribution to investors in October 2019.
BR	Jordan Devery	Senior Accountant	Dividend	24/03/2022	0.50	\$175.00	Prepare payments for the reprocessing of the interim distribution to investors in October 2019.
BR	Nigel Wenck	Graduate Accountant	Dividend	9/11/2021	0.10	\$23.00	Prepared payment in MYOB and online banking for reprocessing an interim distribution to investor.
BR	David Whyte	Partner	Administration	1/11/2021	1.50	\$952.50	reviewed annexures to affidavit in respect of remuneration application for the six months ended 31 October 2021
BR	David Whyte	Partner	Administration	2/11/2021	4.50	\$2,857.50	reviewed/updated affidavit in support of remuneration application for the six months ended 31 October 2021
BR	David Whyte	Partner	Administration	3/11/2021	0.60	\$381.00	reviewed correspondence from our solicitors regarding court application for remuneration approval/proposed timeline/further documents required/reviewed annexures to affidavit
BR	David Whyte	Partner	Administration	4/11/2021	2.60	\$1,651.00	reviewed correspondence from our solicitors regarding remuneration application for the six months ended 31 October 2021/reviewed draft affidavit and annexures/provided instructions regarding same
BR	David Whyte	Partner	Administration	5/11/2021	1.10	\$698.50	reviewed draft affidavit in respect of remuneration application for the six months ended 31 October
BR	David Whyte	Partner	Administration	8/11/2021	1.70	\$1,079.50	reviewed/swore affidavit in support of remuneration application for the six months ended 31 October
BR	David Whyte	Partner	Administration	12/11/2021	0.80	\$508.00	reviewed correspondence from our solicitors regarding remuneration application and serving FTI with same/reviewed affidavit of Gerry Collins in respect of review of September timesheets/work done
BR	David Whyte	Partner	Administration	6/12/2021	1.00	\$635.00	reviewed counsels submissions in respect of remuneration application for the six months ended 31 October 2021/email our solicitors regarding same
BR	David Whyte	Partner	Administration	8/12/2021	0.20	\$127.00	reviewed correspondence from our solicitors/updated counsels submissions in respect of remuneration application/provided instructions regarding same
BR	David Whyte	Partner	Administration	14/12/2021	1.30	\$825.50	reviewed correspondence from eight investors regarding remuneration application and winding up of the fund/reviewed issues raised/prepared letters in response
BR	David Whyte	Partner	Administration	16/12/2021	2.30	\$1,460.50	attendance at court for remuneration application
BR	David Whyte	Partner	Administration	16/12/2021	1.20	\$762.00	attendance at court for remuneration application
BR	Gerry Collins	Partner	Administration	1/11/2021	1.30	\$825.50	review time sheet entries/email Clark and David re what was done
BR	Gerry Collins	Partner	Administration	1/11/2021	1.50	\$952.50	review time sheet entries/email Clark and David re what was done
BR	Gerry Collins	Partner	Administration	2/11/2021	3.70	\$2,349.50	review time sheet entries/email Ryan and David re work flow/reports they were working on/review emails from Clark Jarrold
BR	Gerry Collins	Partner	Administration	3/11/2021	3.50	\$2,222.50	review fees schedule/break down time re activity/review email Jordan/analyse work done
BR	Gerry Collins	Partner	Administration	3/11/2021	1.60	\$1,016.00	review fees schedule/break down time re activity/review email Jordan/analyse work done
BR	Gerry Collins	Partner	Administration	11/11/2021	0.70	\$444.50	amend affidavit/send details to our solicitors
BR	Gerry Collins	Partner	Administration	12/11/2021	1.20	\$762.00	review affidavit/detailed update/send annexures/amendments to affidavit
BR	Gerry Collins	Partner	Administration	12/11/2021	0.60	\$381.00	Attend TC - review & signing affidavit

BR	Gerry Collins	Partner	Administration	12/11/2021	0.50	\$317.50	review calcs of fees/allocated/ check variations/email our solicitors
BR	Charles Haines	Associate	Administration	9/11/2021	0.10	\$54.00	Review and authorise payment
BR	Charles Haines	Associate	Administration	23/11/2021	0.10	\$54.00	September BAS
BR	Charles Haines	Associate	Administration	23/11/2021	0.10	\$54.00	October BAS
BR	Charles Haines	Associate	Administration	11/01/2022	0.10	\$55.50	Review November BAS and associated refund
BR	Charles Haines	Associate	Administration	11/01/2022	0.10	\$55.50	Review bank statement and legal fees
BR	Jayden Coulston	Senior Manager	Administration	17/12/2021	0.10	\$51.50	T/c Ryan Whyte re outcome of cyber security review of process and data for investor database.
BR	Jayden Coulston	Senior Manager	Administration	8/03/2022	0.30	\$159.00	Review and approve 2x BAS lodgements and calculations.
BR	Ryan Whyte	Senior Accountant	Administration	9/11/2021	0.30	\$102.00	Review payment to be made for legal fees. Prepare transfer instructions and provide to David.
BR	Ryan Whyte	Senior Accountant	Administration	18/11/2021	0.40	\$136.00	Review November batch payments and provide to David for approval.
BR	Ryan Whyte	Senior Accountant	Administration	18/11/2021	0.70	\$238.00	Review the cheques that have been cancelled and return to the funds bank account. Check the bank account statements in order to receipt into MYOB
BR	Ryan Whyte	Senior Accountant	Administration	22/11/2021	0.30	\$102.00	Review the BAS for September & October and provide to Charles.
BR	Ryan Whyte	Senior Accountant	Administration	15/12/2021	0.40	\$136.00	Review batch of payments and provide to David for approval. Prepare transfer from the at call account to the working account.
BR	Ryan Whyte	Senior Accountant	Administration	17/12/2021	0.60	\$204.00	Review email and security assessment from IT regarding database. Prepare email to David and Jayden with my recommendations.
BR	Ryan Whyte	Senior Accountant	Administration	21/12/2021	0.50	\$170.00	Review and update payment batch for December for David's approval.
BR	Ryan Whyte	Senior Accountant	Administration	21/12/2021	0.90	\$306.00	Review whitelisted IP addresses linked to the LM servers to determine which ones can be removed/updated to assist with security review
BR	Ryan Whyte	Senior Accountant	Administration	21/12/2021	0.30	\$102.00	Review whitelisted IP addresses linked to the LM servers to determine which ones can be removed/updated to assist with security review
BR	Ryan Whyte	Senior Accountant	Administration	11/01/2022	0.20	\$78.00	Review November 2021 BAS prepared by Sarah and send to Charles for review.
BR	Ryan Whyte	Senior Accountant	Administration	13/01/2022	0.40	\$156.00	Prepare email to our solicitors regarding LM servers/review of whitelisted IP addresses/action being taken/required
BR	Ryan Whyte	Senior Accountant	Administration	25/01/2022	0.40	\$156.00	Review January payment batch.
BR	Ryan Whyte	Senior Accountant	Administration	4/02/2022	1.00	\$390.00	Collate documents for the ASIC relief instrument application and provide details to enter in the letter to ASIC for our solicitors.
BR	Ryan Whyte	Senior Accountant	Administration	4/02/2022	0.90	\$351.00	Collate documents for the ASIC relief instrument application and provide details to enter in the letter to ASIC for our solicitors.
BR	Ryan Whyte	Senior Accountant	Administration	9/02/2022	0.30	\$117.00	reconcile the bank accounts
BR	Ryan Whyte	Senior Accountant	Administration	11/02/2022	2.50	\$975.00	Prepare lodgement on the ASIC regulatory portal for relief of financial reporting. Upload all attachments and fill out the form.
BR	Ryan Whyte	Senior Accountant	Administration	16/02/2022	0.40	\$156.00	Review monthly payment batch.

BR	Ryan Whyte	Senior Accountant	Administration	18/03/2022	0.60	\$234.00	Review monthly payments batch.
BR	Ryan Whyte	Senior Accountant	Administration	22/03/2022	0.30	\$117.00	Review payment batch and send to David for approval
BR	Ryan Whyte	Senior Accountant	Administration	31/03/2022	0.20	\$78.00	Review February BAS
BR	Sarah Cunningham	Accounting Assistant	Administration	9/11/2021	0.40	\$92.00	Entering invoices. Making payment on acct. Drafting online. Collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	16/11/2021	0.30	\$69.00	Entering accounts payables into Insoi. Collating invoices with entries.
BR	Sarah Cunningham	Accounting Assistant	Administration	16/11/2021	0.30	\$69.00	Making payment on accounts payable. Collating support docs and uploading to Suncorp. Sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	17/11/2021	0.40	\$82.00	Draft, review BAS calculations Sept and Oct period. Complete BAS and collate with support docs. Send for review.
BR	Sarah Cunningham	Accounting Assistant	Administration	26/11/2021	0.10	\$23.00	Sept and Oct 2021 BAS lodgement. Saving to file and updating Insoi.
BR	Sarah Cunningham	Accounting Assistant	Administration	7/12/2021	0.10	\$23.00	Reconciling At Call Acct to 30 Nov.
BR	Sarah Cunningham	Accounting Assistant	Administration	15/12/2021	0.80	\$184.00	Entering invoices into accounts payable. Making payment on account. Uploading to Suncorp. Collating support docs. Sending for review.
BR	Sarah Cunningham	Accounting Assistant	Administration	21/12/2021	0.20	\$46.00	Updating payment. Collating new cheq req and Suncorp collation.
BR	Sarah Cunningham	Accounting Assistant	Administration	22/12/2021	0.30	\$69.00	Review / draft BAS November. Collate support docs and send for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	21/01/2022	0.10	\$24.00	Entering accounts payable invoices.
BR	Sarah Cunningham	Accounting Assistant	Administration	21/01/2022	0.30	\$72.00	Entering accounts payable invoices.
BR	Sarah Cunningham	Accounting Assistant	Administration	24/01/2022	0.30	\$72.00	Collating invoices and payments. Making payment on accounts. Uploading to Suncorp. Sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	25/01/2022	0.10	\$24.00	Lodging Nov BAS. Saving to file and updating Insoi.
BR	Sarah Cunningham	Accounting Assistant	Administration	16/02/2022	0.90	\$216.00	Entering accounts payable. Making payment on accounts. Collating and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	21/02/2022	0.10	\$24.00	Account reconciliation. Seeking info from Ryan re receipt into acct.
BR	Sarah Cunningham	Accounting Assistant	Administration	8/03/2022	0.20	\$48.00	Lodge BAS Jan and Dec on portal. Save to file and update Insoi.
BR	Sarah Cunningham	Accounting Assistant	Administration	8/03/2022	0.20	\$48.00	Amendments to cashbook entry re cheq cancelled.
BR	Sarah Cunningham	Accounting Assistant	Administration	17/03/2022	0.50	\$120.00	Entering invoices into Insoi. Creating account payables.
BR	Sarah Cunningham	Accounting Assistant	Administration	18/03/2022	0.30	\$72.00	Processing accounts payables. Collating support docs. Uploading to Suncorp. Sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	18/03/2022	0.40	\$96.00	Processing accounts payables. Collating support docs. Uploading to Suncorp. Sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	31/03/2022	0.70	\$168.00	Reconciling accounts x 5. Review / manual update BAS Feb 2022. Collating support docs and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	6/04/2022	0.40	\$96.00	Run BAS calculations / review. Complete form. Collate and send for review / approval.

BR	Sarah Cunningham	Accounting Assistant	Administration	22/04/2022	0.80	\$192.00	Entering accounts payable. Making payment on accounts. Uploading to Suncorp. Collating support and sending for approval.
BR	Sarah Cunningham	Accounting Assistant	Administration	22/04/2022	0.30	\$72.00	Entering accounts payable. Making payment on accounts. Uploading to Suncorp. Collating support and sending for approval.
BR	Maira Hattingh	Professional Services Support	Administration	5/11/2021	1.40	\$154.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	12/11/2021	1.90	\$209.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	12/11/2021	1.00	\$110.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	17/11/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	18/11/2021	1.60	\$176.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	18/11/2021	1.00	\$110.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	25/11/2021	0.80	\$88.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	25/11/2021	1.90	\$209.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	1/12/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	2/12/2021	1.60	\$176.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	8/12/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	9/12/2021	0.90	\$99.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	9/12/2021	1.50	\$165.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	10/12/2021	0.40	\$44.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	14/12/2021	0.10	\$11.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	17/12/2021	1.50	\$165.00	Filing
BR	Maira Hattingh	Professional Services Support	Administration	17/12/2021	1.30	\$143.00	Filing

BR	Moira Hattingh	Professional Services Support	Administration	22/12/2021	0.10	\$11.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	23/12/2021	1.80	\$198.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	23/12/2021	0.50	\$55.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/01/2022	1.00	\$115.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/01/2022	1.60	\$184.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/01/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/01/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/01/2022	1.10	\$126.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/01/2022	1.60	\$184.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	3/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	4/02/2022	0.90	\$103.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	4/02/2022	1.70	\$195.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	10/02/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	11/02/2022	0.90	\$103.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	11/02/2022	1.20	\$138.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	17/02/2022	0.60	\$69.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/02/2022	1.20	\$138.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	22/02/2022	0.10	\$11.50	Filing

BR	Moira Hattingh	Professional Services Support	Administration	24/02/2022	1.10	\$126.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/03/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	10/03/2022	1.40	\$161.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	11/03/2022	1.40	\$161.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	16/03/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	17/03/2022	0.60	\$69.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/03/2022	1.10	\$126.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	18/03/2022	1.30	\$149.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/03/2022	1.10	\$126.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	24/03/2022	1.40	\$161.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	7/04/2022	0.20	\$23.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/04/2022	1.20	\$138.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	8/04/2022	1.30	\$149.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	13/04/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/04/2022	0.70	\$80.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	14/04/2022	1.60	\$184.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	20/04/2022	0.10	\$11.50	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/04/2022	1.20	\$138.00	Filing
BR	Moira Hattingh	Professional Services Support	Administration	21/04/2022	1.10	\$126.50	Filing



QUEENSLAND
COURTS

File summary

Supreme and District Court - Search civil files

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2166/15 LM INVESTMENT MANAGEMENT LIMITED (IN LIQUIDATION) -V- EY & others

Supreme

Originated in	Currently in	Proceeding type	Date filed	Next listing
Brisbane	Brisbane	Claim-Damages	2/03/2015	23/06/2022

Related files

There are no Related files on this file

Parties

Last/Company name	First name	ACN	Party role	Representative
DARCY	LISA MAREE		Third Party	RODGERS BARNES & GREEN
ERNST & YOUNG EY			Also Known As Defendant	CLARKEKANN
FISCHER	GRANT PETER		Third Party	MKW LEGAL PTY LTD
HODGE	CAROLYN ANNE		Third Party	CAPITAL LAWYERS
JACKSON	MICHELLE		Third Party	HWL EBSWORTH LAWYERS
LM CURRENCY PROTECTED AUSTRALIAN INCOME FUND (RECEIVERS APPOINTED) ARSN 110 247 875			Third Party	HWL EBSWORTH LAWYERS
LM INSTITUTIONAL CURRENCY PROTECTED AUSTRALIAN INCOME FUND (RECEIVERS APPOINTED) ARSN 122 052 868			Third Party	HWL EBSWORTH LAWYERS
LM INVESTMENT MANAGEMENT LIMITED (IN LIQUIDATION)			Plaintiff	GADENS LAWYERS
LM INVESTMENT MANAGEMENT LIMITED (RECEIVERS AND MANAGERS APPOINTED) (IN LIQUIDATION)		077 208 641	Third Party	RUSSELLS SOLICITORS
MACKENZIE	BRUCE		Third Party	BARTLEY COHEN
MCLUSKIE	PAULA		Defendant	CLARKEKANN
MONAGHAN	ALEXANDER DAVID		Third Party	JAMES CONOMOS LAWYERS PTY LTD
MULDER	FRANCENE MAREE		Third Party	JAMES CONOMOS LAWYERS PTY LTD
O'SULLIVAN REID	JOHN FRANCIS MICHAEL JAMES		Third Party Defendant	CLARKEKANN
THE LM FIRST MORTGAGE INCOME FUND (RECEIVERS AND MANAGERS APPOINTED) (RECI VER APPOINTED)			No Role	GADENS LAWYERS
TICKNER	SIMON JEREMY		Third Party	HW LITIGATION PTY LTD
TROLOGY FUNDS MANAGEMENT LIMITED		080 383 679	Third Party	SQUIRE PATTON BOGGS JAMES CONOMOS LAWYERS PTY LTD
VAN DER HOVEN	EGHARD		Third Party	JAMES CONOMOS LAWYERS PTY LTD
VENARDOS	ANGELO		Third Party	JAMES CONOMOS LAWYERS PTY LTD

Events

Date	Event type	Diary Type	Resource	Result
13/05/2016	Application - Striking Out - Statement Of Claim	Applications (Judge)	No Resource Assigned	Adjourned Before Commencement
3/06/2016	Application for Consent Order	Registry	Registrar Applications	Order
29/06/2016	Decision on Papers	Commercial List	Jackson J	Order
6/07/2016	Application - Directions	Commercial List	No Resource Assigned	Delisted
25/08/2016	Decision on Papers	Commercial List	Jackson J	Order
14/09/2016	Decision on Papers	Commercial List	Jackson J	Order
7/11/2016	Decision on Papers	Applications on Papers	Jackson J	Order

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File Summary

15/12/2016	Application - Directions	Commercial List	Jackson J	CAV
8/05/2017	Judgment Delivery	Commercial List	Jackson J	Order
29/05/2018	Decision on Papers	Commercial List	Jackson J	Order
24/07/2018	Review	Commercial List	Jackson J	Delisted
24/07/2018	Review	Applications (Judge)	Jackson J	Order
27/09/2018	Application - Review	Commercial List	Jackson J	Order
8/10/2018	Judgment Delivery	Commercial List	Jackson J	Order
4/02/2019	Review	Commercial List	Jackson J	Vacated - Event Not Required
18/03/2019	Review	Commercial List	Jackson J	Order
13/06/2019	Review	Commercial List	Jackson J	Order
26/07/2019	Application - Review	Commercial List	Jackson J	Adjourned After Commencement
4/10/2019	Judgment Delivery	Commercial List	Jackson J	Judgment
17/10/2019	Judgment Delivery	Commercial List	Jackson J	Judgment
21/11/2019	Review	Commercial List	Jackson J	Order
6/12/2019	Decision on Papers	Commercial List	Jackson J	Order
14/02/2020	Application - Directions	Commercial List	Dalton J	Order
23/07/2020	Decision on Papers	Commercial List	Dalton J	Order
10/09/2020	Judgment Delivery	Commercial List	Dalton J	Delisted
14/09/2020	Hearing	Commercial List	Dalton J	CAV
15/10/2020	Application - Directions	Commercial List	Dalton J	Order
20/10/2020	Judgment Delivery	Commercial List	Dalton J	Judgment
20/10/2020	Review	Commercial List	Dalton J	Order
2/11/2020	Application - Directions	Commercial List	Dalton J	Order
9/11/2020	Application - Amendment	Commercial List	Dalton J	Order
11/12/2020	Decision on Papers	Commercial List	Dalton J	Order
16/12/2020	Review	Commercial List	Dalton J	Vacated - Event Not Required
16/12/2020	Application - Directions	Commercial List	Dalton J	Vacated - Event Not Required
9/02/2021	Decision on Papers	Commercial List	Dalton J	Order
12/02/2021	Application - Directions	Commercial List	Dalton J	Vacated - Event Not Required
12/02/2021	Review	Commercial List	Dalton J	Vacated - Event Not Required
8/03/2021	Review	Commercial List	Dalton J	Order
8/03/2021	Application - Directions	Commercial List	Dalton J	Order
24/03/2021	Decision on Papers	Commercial List	Bowskill J	Order
6/04/2021	Review	Commercial List	Dalton J	Vacated - Event Not Required
7/06/2021	Review	Commercial List	Dalton J	Order
13/07/2021	Review	Commercial List	Dalton J	Vacated - Event Not Required
2/08/2021	Review	Commercial List	Dalton J	Vacated - Event Not Required
13/08/2021	Review	Commercial List	Dalton J	Order
8/10/2021	Decision on Papers	Commercial List	Dalton J	Order
2/12/2021	Review	Commercial List	Dalton J	Vacated - Event Not Required
15/12/2021	Review	Commercial List	Dalton J	Vacated - Event Not Required
15/02/2022	Review	Commercial List	Dalton J	Order
24/03/2022	Review	Commercial List	Dalton J	No Order Made
7/04/2022	Decision on Papers	Commercial List	Dalton J	Order
16/05/2022	Decision on Papers	Commercial List	Dalton J	Order
1/06/2022	Review	Commercial List	Dalton J	Vacated - Event Not Required
10/06/2022	Application - Directions	Applications (Judge)	No Resource Assigned	Vacated - Event Not Required
23/06/2022	Review	Commercial List	Dalton J	

Documents

Doc no	Date filed	Document type	Document description	Filed on behalf of	Pages
1	2/03/2015	Claim		Plaintiff	34
2	12/06/2015	Amended Statement of Claim	BY RULE 378	Plaintiff	38
3	14/04/2016	Amended Statement of Claim	FURTHER AMENDED STATEMENT OF CLAIM MADE PURSUANT TO RULE 3798 UCPR (1999)	Plaintiff	96
4	27/04/2016	Application	13 MAY 2016	Defendant	3
5	27/04/2016	Affidavit	P Y PAN - EXH 'PYP1'	Defendant	132
6	27/04/2016	Notice of Address for Service		Plaintiff	2
7	11/05/2016	Consent of Application		Defendant	1
8	3/06/2016	Request for Consent Order of Registrar		Plaintiff	2
9	6/06/2016	Order	By consent D.Registrar 06/06/16	Plaintiff	1
10	10/06/2016	Outline of Submissions	OUTLINE OF SUBMISSIONS OF THE APPLICATION	Applicant	30
11	6/07/2016	Order	JACKSON J - 29/06/2016	Plaintiff	2
12	2/08/2016	Amended Statement of Claim	SECOND FURTHER	Plaintiff	127
13	25/08/2016	Draft Order	JACKSON J 25/08/2016	Plaintiff	1
14	31/08/2016	Order	JACKSON J, 25/08/2016	Plaintiff	2
15	14/09/2016	Draft Order	JACKSON J 14/09/2016	Plaintiff	2
16	19/09/2016	Order	JACKSON J, 14/09/2016	Plaintiff	1
17	27/09/2016	Outline of Submissions	AMENDED OUTLINE OF SUBMISSIONS OF THE DEFENDANTS, PURSUANT TO ORDER OF JACKSON J DATED 14/09/16	Applicant	45

18	4/11/2016	Draft Order	JACKSON J 04/11/2016	Plaintiff	1
19	14/11/2016	Order	JACKSON J, 04/11/2016	Plaintiff	1
20	25/11/2016	Affidavit	OF: CR JENKINS	Plaintiff	6
21	25/11/2016	Outline of Submissions	15 DEC HEARING OF THE DEF'S APPLN FILED 27/4/16	Plaintiff	60
22	25/11/2016	Affidavit	OF: D WHYTE, EXS DW 1 TO 10	Plaintiff	90
23	2/12/2016	Further/Better Particulars		Plaintiff	23
24	15/12/2016	Amended Application	LTRF	Defendant	3
25	15/12/2016	Miscellaneous Document	SUMMARY OF CLAIMS	Defendant	5
26	15/12/2016	Draft Order	JACKSON J 15/12/2016	Plaintiff	1
27	21/11/2017	Amended Statement of Claim	THIRD FURTHER AMENDED STATEMENT OF CLAIM - PURSUANT TO ORDER OF JUSTICE JACKSON 8 MAY 2017	Plaintiff	177
28	8/05/2017	Reasons for Judgment	JACKSON J - 8.5.17	Plaintiff	33
29	29/05/2018	Draft Order	JACKSON J - 29.5.18	Plaintiff	2
30	8/06/2018	Order	JACKSON J, 29/05/2018	Plaintiff	2
31	5/07/2018	Amended Statement of Claim	PURSUANT TO THE ORDER OF JACKSON J- 29/5/18	Plaintiff	
32	23/07/2018	Affidavit	OF C R MELROSE & EXHS 'CRM-1' TO 'CRM-23	Plaintiff	
33	23/07/2018	Further/Better Particulars	INDEX TO PARTICULARS OF LOSS AND DAMAGE VOL 1 OF 2	Plaintiff	235
34	23/07/2018	Further/Better Particulars	INDEX TO PARTICULARS OF LOSS AND DAMAGE VOL 2 OF 2	Plaintiff	193
35	23/07/2018	Affidavit	OF D WHYTE	Plaintiff	
36	23/07/2018	Affidavit	OF: SCOTT COUPER, EXS SC-1 TO SC-7	Plaintiff	
37	24/07/2018	Outline of Submissions		Plaintiff	5
38	24/07/2018	Draft Order	Jackson J - 24/07/2018	Plaintiff	2
39	27/07/2018	Order	JACKSON J - 24.7.18	Plaintiff	2
40	7/08/2018	Amended Statement of Claim	FIFTH FURTHER PURSUANT TO R378 UCPR	Plaintiff	107
41	10/08/2018	Application	BRISBANE - 27 SEPTEMBER 2018 - 10AM	Plaintiff	
42	10/08/2018	Outline of Submissions		Plaintiff	0
43	24/08/2018	Outline of Submissions		Defendant	
44	26/09/2018	Outline of Submissions	PLAINTIFF'S SUBMISSIONS IN REPLY	Plaintiff	
45	26/09/2018	Affidavit	OF C R MELROSE & 'CRM-2 -CRM-5'	Plaintiff	
46	8/10/2018	Reasons for Judgment	JACKSON J - 8.10.18	No Role	0
47	19/10/2018	Order	JACKSON J - 8.10.18	Plaintiff	2
48	9/11/2018	Amended Claim	AMENDED PURSUANT TO ORDER OF JACKSON J ON 8/10/18	Plaintiff	
49	13/11/2018	Draft Order	JACKSON J - 13.11.18	Plaintiff	
51	19/11/2018	Order	JACKSON J - 13.11.18	Plaintiff	2
52	1/03/2019	Third Party Notice	BY ALL DEFS ON ALL THE 3RD PARTIES	Defendant	92
53	15/03/2019	Affidavit	OF S COUPER & EXH SC-1 - SC-13	Plaintiff	245
54	15/03/2019	Notice of Address for Service	A D MONAGHAN	Third Party	3
55	18/03/2019	Draft Order	Justice Jackson 18.03.2019	Plaintiff	2
56	26/03/2019	Order	Justice Jackson 18.03.2019	Plaintiff	2
57	15/04/2019	Amended Statement of Claim	SIXTH FURTHER, PURSUANT TO ORDER JUSTICE JACKSON MADE ON 18 MARCH 2019	Plaintiff	121
58	13/05/2019	Further/Better Particulars	OF THE SIXTH FURTHER AMENDED STATEMENT OF CLAIM (VOL 1 OF 3)	Plaintiff	160
59	13/05/2019	Further/Better Particulars	OF THE SIXTH FURTHER AMENDED STATEMENT OF CLAIM (VOL 2 OF 3)	Plaintiff	196
60	13/05/2019	Further/Better Particulars	OF THE SIXTH FURTHER AMENDED STATEMENT OF CLAIM (VOL 3 OF 3)	Plaintiff	268
61	10/06/2019	Draft Order	JACKSON J - 10.06.2019	Defendant	
62	10/06/2019	Application	BRISBANE - DATE TO BE FIXED PER DIRECTIONS OF JACKSON J	Defendant	3
63	10/06/2019	Affidavit	OF P Y PAN & EXH 'PYP-2'	Defendant	31
64	12/06/2019	Affidavit	OF: CR MELROSE, EXS CRM 1 TO 4	Plaintiff	79
65	13/06/2019	Affidavit	OF A NELSON & EXHIBIT BUNDLE "AN-1" MARKED DOC 65A IS DOC 129	Defendant	12
66	13/06/2019	Draft Order	JACKSON J - 13.06.2019	Defendant	3
67	19/06/2019	Miscellaneous Document	SIXTH & SEVENTH THIRD PARTIES' REQUEST FOR PARTICULARS OF THE DEF'S STATEMENT OF CLAIM	Third Party	9
68	20/06/2019	Order	Justice Jackson 13.06.2019	Defendant	3
69	21/06/2019	Application	26 JULY 2019	Plaintiff	4
70	21/06/2019	Application	LISTED 26.7.19	Defendant	4
71	24/06/2019	Further/Better	REQUEST FOR FURTHER AND BETTER PARTICULARS OF	Third Party	

		Particulars	THE THIRD PARTY STATEMENT OF CLAIM		11
72	24/06/2019	Affidavit	OF D WHYTE & EXHS 'DW-1' TO 'DW-13'	Applicant	130
73	24/06/2019	Affidavit	OF D WHYTE & EXHS 'DW-1' TO 'DW-24'	Applicant	128
74	28/06/2019	Affidavit	OF A NELSON, EXH AN1 TO AN23	Defendant	328
75	5/07/2019	Affidavit	OF D WHYTE & EXHS 'DW-1' TO 'DW-6' - VOL 1 OF 2	Applicant	217
76	5/07/2019	Affidavit	OF D WHYTE & EXHS 'DW-1' TO 'DW-6' - VOL 2 OF 2	Applicant	276
77	11/07/2019	Notice of Change of Solicitors	FOR FIRST, SECOND & THIRD DEFS	Defendant	2
78	12/07/2019	Miscellaneous Document	THE RECEIVER'S SUBMISSIONS	Plaintiff	7
79	15/07/2019	Notice That Party is Acting in Person	15TH THIRD PARTY	Third Party	4
80	16/07/2019	Outline of Submissions	DEFENDANT'S OUTLINE OF ARGUMENT - PRIVILEGE APPLICATION HEARING ON 26 JULY 2019	Defendant	7
82	19/07/2019	Miscellaneous Document	DEFENDANT'S OUTLINE OF ARGUMENT LEAVE APPLICATION	Defendant	7
83	22/07/2019	Miscellaneous Document	DEFENDANTS OUTLINE OF ARGUMENT	Defendant	6
84	23/07/2019	Affidavit	OF: D WHYTE, EXS DW 1 & 2	Plaintiff	
85	23/07/2019	Outline of Submissions	THE RECEIVER'S SUBMISSIONS - LEAVE TO PROCEED	Plaintiff	
86	24/07/2019	Notice of Address for Service	2ND THIRD PARTY AND 3RD THIRD PARTY - SAID JAHANI	Third Party	3
87	24/07/2019	Outline of Submissions	SUBMISSIONS ON BEHALF OF SAID JAHANI	Third Party	10
88	24/07/2019	Affidavit	OF D O'FARRELL AND EXH DAO-1	Third Party	87
89	25/07/2019	Affidavit	OF D A O'FARRELL & EXHS 'DAO-1' TO 'DAO-6'	Applicant	197
90	25/07/2019	Outline of Submissions	PLAINTIFF'S SUBMISSIONS - RELIEF APPLICATION	Plaintiff	5
91	25/07/2019	Affidavit	OF: JS OGDEN, EXS JSO 1 TO 7	Plaintiff	43
92	26/07/2019	Notice	OF APPOINTMENT OF SOLICITOR	Third Party	5
93	31/07/2019	Order	Justice Jackson 26.07.2019	No Role	2
94	26/07/2019	Affidavit	A. NELSON	Defendant	
95	26/07/2019	Outline of Submissions	LIQUIDATOR'S OUTLINE OF SUBMISSIONS	Third Party	4
96	26/07/2019	Outline of Submissions	OF TRILOGY FUNDS MANAGEMENT LIMITED	Third Party	2
97	6/08/2019	Outline of Submissions	DEF'S SUBMISSIONS IN REPLY ON LEAVE APPLN HEARD ON 26/7/19	Defendant	15
98	7/08/2019	Order	Justice Jackson 26.07.2019	Defendant	
99	8/08/2019	Outline of Submissions	RECEIVERS SUBMISSIONS IN REPLY	Plaintiff	10
100	23/08/2019	Notice of Change of Solicitors		Third Party	3
101	25/09/2019	Intention to Defend	& DEFENCE OF DEFS	Defendant	250
102	9/10/2019	Outline of Submissions	ON COSTS	Third Party	2
103	9/10/2019	Outline of Submissions	OF TRILOGY FUNDS MANAGEMENT LIMITED AS RE OF THE LM WHOLESALE FIRST MORTGAGE INCOME FUND IN RELATION TO COSTS	Third Party	2
104	9/10/2019	Outline of Submissions	THE RECEIVER'S SUBMISSIONS ON COSTS	Plaintiff	4
105	10/10/2019	Outline of Submissions	DEFENDANT'S FURTHER SUBMISSIONS ON COSTS OF AND INCIDENTAL TO THE HEARING ON 26/7/2019	Defendant	0
106	25/10/2019	Affidavit	A. NELSON & EXH "AN-3"	Defendant	81
107	20/11/2019	Affidavit	L S FRASER & EXH'S "LSF-1 - LSF16"	Plaintiff	
108	21/11/2019	Draft Order	JACKSON J - 21.11.2019	Plaintiff	
109	21/11/2019	Draft Order	JACKSON J - 21.11.2019	No Role	1
110	29/11/2019	Application	DTBF IN FEB 2020 (AS PER ORDER: 21/11/19)	Plaintiff	2
111	29/11/2019	Affidavit	OF: S COUPER, EXS SC 1 & 2	Plaintiff	
112	4/12/2019	Order	Justice Jackson 21.11.2019	Plaintiff	2
113	6/12/2019	Draft Order	JACKSON J - 06.12.2012	Plaintiff	1
114	28/01/2020	Miscellaneous Document	ANSWERS TO REQUEST FOR FURTHER AND BETTER PARTICULARS OF DEFENCE FILED 25 SEPTEMBER 2019	Defendant	
115	7/02/2020	Outline of Submissions		Plaintiff	
116	7/02/2020	Affidavit	C. R. MELROSE - EXH 'CRM-1' TO 'CRM-8'	Plaintiff	
117	7/02/2020	Outline of Submissions	ON BEHALF OF FIRST, SECOND AND THIRD DEFENDANTS ON PLEADING APPLICATION FILED 29 NOVEMBER 2019	Defendant	21
118	12/02/2020	Order	JACKSON J - 21.11.19	Defendant	1
119	14/02/2020	Draft Order	Dalton J 14.02.2020	Defendant	
120	2/03/2020	Order	DALTON J - 14.2.2020	Defendant	
121	3/03/2020	Counter Claim	FOR FIRST, SECOND AND THIRD DEFENDANTS AGAINST PLAINTIFF (PAID)	Defendant	156
122	28/02/2020	Draft Order	Dalton J 28.02.2020	Defendant	
123	13/03/2020	Outline of	PLAINTIFF'S SUPPLEMENTARY SUBMISSIONS 13/3/2020	Plaintiff	5

		Submissions			
125	23/04/2020	Reply and Answer	PLAINTIFF'S ANSWER TO COUNTERCLAIM	Plaintiff	
127	23/07/2020	Draft Order	DALTON J - 23.07.2020	Plaintiff	
128	6/08/2020	Order	DALTON J - 23.7.2020	Plaintiff	
129	10/09/2020	Exhibit	AFFIDAVIT OF A.NELSON DOC 65 (EXHIBIT IS MARKED 65A) PLACED WITH DOC 65	Defendant	
130	11/09/2020	Affidavit	OF: C R MELROSE, EXS CRM-1 - CRM-10	Plaintiff	
131	28/09/2020	Application	15 OCTOBER 2020	Plaintiff	2
132	28/09/2020	Affidavit	OF: J.S.OGDEN + EXHS JSO1 - JSO2	Plaintiff	125
133	13/10/2020	Order	DALTON J - 14.09.2020	Plaintiff	1
134	14/10/2020	Affidavit	OF J S OGDEN AND EXHS JSO-1 TO JSO-8	Applicant	215
135	21/10/2020	Application	LISTED 02.11.20	Plaintiff	2
136	21/10/2020	Affidavit	S. COUPER & EXHS "SCZ-1 - SCZ-2"	Plaintiff	159
137	21/10/2020	Amended Statement of Claim	7TH AMENDED PURSUANT TO ORDER OF DALTON J 20.10.20	Plaintiff	120
138	21/10/2020	Affidavit	C.R. MELROSE & EXHS "CRM-1 - CRM-12"	Plaintiff	87
139	21/10/2020	Application	LISTED 09.11.20	Plaintiff	2
140	20/10/2020	Miscellaneous Document	PRIVILEGE SCHEDULE	Plaintiff	
141	20/10/2020	Outline of Submissions		Defendant	5
142	20/10/2020	Judgment	DALTON J - 20.10.2020	Defendant	37
143	20/10/2020	Draft Order	DALTON J - 20.10.2020	Defendant	4
144	26/10/2020	Order	DALTON J - 20.10.2020	Defendant	3
145	28/10/2020	Amended Statement of Claim	EIGHT FURTHER AMENDED STATEMENT OF CLAIM. AMENDED PURSUANT TO ORDERS OF JUSTICE DALTON MADE ON 20 OCTOBER 2020.	Plaintiff	
146	30/10/2020	Affidavit	OF: C R MELROSE, EXS CRM-1 - CRM-18	Plaintiff	
147	2/11/2020	Outline of Submissions		Applicant	5
148	2/11/2020	Draft Order	DALTON J 2.11.2020	Plaintiff	2
149	6/11/2020	Order	DALTON J - 2.11.2020	Plaintiff	2
150	9/11/2020	Affidavit	OF S.COUPER AND EXHIBIT "SC-1"	Plaintiff	
151	9/11/2020	Outline of Submissions		Defendant	
152	9/11/2020	Draft Order	DALTON J - 9.11.2020	Defendant	
153	11/12/2020	Draft Order	DALTON J - 11.12.2020	Plaintiff	2
154	15/12/2020	Affidavit	OF: D.WHYTE + EXHS DW1	Plaintiff	7
155	27/01/2021	Report	INDEPENDENT EXPERT WITNESS REPORT - G. GREEN	Plaintiff	66
156	27/01/2021	Report	INDEPENDENT EXPERT WITNESS REPORT - T. GOSS	Plaintiff	27
157	5/02/2021	Report	OF MICHAEL O'CONNELL VOLUME 1 OF 3	Plaintiff	
158	5/02/2021	Report	OF MICHAEL O'CONNELL VOLUME 2 OF 3	Plaintiff	
159	5/02/2021	Report	OF MICHAEL O'CONNELL VOLUME 3 OF 3	Plaintiff	
160	9/02/2021	Draft Order	DALTON J - 9.02.2021	Plaintiff	
161	15/02/2021	Order	DALTON J - 9.02.2021	Plaintiff	2
162	5/03/2021	Affidavit	OF J S OGDEN	Plaintiff	43
163	5/03/2021	Application	08.03.21	Defendant	2
164	5/03/2021	Affidavit	OF: J OLIVER, EXH 'JO-1' TO 'JO-2' (VOL 1 OF 3) (COPY ONLY)	Defendant	480
165	5/03/2021	Exhibit	EXH 'JO-1' TO 'JO-2' (VOL 2 OF 3) (COPY ONLY)	Defendant	
166	5/03/2021	Exhibit	EXH 'JO-1' TO 'JO-2' (VOL 3 OF 3) (COPY ONLY)	Defendant	246
167	8/03/2021	Draft Order	DALTON J - 8.03.2021.	Plaintiff	2
168	11/03/2021	Order	DALTON J - 8.03.2021	Plaintiff	2
169	25/03/2021	Defence	FILED PURSUANT TO ORDER OF BURNS J 25/03/2021	Defendant	230
170	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 1 OF 9)	Plaintiff	212
171	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 2 OF 9)	Plaintiff	178
172	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 3 OF 9)	Plaintiff	260
173	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 4 OF 9)	Plaintiff	264
174	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 5 OF 9)	Plaintiff	308
175	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 6 OF 9)	Plaintiff	242
176	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 7 OF 9)	Plaintiff	266
177	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 8 OF 9)	Plaintiff	217
178	29/03/2021	Report	INDEPENDENT EXPERT WITNESS REPORT OF BRIAN MORRIS (VOLUME 9 OF 9)	Plaintiff	190
179	25/03/2021	Draft Order	DALTON J - 25.03.2021	Plaintiff	1
180	21/04/2021	Report	SUPPLEMENTARY INDEPENDENT EXPERT WITNESS REPORT PREPARED BY B.MORRIS	Plaintiff	328
181	13/05/2021	Report	EXPERT WITNESS REPORT BY T M LINNANE (VOL 1 OF 3).	Plaintiff	299
182	13/05/2021	Report	EXPERT WITNESS REPORT BY T M LINNANE (VOL 2 OF 3).	Plaintiff	

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183	13/05/2021	Report	EXPERT WITNESS REPORT BY T M LINNANE (VOL 3 OF 3).	Plaintiff	
184	25/05/2021	Affidavit	OF: D L CLOUT, EXH 'DLC-1 - DLC-5'	Plaintiff	
185	27/05/2021	Report	INDEPENDENT EXPERT WITNESS REPORT PREPARED BY DAVID DUFFIELD IN RESPECT OF THE MANAGEMENT RIGHTS AT POOL RESORT 19-37 ST CRISPINS AVENUE PORT DOUGLAS QLD 4877	Plaintiff	
186	4/06/2021	Affidavit	OF S COUPER, EXS "SZC-1" TO "SZC-2"	Plaintiff	24
187	8/06/2021	Report	INDEPENDENT EXPERT WITNESS REPORT PREPARED BY D. DUFFIELD IN RESPECT OF CAIRNS STUDENT LODGE	Plaintiff	
188	7/06/2021	Outline of Submissions		Plaintiff	
189	7/06/2021	Affidavit	OF S COUPER EXH SC-1 - 10	Plaintiff	
190	7/06/2021	Outline of Submissions		Defendant	
191	7/06/2021	Affidavit	OF A PAYNE EXH AP1	Defendant	80
192	7/06/2021	Draft Order	DALTON J - 7.06.2021	Plaintiff	6
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196	14/06/2021	Report	INDEPENDENT EXPERT WITNESS REPORT PREPARED BY MICHAEL GALVIN IN RESPECT OF 310-314 LORIMER STREET, POURT MELBOURNE VIC 3207.	Plaintiff	
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