

Guv Services Pty Limited (Administrators Appointed)

Appendix E - Remuneration Report

Deloitte Hourly Rates

The rates for our remuneration calculation are set out in the following table together with a general guide showing the qualifications and experience of staff engaged in the administration and the role they take in the administration. The hourly rates charged encompass the total cost of providing professional services and should not be compared to an hourly wage. All rates are show exclusive of GST.

Title	Description	Hourly Rate (excl. GST)
Appointee	Registered liquidator. Brings his or her specialist skills to the administration or insolvency task.	\$530
Partner	Registered liquidator. Brings his or her specialist skills to the administration or insolvency task.	\$530
Principal	Typically CA or CPA qualified with in excess of 10 years' experience on insolvency matters with a number of years at manager level. Answerable to the appointee but otherwise responsible for all aspects of an administration. Capable of controlling all aspects of an administration. May be appropriately qualified to take appointments in his/her own right.	\$430
Director	Typically CA or CPA qualified with in excess of 8 years' experience on insolvency matters with a number of years at manager level. Answerable to the appointee but otherwise responsible for all aspects of an administration. Capable of controlling all aspects of an administration. May be appropriately qualified to take appointments in his/her own right.	\$405 - \$430
Senior Manager	Typically CA or CPA qualified with in excess of 8 years experience on insolvency matters with a number of years at manager level. Well-developed technical and commercial skills. Able to deal with complex issues arising in an administration.	\$370
Manager	Typically CA or CPA qualified with 6 to 8 years experience working on insolvency matters. Will have experience conducting administrations and directing a number of staff.	\$320
Senior Analyst	Typically completed or near completion of CA or CPA qualifications with 4 to 6 years insolvency experience. Assists in planning and control of smaller matters as well as performing some more difficult tasks on larger matters.	\$195 - \$285
Analyst	Typically studying towards CA or CPA qualification with 2 to 4 years insolvency experience. Works under supervision of more senior staff in performing day-to-day fieldwork.	\$160 - \$190
Graduate	Junior staff member who has completed a university degree with less than one year's experience working on insolvency matters. Works under supervision of more senior staff in performing day-to-day fieldwork.	\$95
Secretary	Advanced secretarial skills	\$140

Administrators' Remuneration

At the meeting, we shall be asking that an interim level for our remuneration as Administrators be approved. Those fees are based on our Rates as shown above. The amount of further interim fees that we shall be requesting are based upon the budgeted range of fees as set out below. We shall be asking that these fees be set at an interim limit at the top of this range with further remuneration being approved by creditors at a later date if appropriate.

Part 1: Declaration

We, Ezio Senatore and Neil Robert Cussen have undertaken a proper assessment of this remuneration claim for my appointment as administrators of Guv Services Pty Ltd (Administrators Appointed) in accordance with the law and applicable professional standards. We are satisfied that the remuneration claimed is in respect of necessary work, properly performed in the conduct of the Administration.

Part 2: Executive Summary

This remuneration report details approval sought for the following fees:

Period	Report Reference	Amount (ex GST)
Current remuneration approval sought:		
<i>Voluntary Administration</i>		
Resolution [1]: 27/06/2016 – 17/07/2016	[3]	\$41,830.00
Resolution [2]: 18/07/2016 – 01/08/2016*	[4]	\$7,770.00
Resolution [3]: 01/08/2016 – Signing of the DOCA*	[5]	\$7,165.00
Total remuneration – Voluntary Administration		\$56,765.00
Prospective remuneration approval sought:		
Resolution [4]: Commencement of Deed of Company Arrangement to completion (if applicable)*	[6]	\$31,080.00
Resolution [5]: Commencement of liquidation to completion (if applicable)*	[7]	\$55,655.00
* Approval for the future remuneration sought is based on an estimate of the work necessary to the completion of the administration. Should additional work be necessary beyond what is contemplated, further approval may be sought from creditors.		

Please refer to report section references detailed above for full details of the calculation and composition of the remuneration approval sought.

This differs to the estimate of costs provided in the Initial Advice to Creditors dated 29 June 2016, which estimated a cost to completion of the administration of \$25,000.00 excluding GST, for the following reasons:-

- Extensive communications with individual employees regarding the Company's affairs, ongoing trading arrangements, the proposed DOCA and their individual circumstances.

- Attending to numerous media enquiries and responses to media allegations.
- Preparing numerous circulars to employees to address particular issues.
- Re-negotiate the original DOCA terms proposed by Guvera Limited to better the return to creditors.
- Investigations regarding the viability of the Guvera Limited to meet DOCA contributions.
- Investigations into a potential insolvent trading claim against Guvera Limited. Determination if Guvera Limited would have the ability to meet any insolvent trading claim brought against it. Consider potential defences that may be raised by Guvera Limited.
- Commence initial enquiries and adjudication of employee proofs of debt to attest to the accuracy of the claims against Company records and limited timing for payment of the dividend.
- Separately investigate bank statements and MYOB records to determine accuracy of the Company records.

Part 3: Description of Work Completed

Resolution 1 from 27 June 2016 to 17 July 2016

“That the remuneration of Administrators from 27 June 2016 to 17 July 2016 is determined at a sum equal to the cost of time spent by Administrators and Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$41,830.00, exclusive of GST, and that Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Administrators’ remuneration fixed may be revised upward if additional Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Task Area	General Description	Includes
Assets [0.3 hours] [\$111.00]	General	Discussions regarding DOCA Internal meetings to discuss/review findings
Creditors [44.9 hours] [\$15,129.50]	Creditor Enquiries	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Creditor reports	Preparing 439A, investigation, meeting and general reports to creditors
	Dealing with proofs of debt	Receipting and filing POD’s when not related to a dividend Corresponding with OSR and ATO regarding POD’s when not related to a dividend
	Meeting of Creditors	Preparation meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Preparation and lodgement minutes of meetings with ASIC Respond to stakeholder queries and questions immediately following meeting

Task Area	General Description	Includes
Employees [28.9 hours] [\$10,692.50]	Employees enquiry	Receive and follow up employee enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of termination of their employment
	Calculation of entitlements	Reviewing employee files and Company's books and records Reconciling superannuation accounts and employee entitlements accrued
	Other employee issues	Correspondence with the Child Support Agency Correspondence with Centrelink
Investigation [23.1 hours] [\$5,675.50]	Conducting investigation	Collection of Company books and records Reviewing Company's books and records Review and preparation of Company nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Preparation of investigation file
	ASIC reporting	Preparing statutory investigation reports
Administration [28.5 hours] [\$10,221.50]	Correspondence	Preparation of correspondence to government departments and financial institutions regarding the appointment Preparation of general correspondence regarding administrative matters
	Document maintenance/file review/checklist	Filing of documents File reviews Updating checklists
	Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with Willis regarding initial and ongoing insurance requirements
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 505, 524, 911 etc Correspondence with ASIC regarding statutory forms
	ATO & other statutory reporting	Notification of appointment

Task Area	General Description	Includes
	Planning / Review	Discussions regarding status of administration

Calculation of Remuneration (from 27 June 2016 to 17 July 2016) – Summary of hours spent by staff

Employee	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area				
					Assets hrs / \$	Creditors hrs / \$	Employees hrs / \$	Investigation hrs / \$	Administration hrs / \$
Eddie Senatore	Appointee	530.00	2.5	1,325.00	-	-	-	-	2.5
Neil Cussen	Appointee	530.00	11.2	5,936.00	-	2.5	3.5	0.5	4.7
Aaron Brewin	Manager	370.00	33.7	12,469.00	0.3	13.2	5.8	5.2	9.2
Ameer Jagessar	Senior Analyst (1)	285.00	10	2,850.00	-	-	7.0	-	3.0
Robert Tornatore	Senior Analyst (1)	285.00	53	15,105.00	-	31.1	7.8	9.4	4.7
Sue Connor	Senior Analyst (3)	195.00	5.2	1,014.00	-	-	-	-	5.2
Clare Dong	Senior Analyst (3)	195.00	0.4	78.00	-	-	-	-	0.4
Walter Lomax	Senior Analyst	195.00	8.3	1,618.50	-	-	8.3	-	-
Samuel Pearson	Graduate	95.00	14.5	1,377.50	-	-	-	8.5	6.0
Adam Silva	Graduate	95.00	0.6	57.00	-	0.6	-	-	-
TOTAL HOURS			139.4		0.3	44.9	28.9	23.1	28.5
EXCL. GST				\$41,830.00	\$111.00	\$15,129.50	\$10,692.50	\$5,675.50	\$10,221.50
GST				\$4,183.00					
TOTAL (including GST)				\$46,013.00					
Average hourly rate				\$300.07	\$370.00	\$336.96	\$369.98	\$245.69	\$358.65

Part 4: Description of Work to be Completed

Resolution 2 from 18 July 2016 to 1 August 2016

“That the remuneration of Administrators from 18 July 2016 to 1 August 2016 is determined at a sum equal to the cost of time spent by Administrators and Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$7,770.00, exclusive of GST, and that Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Administrators’ remuneration fixed may be revised upward if additional Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Task Area	General Description	Includes
Creditors 10.0 hours] [\$2,810.00]	Creditor Enquiries	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Creditor reports	Preparing 439A, investigation, meeting and general reports to creditors
	Dealing with proofs of debt	Receipting and filing POD's when not related to a dividend
	Meeting of Creditors	Preparation meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting. Preparation and lodgement minutes of meetings with ASIC Respond to stakeholder queries and questions immediately following meeting
Employees [4.0 hours] [\$855.00]	Employees enquiry	Receive and follow up employee enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their termination of employment
	Calculation of entitlements	Reviewing employee files and Company's books and records Reconciling superannuation accounts and employee entitlements accrued

Investigation [12.0 hours] [\$2,625.00]	Conducting investigation	Reviewing Company's books and records Review and preparation of Company nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Review of specific transactions and liaising with directors regarding certain transactions Preparation of investigation file Lodgement of investigation with the ASIC
	ASIC reporting	Preparing statutory investigation reports
Administration [6.0 hours] [\$1,480.00]	Correspondence	Preparation of general correspondence regarding administrative matters
	Document maintenance/file review/checklist	Filing of documents File reviews Updating checklists
	Insurance	Identification of potential issues requiring attention of insurance specialists Correspondence with Willis regarding initial and ongoing insurance requirements
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 505, 524, 911 etc Correspondence with ASIC regarding statutory forms
	Planning / Review	Discussions regarding status of administration

Calculation of Remuneration (from 18 July 2016 to 1 August 2016) – Summary of hours spent by staff

Employee	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area				
					Assets hrs / \$	Creditors hrs / \$	Employees hrs / \$	Investigation hrs / \$	Administration hrs / \$
Eddie Senatore	Appointee	530.00	3.0	1,590.00	-	1.0	-	1.0	1.0
Neil Cussen	Appointee	530.00	-	-	-	-	-	-	-
Aaron Brewin	Manager 2	370.00	7.0	2,590.00	-	3.0	1.0	2.0	1.0
Sue Connor	Senior Analyst	195.00	3.0	585.00	-	-	-	2.0	1.0
Robert Tornatore	Senior Analyst	195.00	12.0	2,340.00	-	6.0	2.0	3.0	1.0
Sam Pearson	Graduate	95.00	7.0	665.00	-	-	1.0	4.0	2.0
TOTAL HOURS			32.0		-	10.00	4.0	12.0	6.0
Excl. GST				\$7,770.00	-	\$2,810.00	\$855.00	\$2,625.00	\$1,480.00
GST				\$777.00					
TOTAL (including GST)				\$8,547.00					
Average hourly rate				\$267.10	-	\$255.45	\$213.75	\$218.75	\$246.67

Part 5: Description of Work to be Completed

Resolution 3 from 1 August 2016 to the date of signing the DOCA

“That the remuneration of Administrators from 1 August 2016 to the date of signing the DOCA is determined at a sum equal to the cost of time spent by Administrators and Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$7,165.00, exclusive of GST, and that Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Administrators’ remuneration fixed may be revised upward if additional Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Task Area	General Description	Includes
Assets [9.0 hours] [\$3,475.00]	DOCA	General correspondence with various parties regarding DOCA proposal Discussions with lawyers regarding DOCA Correspondence regarding DOCA contributions Internal meetings to discuss/review findings
Employees [7.0 hours] [\$2,225.00]	Employees enquiry	Receive and follow up employee enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employees objections to leave entitlements
	Calculation of entitlements	Calculating employee entitlements Reviewing employee files and Company's books and records Reconciling superannuation accounts Reviewing awards Liaising with solicitors regarding entitlements
Administration [4.0 hours] [\$1,465.00]	Correspondence	Preparing letters to various parties
	Document maintenance/file review/checklist	First month, then 6 monthly administration review Filing of documents File reviews Updating checklists

Task Area	General Description	Includes
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 505, 524, 911 etc Correspondence with ASIC regarding statutory forms
	ATO & other statutory reporting	Notification of appointment Preparing BAS Completing group certificates
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review	Discussions regarding status of administration
	Books and records / storage	Dealing with records in storage Sending job files to storage

Calculation of Remuneration (from 1 August 2016 to the date of signing the DOCA) – Summary of hours spent by staff

Employee	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area				
					Assets hrs / \$	Creditors hrs / \$	Employees hrs / \$	Dividend hrs / \$	Administration hrs / \$
Eddie Senatore	Appointee	530.00	4.0	\$2,120.00	2.0	-	1.0	-	1.0
Aaron Brewin	Manager 2	370.00	11.0	\$4,070.00	6.0	-	3.0	-	2.0
Sue Connor	Senior Analyst	195.00	5.0	\$975.00	1.0	-	3.0	-	1.0
TOTAL HOURS			20.0		9.0	-	7.0	-	4.0
Excl. GST				\$7,165.00	\$3,475.00	-	\$2,225.00	-	\$1,465.00
GST				\$716.50					
TOTAL (including GST)				\$7,881.50					
Average hourly rate				\$358.25	\$386.11	-	\$317.86	-	\$366.25

Part 6: Description of Work to be Completed

Resolution 4 from commencement of DOCA to finalisation of the DOCA

“That the remuneration of Deed Administrators from commencement of DOCA to finalisation of the DOCA is determined at a sum equal to the cost of time spent by Deed Administrators and Deed Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$31,080.00, exclusive of GST, and that Deed Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Deed Administrators’ remuneration fixed may be revised upward if additional Deed Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Task Area	General Description	Includes
Assets [22.0 hours] [\$4,660.00]	DOCA	<ul style="list-style-type: none"> General correspondence with various parties regarding DOCA Discussions with lawyers regarding DOCA Correspondence regarding DOCA contributions Internal meetings to discuss/review findings Monitoring of payment of DOCA contributions
Creditors [10.0 hours] [\$3,670.00]	Meeting of Creditors	<ul style="list-style-type: none"> Preparation meeting notices, proxies and advertisements Forward notice of meeting to all known creditors Preparation of meeting file, including agenda, certificate of postage Attendance register, list of creditors, reports to creditors Advertisement of meeting Draft minutes of meeting Preparation and lodgement minutes of meetings with ASIC Respond to stakeholder queries and questions immediately following meeting
Employees [64.0 hours] [\$12,920.00]	Employees enquiry	<ul style="list-style-type: none"> Receive and follow up employee enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employees objections to leave entitlements

	Calculation of entitlements	<ul style="list-style-type: none"> Calculating employee entitlements Reviewing employee files and Company's books and records Reconciling superannuation accounts Reviewing awards Liaising with solicitors regarding entitlements
	Employee dividend	<ul style="list-style-type: none"> Correspondence with employees regarding dividend Correspondence with ATO regarding SGC POD Calculating dividend rate Preparing dividend file Advertising dividend notice Preparing distribution Receipting PODs Adjudicating PODs Ensuring PAYG is remitted to ATO
Dividend [14.0 hours] [\$2,750.00]	Processing proofs of debt	<ul style="list-style-type: none"> Preparation of correspondence to potential creditors inviting lodgement of POD Receipt of PODs Maintain POD register Adjudicating PODs Request further information from claimants regarding POD Preparation of correspondence to claimant advising outcome of adjudication
	Dividend procedures	Payment of claims
Administration [30.0 hours] [\$7,080.00]	Correspondence	Preparing letters to various parties
	Document maintenance/file review/checklist	<ul style="list-style-type: none"> First month, then 6 monthly administration review Filing of documents File reviews Updating checklists
	Bank account administration	<ul style="list-style-type: none"> Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers

	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 505, 524, 911 etc Correspondence with ASIC regarding statutory forms
	ATO & other statutory reporting	Notification of appointment Preparing BAS Completing group certificates
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review	Discussions regarding status of administration
	Books and records / storage	Dealing with records in storage Sending job files to storage

Calculation of Remuneration (from commencement of DOCA to finalisation of DOCA) – Summary of hours spent by staff

Employee	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area				
					Assets hrs / \$	Creditors hrs / \$	Employees hrs / \$	Dividend hrs / \$	Administration hrs / \$
Eddie Senatore	Appointee	530.00	13	6,890.00	2.0	2.0	4.0	2.0	3.0
Aaron Brewin	Manager (2)	370.00	31	11,470.00	4	6.0	12.0	2.0	7.0
Sue Connor	Senior Analyst (1)	195.00	12	2,340.00	-	-	8.0	-	4.0
Robert Tornatore	Senior Analyst (3)	195.00	24	4,680.00	6.0	2.0	10.0	-	6.0
Sam Pearson	Graduate	95.00	60	5,700.00	10.0	-	30.0	10.0	10.0
TOTAL HOURS			140		22.00	10.0	64.0	14.0	30.0
Excl. GST				\$31,080.00	\$4,660.00	\$3,670.00	\$12,920.00	\$2,750.00	\$7,080.00
GST				\$3,108.00					
TOTAL (including GST)				\$34,188.00					
Average hourly rate				\$244.20	\$211.82	\$367.00	\$201.88	\$196.43	\$236.00

Part 7: Description of Work to be Completed

Resolution 5 from commencement of liquidation to finalisation of liquidation

“That the remuneration of Liquidators from commencement of liquidation to finalisation of liquidation is determined at a sum equal to the cost of time spent by Liquidators and Liquidators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$55,655.00, exclusive of GST, and that Liquidators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Liquidators’ remuneration fixed may be revised upward if additional Liquidators’ remuneration is incurred or anticipated during the course of liquidation, subject to a further approval by creditors.”

Task Area	General Description	Includes
Employees [46.0 hours] [\$8,190.00]	Employees enquiry	<ul style="list-style-type: none"> Receive and follow up employee enquiries via telephone Maintain employee enquiry register Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available Receive and prepare correspondence in response to employees objections to leave entitlements
	FEGS	<ul style="list-style-type: none"> Correspondence with FEGS Preparing notification spreadsheet Preparing FEGS quotations Preparing FEGS distributions
	Calculation of entitlements	<ul style="list-style-type: none"> Calculating employee entitlements Reviewing employee files and Company's books and records Reconciling superannuation accounts Reviewing awards Liaising with solicitors regarding entitlements

Task Area	General Description	Includes
	Employee dividend	<ul style="list-style-type: none"> Correspondence with employees regarding dividend Correspondence with ATO regarding SGC POD Calculating dividend rate Preparing dividend file Advertising dividend notice Preparing distribution Receipting PODs Adjudicating PODs Ensuring PAYG is remitted to ATO
Trade On [30.0 hours] [\$10,310.00]	General	<ul style="list-style-type: none"> Liaising with management and staff Preparing and authorising receipt vouchers Preparing and authorising payment vouchers Liaising with superannuation funds regarding contributions, termination of employees employment Liaising with OSR regarding payroll tax issues Monitoring financial performance Preparing financial reports

Task Area	General Description	Includes
Investigation [138.00 hours] [\$31,575.00]	Conducting investigation	Collection of Company books and records Correspondence with ASIC to receive assistance in obtaining reconstruction of financial statements Company's books & records and Report as to Affairs Reviewing Company's books and records Review and preparation of Company nature and history Conducting and summarising statutory searches Preparation of comparative financial statements Preparation of deficiency statement Review of specific transactions and liaising with directors regarding certain transactions Liaising with directors regarding certain transactions Preparation of investigation file Lodgement of investigation with the ASIC Preparation and lodgement of supplementary report if required
	Litigation / Recoveries	Internal meetings to discuss status of litigation Preparing brief to solicitors Liaising with solicitors regarding recovery actions Attending to negotiations Attending to settlement matters
	ASIC reporting	Preparing statutory investigation reports Preparing affidavits seeking non lodgements assistance Liaising with ASIC

Administration [25.0 hours] [\$5,580.00]	Correspondence	Preparing letters to various parties
	Document maintenance/file review/checklist	First month, then 6 monthly administration review Filing of documents File reviews Updating checklists
	Bank account administration	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations Correspondence with bank regarding specific transfers
	ASIC Form 524 and other forms	Preparing and lodging ASIC forms including 505, 524, 911 etc Correspondence with ASIC regarding statutory forms
	ATO & other statutory reporting	Notification of appointment Preparing BAS Completing group certificates
	Finalisation	Notifying ATO of finalisation Cancelling ABN / GST / PAYG registration Completing checklists Finalising WIP
	Planning / Review	Discussions regarding status of administration
	Books and records / storage	Dealing with records in storage Sending job files to storage

Calculation of Remuneration

Employee	Position	\$/hour (ex GST)	Total actual hours	Total (\$)	Task Area			
					Employees hrs / \$	Trade On hrs / \$	Investigation hrs / \$	Administration hrs / \$
Eddie Senatore	Appointee	530.00	25.0	13,250.00	2.0	6.0	14.0	3.0
Aaron Brewin	Manager (2)	370.00	57.0	21,090.00	2.0	14.0	37.0	4.0
Sue Connor	Senior Analyst (1)	195.00	16.0	3,120.00	12.0	-	-	4.0
Robert Tornatore	Senior Analyst (3)	195.00	48.0	9,360.00	12.0	10.0	22.0	4.0
Sam Pearson	Graduate	95.00	93.0	8,835.00	18.0	-	65.0	10.0
TOTAL HOURS			239.0		46.0	30.0	138.0	25.0
Excl. GST				\$55,655.00	\$8,190.00	\$10,310.00	\$31,575.00	\$5,580.00
GST				\$5,565.50				
TOTAL (including GST)				\$61,220.50				
Average hourly rate				\$256.16	\$178.04	\$343.67	\$228.80	\$223.20

Part 8: Statement of Remuneration Claim

Current Resolution 1 from 27 June 2016 to 17 July 2016

“That the remuneration of Administrators from 27 June 2016 to 17 July 2016 is determined at a sum equal to the cost of time spent by Administrators and Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$41,830.00, exclusive of GST, and that Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Administrators’ remuneration fixed may be revised upward if additional Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Prospective Resolution 2 from 18 July 2016 to 1 August 2016

“That the remuneration of Administrators from 18 July 2016 to 1 August 2016 is determined at a sum equal to the cost of time spent by Administrators and Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$7,770.00, exclusive of GST, and that Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Administrators’ remuneration fixed may be revised upward if additional Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Prospective Resolution 3 from 1 August 2016 to the date of signing the DOCA

“That the remuneration of Administrators from 1 August 2016 to the date of signing the DOCA is determined at a sum equal to the cost of time spent by Administrators and Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$7,165.00, exclusive of GST, and that Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Administrators’ remuneration fixed may be revised upward if additional Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Prospective Resolution 4 from commencement of DOCA to finalisation of the DOCA

“That the remuneration of Deed Administrators from commencement of DOCA to finalisation of the DOCA is determined at a sum equal to the cost of time spent by Deed Administrators and Deed Administrators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$31,080.00, exclusive of GST, and that Deed Administrators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Deed Administrators’ remuneration fixed may be revised upward if additional Deed Administrators’ remuneration is incurred or anticipated during the course of administration, subject to a further approval by creditors.”

Prospective Resolution 5 from commencement of liquidation to finalisation of liquidation

“That the remuneration of Liquidators from commencement of liquidation to finalisation of liquidation is determined at a sum equal to the cost of time spent by Liquidators and Liquidators’ staff, calculated at the hourly rates (subject to annual adjustment by the CPI amount) as detailed in this report to be fixed and payable at the amount of \$55,655.00, exclusive of GST, and that Liquidators can draw the remuneration on a monthly basis or as required if funds come to hand. The amount of Liquidators’ remuneration fixed may be revised upward if additional Liquidators’ remuneration is incurred or anticipated during the course of liquidation, subject to a further approval by creditors.”

Part 9: Disbursements

Disbursements are divided into three types:

- Externally provided professional services - these are recovered at cost. An example of an externally provided professional service disbursement is legal fees.

- Externally provided non-professional costs such as travel, accommodation and search fees - these are recovered at cost.
- Internal disbursements such as photocopying, printing and postage. These disbursements, if charged to the Administration, would generally be charged at cost; though some expenses such as telephone calls, photocopying and printing may be charged at a rate which recoups both variable and fixed costs. The recovery of these costs must be on a reasonable commercial basis.

We have undertaken a proper assessment of disbursements claimed for voluntary administration in accordance with the law and applicable professional standards. We are satisfied that the disbursements claimed are necessary and proper.

The following disbursements have been incurred by Administrators for the period from 27 June 2016 to 22 July 2016. Where amounts have been paid to our firm for externally provided services and costs, that is in reimbursement of a cost previously paid by our firm either due to a lack of funds in the administration at the time the payment was due or the direct invoicing of our firm by the supplier. All of the below transactions appear in the receipts and payments listing attached to this report as Appointee disbursements. Where payments to third parties are paid directly from the administration bank account, they are only included in the attached listing of receipts and payments.

Disbursements incurred 27/06/2016 – 22/07/2016	Basis	Total (Excl GST)
Externally provided professional services		
Legal costs	N/A	Nil
Externally provided non-professional services		
Disbursement	Searches	Nil
Disbursement	Advertisement	Nil
Internal disbursements		
Photocopies & Postage & Telephone	5% of remuneration incurred	\$659.66
Total		\$659.66

Future disbursements provided by my firm will be charged to the administration on the following basis:

Internal disbursements	Rate (Excl GST)
Advertising	At Cost
Photocopies & Postage & Telephone	5% of remuneration incurred

Rates applicable for financial year ending 30 June 2017.

Part 10: Summary of Receipts and Payments

There have been no receipts and payments in the administration to date.

Part 11: Queries

Should creditors require any further information they should first contact this office.

Part 12: Information Sheet

Attached to this Remuneration Report as Appendix C is a creditor information sheet titled 'Approving fees: a guide for creditors' issued by the Australian Securities and Investments Commission.