

## Schedule B - Fees

Item (inclusive of GST)	Charge	Item (inclusive of GST)	Charge
<b>Secretarial and Financial Fee-for-Service</b>		<b>Hourly Rate</b>	
Consultants per hour	\$291.50		
Community Managers (CM) per hour	\$291.50		
Accountant per hour	\$220.00		
Assistant Accountant/Assistant Community Manager per hour	\$165.00		
Administrative Staff per hour	\$104.50		
Arrears Staff per hour	\$165.00		
Local travel for meetings plus disbursement fees	\$ 77.00		
<b>Financial Services Fee-for-Service</b>		<b>Per Item Rate</b>	
Audit Pack Preparation fee (the greater of)	\$12.10 per lot or \$577.50		
Quarterly Business Activity Statement (BAS)	\$330/return		
Instalment Activity Statement Returns	\$155/return		
Annual CPI Calculation / Managers Fees	Acct hourly rate		
Additional accrued periodic financial statements	\$440 per report		
Attending to Payroll Processing Per Employee	\$16.50 per pay period		
Cash Flow Reports	Acct Hourly Rate		
Issuing notices and attending to queries re second debtor non payments.	\$38.50/1 <sup>st</sup> Ltr \$209.00/L.O.D		
<b>On-Charging Fee-for-Service</b>		<b>Per Item Rate</b>	
Recharges including on-charging to Lot Owners and related Owners Corporations	\$16.50/notice		
<b>Request by Owners (on Charged to the Owner)</b>			
On request Owner's statement	\$33.00		
Restore Notices for tax purposes (per financial year)	\$33.00		
Insurance Certificate of Currency	\$30.00		
Application for Discount Processing	\$55.00		
On request copies of records (No charge via Portal)	BCCM website fees		
Dishonoured Cheque	\$38.50		
Refund of overpayments	\$35.00		
Re-allocatiion of payments between Schemes	\$35.00		
<b>Other Items</b>			
Tax Return Fee	\$400 for chemes up and including 99 Lots \$500 for schemes with 100 lots or more		
Software Licence Fee	As per service provider		
Upload of additional portal Documents on request	Administrative Hourly Rate		
		<b>Owners Corporation Set Up Fees Fee-for-Service - Per Item</b>	
New Schemes		\$550-\$1,100	
Existing Schemes		A minimum of \$495 or by negotiation	
Re-subdivisions/lot entitlement changes – system update and consultancy		Asst.Acct/Consult/ hourly rate	
Changing Banks operating account (opening and closing accounts)		\$115.50.00	
<b>Administrative Fee-for-Service</b>		<b>Per Item Rate</b>	
Change of ownership (welcome packs) incl Comms & Disbursement fees		\$16.50 ea	
Attend to Register of Plant Annual Returns,		\$71.50 per return.	
Attend Reconvened Meetings		\$110.00	
General Meeting Electronic Voting		\$55.00 per meeting	
<b>Debt Recovery Management -</b>		<b>Per Item Rate</b>	
Preparation and issue of Reminder Notice		\$38.50/notice	
Preparation and issue of Overdue Notice		\$71.50/notice	
Preparation and issue of Letter of Demand (plus out of pocket expenses).		\$209.00/letter	
Standard search fee RP Data		\$38.50	
Additional Statements		\$11.00	
Setting up Payment Plans		\$38.50	
Monitoring Payment Plans		Arrears Hrly rate per month	
<b>Recovered Costs which include but are not limited to:</b>			
Eg Catering, couriers, stationery		Cost + 30%	
Non-local travel & meetings		Provider Cost + 30%	
		ATO Car Rates + 30%	
		Airfares at cost + 15%	
<b>Note:</b> For other unspecified items or duties as performed from time to time by SSKB, the fees for service applicable will be as listed on the SSKB website at the time the service is rendered.			
<b>*These fees have been negotiated between the parties to the Agreement.</b>			

## Schedule D – Charges and Associated Fees.

Communications & Disbursements Associated with Additional Services	Charge (inclusive of GST) Per Unit
Telephone calls(in and out)	Included in agreed services
EFT Remittance Transmission	\$1.32 ea
Cheques incl envelope & postage	\$2.53 ea
SMS plus setup fee	\$33.00 plus 17c per SMS
<b>Photocopying</b>	
A4 Print B&W/Print Colour	\$0.55/\$0.88 per print
A3 Print B&W/Print Colour	\$0.88/\$1.98 per print
A4 Electronic Image	\$0.44 per image
Special Levy /Additional levy Issue and Receipting	\$0.88 per Form Plus Comms/Disbursement Fees
<b>Envelopes Incl Labels:</b>	
Envelopes Small	\$0.55 ea
Envelopes Large	\$0.77 ea
Communications Fee	\$1.10 ea
Secret Ballot/Secret motion /incl coloured print/coloured paper	\$2.75 ea
Returning Officer Envelope	\$2.75 ea
<b>Postage:</b>	
Domestic and International Postage	AusPost charges + 30%
<b>Document Storage:</b>	<b>Electronic and Hard Copy</b>
<b>Physical and Electronic Storage</b>	
Electronic storage - a box equals approx 100 MB of storage	
Electronic Storage per box per week	\$7.15 Per Week 1 <sup>st</sup> box
Additional boxes	60c per week per additional box
<b>Paper Records</b>	
Storage facility admin/fee to permanently remove physical boxes	\$5.17 Per Box
Retrieval and Refile from storage facility	\$13.20 Box + Courier Fees
Archive work (destruction/sort records)	Administrative hourly rate
<b>Recovered Costs which include but are not limited to:</b>	
<b>Sundry :-</b>	
Eg. Catering	Cost + 30%
Courier Fees	Cost + 30%
Additional stationery & equipment	Cost + 30%
<b>Non Local Travel &amp; Meetings:-</b>	
Travel expenses, teleconferences	Provider Cost + 30% ATO Car Rates + 30% & Airfares at cost + 15%

**\*\*These fees have been negotiated between the parties to the Agreement.**