

Notes for the Interpretation of the SSKB Company Administration Agreement

Application of CPI Mechanism for increases

For each new Company financial year the fees in the Agreement will increase by 5% or CPI (all groups Brisbane) , whichever is the greatest.

The CPI Index increase mechanism is calculated using the following formula:

$$\frac{A \times B}{C}$$

Where: A is the fee payable for the year immediately prior to the Review Date;

B is the CPI Index determined for the quarter ending immediately prior to the Review Date;

C is the CPI Index determined for the quarter ending immediately prior to commencement of the year last concluded.

Insurance

Where the Company has not placed the insurance through SSKB's nominated insurer, insurance claims management and processing forms part of the Fee for Service

An insurance claim form and information on submitting claims is available on the SSKB website: [Claim Form](#)

Handover Procedure

On expiry or earlier termination of the Agreement, the Manager must deliver to the Company its seal and the records and other documents within 14 days after the expiry or termination in accordance with the Agreement. The SSKB Handover Process is located on the SSKB website <http://sskb.com.au/policies.html>

Fee for Service

The following items are not services included in the standard fee, but they may be services required from time to time by the Company and if performed they will be provided at the rates specified below. Where there is no rate specified then the charge will be calculated at the hourly rates, which are also set out below:

Examples of Fee for Service

Meetings

- Anything to do with any extraordinary general meetings
- Including more than the statutory motions and attachments, including the SSKB agreement in the annual general meeting notice. Each additional page would be subject to photocopy charges and the meeting notice would be subject to additional postage charges to distribute
- Attending meetings that go longer than the agreed duration in the agreement (which is generally 2 hours)
- Any secret voting or secret ballots at either the annual general meeting or an extraordinary general meeting
- Anything to do with any Directors meeting over and above the agreed number of meetings
- Attending meetings or any other services required outside of business hours

Financial

- Preparation of Business Activity Statements/Income Activity Statements
- Preparation of Audit Packs and resolution of audit queries.
- Annual reconciliation of payroll, superannuation and employee expenses for company employees
- Preparation additional accrued accounts
- Bulk utility accruals
- Government Tax Audits
- Investment of surplus funds on the instruction of the Directors
- Authorising and coding of invoices where a Director or building manager has not undertaken this task on the Invoice Hub Portal
- Recoding and on-charging of expenses

- Company set up fees including TFN/ABN/GST registration
- Opening and closing bank accounts including travel to branches
- Distribute other contribution notices other than the nominated notices (e.g. utility on charging) and special levy notices

Secretarial and Administrative

- International postage where an owner has not supplied an Australian address for mail.
- Any time any service is specifically required by the Company to be done in non-standard business hours
- Dealing with individual owners on Company matters
- Attending to correspondence
- Archiving, storage, retrieval and destruction of records
- Lodgement of documents with any Government or Statutory Authority including the Australian Securities and Investments Commission.
- Liaising with lawyers or other professionals
- Liaison with independent contractors and obtaining reports/quotations
- Repairs and maintenance co-ordination
- Call for the nomination of Directors and call for submission of motions for the annual general meeting
- Any matter related to the collecting of unpaid contributions and managing payment plans
- Any matters to do with non-receipt of change of ownership or change of address details
- Forwarding new owner information (levies, minutes, attending to share certificates/deeds etc)
- Insurance renewals, management of premium funding and claim processing if business placed outside SSKB's nominated broker
- Attending to workers compensation returns and register of plant annual returns
- Travel to and from meetings

Note the fees applicable will be as listed on the SSKB website at the time the service is rendered

Secretarial and Financial Fee-for-Service	Hourly Rate (ex GST)
Consultants per hour	\$250
Community Managers (CM) per hour	\$250
Accountant per hour	\$185
Assistant Accountant/Assistant Community Manager per hour	\$125
Administrative Staff per hour	\$95
Arrears Staff per hour	\$125
Local travel for meetings plus disbursement fees	\$60

Financial Services Fee-for-Service	
Audit Pack Preparation fee	\$10 per lot PBC/BMS \$500
Business Activity Statement (BAS)	\$300/return
Instalment Activity Statement Returns	\$150/return
Additional accrued periodic financial statements	\$400 per report
Attending to Payroll Processing	\$15 per employee per period
Issuing notices and attending to queries re second debtor non payments.	\$30/1 st Notice \$180/L.O.D

On-Charging Fee-for-Service	
Recharges including on-charging	\$9.50/notice

Set Up Fees Fee-for-Service	
New Company	\$500–\$1,000
Existing Company	A minimum of \$450 or by Negotiation
Re-subdivisions	Asst Act hourly rate
Changing Banks operating account (opening and closing accounts)	\$100

Administrative Fee-for-Service	
Nomination Fee incl disbursements	\$3.90 notice
Change of ownership (welcome packs) incl disbursement fees	\$15.00 ea
Attend to workers comp returns & Register of Plant Annual Returns	\$60/per return

Administration Fees for Arrears Management - (Non Payment of Contributions on-charged to the lot owner)	
Preparation and issue of Reminder Notice	\$30/notice
Preparation and issue of Overdue Notice	\$60/notice
Preparation and issue of Letter of Demand (plus out of pocket expenses).	\$180/letter

Note : The fees-for-service applicable will be as listed on the SSKB website at the time the service is rendered.

Request for Services by Lot Owners (on-charged to the owner)

On request Owner's Statement	\$30/statement
Restore Notices for tax purposes	\$30/ per financial year
On request Copies of records.	Admin Staff hourly rate
Insurance Certificate of Currency	\$27.27
Application for Discount (for processing approved application)	\$50
Dishonoured Cheque	\$35 (bank charges)
Refund of overpayments	\$31.80

Fee-for-Service Disbursements(excl GST)

Telephone calls	Telstra Cost + 30%
EFT Remittance Transmission	\$0.50
Cheques incl envelope & postage	\$1.60
SMS	Cost + 30%

Photocopying :

A4 Black and White	43c per print
A3 Black and White	70c per print
A4 In Colour	72c per print
A3 In Colour	\$1.72 per print

Special Levy /Additional levy Forms	50c per Form
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Envelopes incl Labels:

Envelopes Small	\$0.30 ea
Envelopes Large	\$0.50 ea
Secret Ballot/Secret motion /incl coloured paper	\$1.50 ea

Postage:

Domestic	AusPost charges + 30%
International	AusPost charges + 30%

Physical & Electronic Storage

Archive Box	\$6.00 each
Storage per box per week	\$6.20 Per Week 1 st box
Storage per week additional boxes	50c per week per add box

Note: electronic storage, a box equals approx. 100MB of storage)

Permanent removal physical boxes (storage facility charge)	\$4.00 Per Box
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Retrieval and Refile from storage	\$9.80 Box
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Recovered Costs which include but are not limited to:

Sundry :-

Eg. Catering	Cost + 30%
Courier Fees	Cost + 30%

Non Local Travel & Meetings:-

Travel expenses, teleconferences	Provider Cost + 30%
	ATO Car Rates + 30%
	& Airfares at cost + 15%

PP & S Costs:-

Additional stationery & equipment	Cost + 30%
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OTHER

Tax Return Fee as negotiated with external provider	\$375 <100 lots \$475 >100 lots
Software Licence Fee	As per service provider

Other unspecified items or duties as performed from time to time by SSKB at the cost nominated by SSKB