

## Schedule B – Fees – SSKB NSW Strata Agreement

Item	Charge (inclusive of GST)	Unit
<b>Secretarial and Financial Fee-for-Service</b>	<b>Hourly Rate (Inclusive GST)</b>	<b>Body Corporate Set Up Fees Fee-for-Service Per Item Rate</b>
Consultants per hour	\$275	New Schemes \$550–\$1,100
Community Managers (CM) per hour	\$275	Existing Schemes A minimum of \$495 or by negotiation
Accountant per hour	\$203.50	Re-subdivisions/lot entitlement changes – system update and consultancy Asst.Acct/Consult/ hourly rate
Assistant Accountant/Assistant Community Manager per hour	\$137.50	Changing Banks operating account (opening and closing accounts) \$110
Administrative Staff per hour	\$104.50	<b>Administrative Fee-for-Service Per Item Rate</b>
Arrears Staff per hour	\$137.50	Nomination Fee incl disbursements \$4.29 notice
Local travel for meetings plus disbursement fees	\$66	Change of ownership (welcome packs) incl disbursement fees \$16.50 ea
<b>Financial Services Fee-for-Service</b>	<b>Per Item Rate</b>	Attend to workers comp returns & Register of Plant Annual Returns \$66/per return
Audit Pack Preparation fee (the greater of)	\$11 per lot or \$550	<b>Debt Recovery Management - Per Item Rate</b>
Business Activity Statement (BAS)	\$330/return	Preparation and issue of Reminder Notice \$33/notice
Instalment Activity Statement Returns	\$155/return	Preparation and issue of Overdue Notice \$66/notice
Annual CPI calculation / Managers Fees	\$82.50	Preparation and issue of Letter of Demand (plus out of pocket expenses). \$198/letter
Additional accrued periodic financial statements	\$440 per report	Standard search fee \$37.50
Attending to Payroll Processing	\$16.50 per employee per period	Additional Statements \$11
Issuing notices and attending to queries re second debtor non-payments.	\$33/1 <sup>st</sup> Notice \$198/L.O.D	Managing payment plans Arrears staff rate
<b>On-Charging Fee-for-Service</b>	<b>Per Item Rate</b>	Other unspecified items or duties as performed from time to time by SSKB at the cost nominated by SSKB
Recharges including on-charging to lot owners and related bodies corporate	\$10.45/notice	

## Schedule D – Charges and Associated Fees.

Item for Additional Services	Charge (inclusive of GST) Per Unit
<b>Additional Service Disbursements</b>	
Telephone calls	Telstra Cost + 30% per call
EFT Remittance Transmission	\$0.55 per EFT
Cheques incl envelope & postage	\$1.76 per cheque posted
SMS	Cost + 30% per SMS
<b>Photocopying :</b>	
A4 Black and White	47c per print
A3 Black and White	79c per print
A4 In Colour	\$1.10 per print
A3 In Colour	\$1.89 per print
Special Levy /Additional levy Forms	55c per Form Plus envelope and postage
<b>Envelopes Incl Labels:</b>	
Envelopes Small	\$0.33 ea
Envelopes Large	\$0.55 ea
Secret Ballot/Secret motion /incl coloured paper	\$1.65 ea
Returning Officer Envelope	\$1.10 + postage per envelope
<b>Postage:</b>	
Domestic	AusPost charges + 30%
International	AusPost charges + 30%
<b>Document Storage:</b>	Electronic and Hard Copy

Physical and Electronic storage	
Storage per box per week	\$6.82 Per Week 1st box
Additional boxes	55c per week per additional box
Electronic storage a box equals approx 100 MB of storage this includes scanning, indexing and management of docs.	
Permanent removal (storage facility charge)	\$4.70 Per Box
Retrieval and Refile from storage	\$10.78 Box
Archive Box	\$6.60 each
Recovered Costs which include but are not limited to:	
<b>Sundry :-</b>	
Eg. Catering	Cost + 30%
Courier Fees	Cost + 30%
<b>Non Local Travel and Meetings:-</b>	
Travel expenses, teleconferences	Provider Cost + 30% ATO Car Rates + 30% & Airfares at cost + 15%
<b>PP &amp; S Costs:-</b>	
Additional stationery & equipment	Cost + 30%
<b>OTHER</b>	
Tax Return Fee	\$440.00 for schemes up to and including 99 lots \$550.00 for with 100 lots and over
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	