

Notes For The Interpretation of the SSKB Building Management Group Agreement

Application of CPI Mechanism for increases

Where the term is greater than one (1) year, on the anniversary of the Agreement, fees in the Agreement will increase by 5% or CPI (All Groups Brisbane) whichever is the greater. The formula for calculating the review will be as follows:

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 BMG has not placed the insurance through SSKB's nominated broker, 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: [Insurance Claim Form](#)

Handover Procedure

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

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 BMG 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 meetings over the agreed meetings in the BMG Agreement.

- Attending meetings that exceed the agreed duration in the agreement (which is generally 2 hours)
- 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
- Preparation of additional accrued accounts
- Government Tax Audits
- BMG set up fees including TFN/ABN/GST registration
- Opening and closing bank accounts
- Authorising and coding of invoices where a BMG group member or appointed manager has not undertaken this task on the Invoice Hub Portal
- Recoding and on-charging of expenses

Secretarial and Administrative

- Any time any service is required by the BMG to be done in non-standard business hours
- Archiving, storage, retrieval and destruction of records
- Lodgement of documents with any Government or Statutory Authority such as the Dept. of Natural Resources
- Liaison with lawyers or other professionals or government departments
- Liaison with independent contractors and obtaining reports/quotations, including maintenance coordination
- Any matter related to the collecting of unpaid contributions/second debtor accounts
- Managing reconciliation of lot accounts and forwarding new owner information
- Insurance renewals, management of premium funding and claim processing if business placed outside SSKB's nominated broker

Hourly Rates for Fee for Service	Ex GST
Consultants per hour	\$250
Community Managers (CM) per hour	\$250
Accountant per hour	\$185
Asst Accountant/ Community Manager and Arrears Staff per hour	\$125
Administrative staff per hour	\$ 95

Financial Services Fee-for-Service	
Audit Pack Preparation fee	BMG \$500
Business Activity Statement (BAS)	\$300/return
Instalment Activity Statement Returns	\$150/return
Additional accrued financial statements	\$400 per report
Re-charges including on charging	\$9.50/notice
Issuing notices and attending to queries re non payments.	\$30/1st Notice \$180/L.O.D
Arrears staff per hour thereafter	
Attend to Register of Plant Annual Return	60/return

Body Corporate Set Up Fees Fee-for-Service	
New Schemes	\$500 to \$1,000
Existing Schemes over 5 parties	Minimum of \$450 or by negotiation
Opening and closing bank accounts	\$100

Request for Services by Owners (on-charged to the owner)	
On request Owner's Statement	\$30/statement
On request Copies of records.	Admin Staff hourly rate
Insurance Certificate of Currency	\$27.27
Dishonoured Cheque	\$35 (bank charges)

Fee-for-Service Disbursement	(Excl GST)
Telephone calls	Telstra Cost + 30%
EFT Remittance Transmission	\$0.50
Cheques incl envelope & postage	\$1.60
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

Envelopes Incl Labels:	
Envelopes Small	\$0.30 ea
Envelopes Large	\$0.50 ea

Postage:	
Domestic/International	AusPost charges + 30%

Physical & Electronic Document Storage:	Archiving Fees
Storage per week per box	\$6.20 Per Week 1st box
Storage per week additional boxes	50c per week per add box
Note: electronic storage, a box = 100MB of storage.	
Permanent removal physical boxes (storage facility charge)	\$4.00 Per Box
Retrieval and Refile from storage	\$9.80 Box

Recovered Costs which include but are not limited to:

Sundry :-	
Eg. Courier fees/lodgement of documents	Cost + 30%
Travel & Meetings:-	
Travel expenses, teleconferences	Provider Cost + 30% ATO Car Rates + 30%

PP&S Costs:-	
Additional stationery & equipment	Cost + 30%

OTHER:	
Tax Return Fee as negotiated with provider	\$400
Software Licence Fee	Per service provider

Any unspecified items or duties as requested from time to time and performed by SSKB at the cost nominated by SSKB