

Schedule B and D - Fees

Item (inclusive of GST)	Charge	Item (inclusive of GST)	Charge
Secretarial and Financial Fee-for-Service		Hourly Rate	
Consultants per hour	\$308.00		
Community Managers (CM) per hour	\$308.00		
Accountant per hour	\$247.50		
Assistant Accountant/Assistant Community Manager per hour	\$187.00		
Administrative Staff per hour	\$137.50		
Arrears Staff per hour	\$187.00		
Local travel for meetings plus disbursement fees	\$ 88.00		
Financial Services Fee-for-Service		Per Item Rate	
Audit Pack Preparation fee (or the greater of)	\$16.50 per lot \$654.50		
Quarterly Business Activity Statement (BAS)	\$341.00/return		
Instalment Activity Statement Returns	\$170.50/return		
Annual CPI Calculation / Caretaker Fees	Acct hourly rate		
Additional accrued periodic financial statements	\$440 per report		
Attending to Payroll Processing Per Employee	Acct Hourly Rate		
Cash Flow Reports	Acct Hourly Rate		
Public Officer Fee	\$187.00 per annum		
Verify New Creditor Bank Details	\$27.50 (First 3 attempts)		
Invoice Hub Approver Changes	\$55.00 ea.		
Issuing notices and attending to queries re second debtor non payments.	\$38.50/1 st Ltr \$209.00/LOD		
On-Charging Fee-for-Service		Per Item Rate	
Recharges including on-charging to Lot Owners and related Owners Corporations	\$16.50/notice		
Request by Owners (on Charged to the Owner)			
On request - Owner's statement	\$33.00		
Restore Notices for tax purposes (per fin year)	\$33.00		
Insurance Certificate of Currency	\$33.00		
Application for Discount Processing	\$55.00		
On request copies of records (No charge via Portal)	NSW Land Registry fees		
Dishonoured Cheque	\$38.50		
Refund of overpayments	\$38.50		
Re-allocation of payments between Schemes	\$38.50		
Other Items			
Tax Return Fee	\$440 for schemes up to and including 99 lots \$550 for schemes with 100 lots or more		
Software Licence Fee	As per service provider		
Upload of additional portal Documents on request	Administrative Hourly Rate		
Owners Corporation Set Up Fees Fee-for-Service - Per Item			
New Schemes	\$550–\$1,100 Plus personnel costs		
Existing Schemes	A minimum of \$605.00 or by negotiation		
Building Closure Fee	\$1,100.00		
Re-subdivisions/lot entitlement changes – system update and consultancy	Asst.Acct/Consult/ hourly rate		
Changing Banks operating account (opening and closing accounts)	\$165.00		
Administrative Fee-for-Service		Per Item Rate	
Change of ownership (welcome packs) incl Comms & Disbursement fees	\$27.50 ea		
Attend to Register of Plant Annual Returns,	\$104.50 per return		
Attend Reconvened Meetings	\$165.00		
General Meeting Electronic Voting	\$60.50 per meeting		
Debt Recovery Management -		Per Item Rate	
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	Cost + 30%		
Additional Statements	\$12.10		
Setting up Payment Plans	\$38.50		
Monitoring Payment Plans	Arrears hourly rate per month		
Recovered Costs which include but are not limited to:			
Eg Catering, couriers, stationery	Cost + 30%		
Non-local travel & meetings	Provider Cost + 30%		
	ATO Car Rates + 30%		
	Airfares at cost + 15%		
Note: 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. *These fees have been negotiated between the parties to the Agreement.			

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	\$2.20 ea
SMS plus setup fee	\$55.00 per levy period plus 17c per SMS
Photocopying	
A4 Print B&W/Print Colour	\$0.72/\$1.05 per print
A3 Print B&W/Print Colour	\$1.05/2.15 per print
A4 Electronic Image	\$0.44 per image per Lot
Special Levy /Additional levy Issue and Receipting	\$2.15 per Form Plus Comms/Disbursement Fees
Envelopes Incl Labels:	
Envelopes Small	\$0.55 ea
Envelopes Large	\$0.77 ea
Communications Fee	\$1.32 per lot
Secret Ballot/Secret motion /incl coloured print/coloured paper	\$3.30 ea
Returning Officer Envelope	\$3.30 ea
Postage:	
Domestic and International Postage	Cost + 30%
Physical and Electronic - Document Storage	Electronic and Hard Copy
Storage per box	\$7.15 per week, \$0.60 per week per additional box
Electronic Storage per 100 MB	\$7.15 per week per 100MB, \$0.33 per week per
	Additional 100 MB
Paper Records	
Storage facility admin/fee to permanently remove physical boxes	\$5.17
Retrieval and refile from storage facility	\$13.20 Box + Courier Fees
Archive work (destruction/sort records)	Administrative hourly rate
Recovered Costs which include but are not limited to:	
Sundry:	
Eg. Catering	Cost + 30%
Courier Fees	Cost + 30%
Additional stationery & equipment	Cost + 30%
Non-Local Travel & Meetings:	
Travel expenses, teleconferences	ATO Car Rates + 30% & Airfares at cost + 15%

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