

Remuneration Reports

Description of Work Completed

Company: CD Anywhere Pty Ltd

Administration Type: Voluntary Administration

Period from 24 October 2008 to 28 November 2008

Task Area	General Description	Includes
Assets [111.9 hours] [\$ 25,076.25 plus GST]	Plant and Equipment [10.8 hours; 9.7%]	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Assets subject to specific charges [17.1 hours; 15.3%]	All tasks associated with realising a charged asset
	Debtors [38.4 hours; 34.3%]	Correspondence with debtors
		Reviewing and assessing debtors ledgers
		Liaising with debt collectors and solicitors
	Stock [19.3 hours; 17.2%]	Conducting stock takes
		Reviewing stock values
Liaising with purchasers		
Other Assets [15.6 hours; 13.9%]	Tasks associated with realising other assets	
Leasing [10.7 hours; 9.6%]	Reviewing leasing documents	
	Liaising with owners/lessors	
Creditors [160.5 hours]	Creditor Enquiries [26.2 hours; 16.3%]	Receive and follow up creditor enquiries via telephone
		Review and prepare correspondence to creditors and their representatives via facsimile, email and post
		Correspondence with committee of creditors members
	Retention of Title Claims [17.0 hours; 10.6%]	Receive initial notification of creditor's intention to claim
		Maintain retention of title file
		Meeting claimant on site to identify goods
	Secured creditor reporting [0.6 hours; 0.4%]	Responding to secured creditor's queries
	Creditor reports [15.8 hours; 9.8%]	Preparing 439A, investigation, meeting and general reports to creditors
	Dealing with proofs of debt [20.9 hours; 13.0%]	Receipting and filing POD's when not related to a dividend
		Corresponding with taxation authorities regarding POD's when not related to a dividend

Task Area	General Description	Includes
<p>[\$27,454.00]</p> <p>Previous advice:</p> <p>[253.6 hours]</p> <p>[\$40,300 plus GST]</p>	<p>Meeting of Creditors [59 hours; 36.8%]</p>	Preparation meeting notices, proxies and advertisements
		Forward notice of meeting to all known creditors
		Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting
		Preparation and lodgement of minutes of meetings with ASIC
		Respond to stakeholder queries and questions immediately following meeting
	<p>Employees enquiry [7.2 hours; 4.5%]</p>	Receive and follow up employee enquiries via telephone
		Review and prepare correspondence to employees and their representatives via facsimile, email and post
		Preparation of letters to employees advising of their entitlements and options available
	<p>GEERS [nominal; 0%]</p>	Correspondence with GEERS
	<p>Calculation of entitlements [3.3 hours; 2.1%]</p>	Correspondence with TCCI seeking advice about claim lodged in the Tasmanian Industrial Commission by Joshua McGarrity
		Resolving payroll issues
	<p>Other employee issues [8 hours; 5.0%]</p>	Correspondence with Centrelink (including preparation of Separation Certificates)
	<p>Processing employee proofs of debt [2.5 hours; 1.6%]</p>	Receipt of PODs
		Maintain POD register
<p>Directors [7.2 hours] [\$997.50] Previous advice: [13 hours] [\$1,740 plus GST]</p>	<p>Enquiries [7.2 hours; 100%]</p>	Advice of appointment and obligations
		Interview
		Respond to queries from directors
	<p>Conducting investigation [16.8 hours; 12.9%]</p>	Collection of company books and records
		Reviewing company's books and records
		Review and preparation of company nature and history
		Conducting and summarising statutory searches
		Preparation of comparative financial

Task Area	General Description	Includes	
Statutory and General [129.9 hours] [\$24,232.50] Previous advice: [123.8 hours] [\$20,995 plus GST]		statements	
		Preparation of deficiency statement	
		Review of specific transactions and liaising with directors regarding certain transactions	
		Preparation of investigation file	
		ASIC reporting [5 hours; 3.8%]	Preparing statutory investigation reports
			Liaising with ASIC
		Document maintenance/file review/ checklist [29.5 hours; 22.7%]	Filing of documents
			File reviews
			Updating checklists
		Insurance [8.2 hours; 6.3%]	Identification of potential issues requiring attention of insurance specialists
			Correspondence with insurer regarding initial and ongoing insurance requirements
			Reviewing insurance policies
			Correspondence with previous brokers
		Bank account administration [2.4 hours; 1.8%]	Preparing correspondence opening and closing accounts
			Requesting bank statements
			Bank account reconciliations
			Preparing and authorising receipt vouchers
			Preparing and authorising payment vouchers
			Correspondence with bank regarding specific transfers
		ATO and other statutory reporting [nominal; 0%]	Notification of appointment
		Planning / Review [28.6 hours; 22.0%]	Discussions regarding status of administration
		Site Management [29.1 hours; 22.4%]	Liaising with suppliers
			Liaising with management and staff
		Attendance on site	
		Authorising purchase orders	
		Maintaining purchase order registry	
		Liaising with superannuation funds regarding contributions, termination of employees employment	
		Liaising with taxation authorities regarding payroll tax issues	
	Processing receipts and payments [10.3 hours; 7.9%]	Entering receipt and payments into accounting system	

Description of Work Completed

Company: CD Anywhere Pty Ltd

Administration Type: Creditors Voluntary Liquidation

Period from 29 November 2008 to 15 April 2009

Task Area	General Description	Includes
Assets [113.8 hours] [\$ 22,819.25] Previous advice: [195 hours] [\$29,200 plus GST]	Plant and Equipment [7.4 hours; 6.5%]	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Assets subject to specific charges [12.6 hours; 11.1%]	All tasks associated with realising a charged asset
	Debtors [50.5 hours; 44.4%]	Correspondence with debtors Reviewing and assessing debtors ledgers
	Stock [24.6 hours; 21.6%]	Conducting stock takes Reviewing stock values Liaising with purchasers
	Other Assets [4.2 hours; 3.7%]	Tasks associated with realising other assets
	Leasing [14.5 hours; 12.7%]	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases
	Creditors [145.6 hours] [\$23,480.75] Previous advice: [300 hours] [\$41,400 plus GST]	Creditor Enquiries [26.8 hours; 18.4%]
Creditor reports [3.8 hours; 2.6%]		Preparing general reports to creditors
Dealing with proofs of debt [1.4 hours; 1.0%]		Receipting and filing POD's when not related to a dividend Corresponding with taxation authorities regarding POD's when not related to a dividend
Meeting of Creditors [7.5 hours; 5.2%]		Preparation and lodgement of minutes of meetings with ASIC
Employees enquiry [10.5 hours; 7.2%]		Receive and follow up employee enquiries via telephone Review and prepare correspondence to creditors and their representatives via facsimile, email and post Preparation of letters to employees advising of their entitlements and options available
Calculation of entitlements		Calculating employee entitlements Reviewing employee files and company's books

Task Area	General Description	Includes	
	[49.8 hours; 34.2%]	and records Reconciling superannuation accounts Reviewing awards	
	Employee dividend [44.1 hours; 30.3%]	Correspondence with employees regarding dividend Correspondence with ATO regarding SGC proof of debt Calculating dividend rate Preparing dividend file Advertising dividend notice Preparing distribution Receipting POD's Adjudicating POD's Ensuring PAYG is remitted to ATO	
	Other employee issues [1 hour; 0.7%]	Correspondence with Centrelink	
	Processing employee proofs of debt [0.7 hours; 0.5%]	Preparation of correspondence to potential creditors inviting lodgement of POD Receipt of PODs Maintain POD register	
	Directors [2.9 hours] [\$776.00] Previous advice: nil	Enquiries [2.9 hours; 100%]	Respond to queries from director
	Statutory and General	Conducting investigation [6.6 hours; 5.4%]	Collection of company books and records reconstruction of financial statements, company's books & records and Report as to Affairs Reviewing company's books and records Conducting and summarising statutory searches Preparation of comparative financial statements Review of specific transactions and liaising with directors regarding certain transactions Preparation of investigation file
		ASIC reporting [nominal; 0%]	Preparing statutory investigation reports
		Document maintenance/file review/ checklist [20.8 hours; 17.0%]	Filing of documents File reviews Updating checklists
		Insurance [7.4 hours; 6.1%]	Identification of potential issues requiring attention of insurance specialists Correspondence with insurer regarding initial and ongoing insurance requirements Reviewing insurance policies Correspondence with previous brokers
		Bank account administration [38.3 hours; 31.4%]	Preparing correspondence opening and closing accounts Requesting bank statements Bank account reconciliations

Task Area	General Description	Includes
Previous advice: [122 hours] [\$19,579.75] [100 hours] [\$15,100 plus GST]		Preparing and authorising receipt vouchers
		Preparing and authorising payment vouchers
		Correspondence with bank regarding specific transfers
	ATO and other statutory reporting [5.3 hours; 4.3%]	Notification of appointment
		Preparing BAS
	Planning / Review [13.7 hours; 11.2%]	Discussions regarding status of administration
	Books and records / storage [nominal; 0%]	Dealing with records in storage
		Sending job files to storage
	Site Management [29.8 hours; 24.4%]	Liaising with suppliers
		Liaising with management and staff
Attendance on site		
Authorising purchase orders		
Maintaining purchase order registry		
Liaising with superannuation funds regarding contributions, termination of employees employment		
Liaising with taxation authorities regarding payroll tax issues		
Retention of Title matters [51.4 hours] [\$16359.00]	Retention of Title Claims [51.4 hours; 100%]	Receive initial notification of creditor's intention to claim
		Maintain retention of title file
		Meeting claimant on site to identify goods
		Adjudicate retention of title claim
		Forward correspondence to claimant notifying outcome of adjudication
		Preparation of correspondence to claimant

Remuneration Report

Description of Work Completed

Company: CD Anywhere Pty Ltd

Administration Type: Liquidation

Period from 16 April 2009 to 31 July 2009

Task Area	General Description	Includes
Assets [29.1 hours] [\$8,234]	Plant and Equipment [13.2 hours; 45.4%]	Liaising with valuers, auctioneers and interested parties Reviewing asset listings
	Assets subject to specific charges [nominal; 0%]	All tasks associated with realising a charged asset
	Stock [6.8 hours; 23.4%]	Conducting stock takes
		Reviewing stock values
		Liaising with purchasers
	Other Assets [7 hours; 24.0%]	Tasks associated with realising other assets
Leasing [2.1 hours; 7.2%]	Reviewing leasing documents Liaising with owners/lessors Tasks associated with disclaiming leases	
Creditors [21.2 hours] [\$3,980.50]	Creditor Enquiries [14.4 hours; 67.9%]	Receive and follow up creditor enquiries via telephone
		Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Dealing with proofs of debt [nominal; 0%]	Receipting and filing POD's when not related to a dividend
		Corresponding with taxation authorities regarding POD's when not related to a dividend
	Employees enquiry [3.3 hours; 15.6%]	Receive and follow up employee enquiries via telephone
		Review and prepare correspondence to creditors and their representatives via facsimile, email and post
	Priority dividend [3.4 hours; 16.0%]	Correspondence with ATO regarding SGC proof of debt
		Calculating dividend rate
		Preparing dividend file Preparing distribution
	Processing proofs of debt [0.1 hours; 0.5%]	Receipt of PODs
Maintain POD register		
Conducting investigation [nominal; 0%]	Collection of company books and records	
	Reviewing company's books and records	
	Review of specific transactions and liaising with directors regarding certain transactions	

Task Area	General Description	Includes
Statutory and General [102 hours] [\$17,663.00]		Preparation of investigation file
	Vacating company premises [41 hours; 40.2%]	Cancellation of services
		Packing and dispatch of company records to storage
		Arranging removal of rubbish
	Document maintenance/file review/ checklist [30.9%; 30.3%]	six monthly administration review
		Filing of documents
		File reviews
	Insurance [2.9 hours; 2.8%]	Updating checklists
		Correspondence with broker regarding initial and ongoing insurance requirements
	Bank account administration [11.2 hours; 11.0%]	Reviewing insurance policies
Requesting bank statements		
Bank account reconciliations		
ASIC statutory reporting [0.7 hours; 0.7%]	Preparing and authorising payment vouchers	
	Preparing and lodging ASIC forms and returns	
ATO and other statutory reporting [12.8 hours; 12.5%]	Preparing BAS	
	Completing PAYG summaries certificates	
Planning / Review [2.5 hours; 2.5%]	Discussions regarding status of administration	
Retention of Title matters [2.1 hours] [\$572.50]	Retention of Title Claims [2.1 hours; 100%]	Receive notification of creditor's intention to claim and related information
		Maintain retention of title file
		Identifying goods
		Adjudicate retention of title claim
		Forward correspondence to claimant notifying outcome of adjudication
		Preparation of payment vouchers to satisfy valid claim
		Preparation of correspondence to claimant to accompany payment of claim (if valid)

Remuneration Report

Description of Work yet to be fully completed and billed

Company/Debtor: CD Anywhere Pty Ltd

Administration Type: Liquidation

Period from 1 August 2009 to 31 January 2010

Task Area	General Description	Includes	
Assets [54.8 hours] [\$ 9,940.50]	Debtors (40.5hrs; 73.9 %; \$6,320)	Correspondence with debtors	
		Reviewing and assessing debtors ledgers	
		Liaising with debt collectors	
	Staff Loans (11hrs; 20.1%; \$2,970)	Correspondence & arrangements regarding staff loans	
	Other Assets (3.3hrs; 6.0%; \$650.50)	Tasks & documentation associated with realising other assets, including enquiries regarding litigation funding & voidable transactions	
Creditors [97.7 hours] [\$20,278.50]	Creditor Enquiries (3hrs; 3.1%; \$445)	Receive and follow up creditor enquiries via telephone	
		Review and prepare correspondence to creditors and their representatives via facsimile, email and post	
	Retention of Title Claims (1.5hrs; 1.5%; \$222.50)	Finalise records including payment / receipt monies owed due to sale or return of stock	
	Secured creditor reporting (21hrs; 21.5%; \$6,210)	Preparing report to secured creditor(s)	
		Responding to secured creditor's queries	
	Creditor reports (12hrs; 12.3%; \$1,960)	Preparing general reports to creditors	
	Dealing with proofs of debt (1.2hrs; 1.2%; \$303)	Finalising adjudication of claims & record keeping	
	Meetings of Creditors (53.7hrs; 55.0%; \$10,323)		Preparation meeting notices, proxies and advertisements
			Forward notice of meeting to all known creditors
			Preparation of meeting file, including agenda, certificate of postage, attendance register, list of creditors, reports to creditors, advertisement of meeting and draft minutes of meeting
Preparation and lodgement of minutes of meetings with ASIC			
Respond to stakeholder queries and questions immediately following meeting			

Task Area	General Description	Includes
	Dividend procedures (5.3hrs; 5.4%; \$815)	Preparation of dividend calculation(s) & payment(s) & appropriate records Preparation of correspondence to creditors enclosing payment of dividend
Director/Debtor [5.5 hours] [\$1,897.50]	Enquiries	Respond to queries from directors Attending to monies held in trust
Statutory and General [30.9hours] [\$5,030.50]	Document maintenance/file review/ checklist (10hrs; 32.4%; \$2,005)	First month, then six monthly administration review
		Filing of documents
		File reviews
		Updating checklists
	Bank account administration (3.9hrs; 12.6%; \$444)	Preparing correspondence closing accounts
		Requesting bank statements
		Bank account reconciliations
		Correspondence with bank regarding specific transfers General bookkeeping
	ASIC statutory reporting (7hrs, 22.6%; \$1,280)	Preparing and lodging ASIC forms and returns
	ATO and other statutory reporting (2.5hrs; 8.1%; \$332.50)	Preparing BAS – quarters ended September & December 2009
Finalisation (5hrs; 16.2%; \$754)	Notifying ATO of finalisation	
	Cancelling ABN / GST / PAYG registration	
	Completing checklists Finalising WIP	
General correspondence (2.5hrs; 8.1%; \$215)	Recording all correspondence received & sent	