

# RECOMMENDED SCHEDULE OF DUTIES AND CHARGES



The charges set out or referred to herein are recommended charges only and there is no obligation to comply with the recommendation. The members are expected to adopt charges as appropriate to the particular Company. By way of example, high rise developments with lifts, swimming pools etc. may attract a higher fee per lot. The annual cost of services contained in Clause 2.1 is generally based on a charge in the range of \$170.00 to \$485.00 per lot, depending upon the size and complexity of the Company; with a minimum management fee per Company of \$1,800.00 per annum.

The tasks in Clause 2.2 are charged in addition to the cost of services contained in Clause 2.1. If an hourly rate is adopted the time charge should be a reasonable rate. This will vary depending upon the type of services to be performed and may take into account its complexity and difficulty; the importance of the matter to you; the skills, specialised knowledge and responsibility involved. The rate should be fixed prior to carrying out any duties. SCA (Vic) recommends an hourly rate in the range of \$110.00 to \$240.00 per hour. SCA (Vic) recognises that for complex matters a higher hourly rate may apply.

## ADDITIONAL SERVICES PAID BY HOURLY RATE OR FIXED FEE

*(Service Company & Company Share Basis Flat Schemes)*

Description of services to be provided by Manager on hourly rate or fixed fee basis	Amount
ABN/GST registration / de registration / alteration	\$121.00
Affixing common seal	\$18.15
Answering requisitions or questions arising out of provision of information	Hourly Rate
Any other services not included in this schedule	Hourly Rate
Arrange any major (> \$1,000 or 15 minutes) maintenance/repair/replacement of Company Property (% of project value)	5%
Attendances to dispute resolution	Hourly Rate
Attendances to VCAT	Hourly Rate
Attendances necessary for preparation of the share register of the Company the register of Directors and all registers required to be maintained under the Act	\$242.00
Attendance to overdrawn accounts:	
Establishment of overdraft facility	\$242.00
Professional fees for administering an overdrawn account (per month)	\$30.25
Disbursement fees and charges relating to an overdrawn account (per month)	\$30.25
Attendance to provide inspection of any records of the Company and its registers to authorised persons, and responding to enquiries (Minimum charge 1 hour)	Hourly Rate
Attending AGM outside hours of 9.00 a.m. and 5.00 p.m. on weekdays	Hourly Rate
Compiling records to enable preparation of accounts for audit purposes	Hourly Rate
Compiling records to enable preparation of accounts for lodgement of each BAS	\$242.00
Compiling records to enable tax preparation	\$242.00
Convene, distribute notices for and or attend Extraordinary General Meetings and or Meetings of Directors and/or committees of Directors	Hourly Rate
Counter signing of cheques (per month)	\$30.25
Debt recovery letter	\$72.60
Establish a maintenance fund in the name of the Company	Hourly Rate
Establishment of records and setting up of Company (per lot)	\$24.20
Facilitate Preparation of a maintenance plan for the property of the Company	Hourly Rate
Handling Building Defects	Hourly Rate
Instruct debt collectors and or solicitors and generally supervise or attend any legal proceedings or hearings affecting the Company	Hourly Rate
Insurance claim – preparation and lodgement of claim (exceeding 15 minutes)	Hourly Rate
Keeping of keys (per annum)	\$72.60

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Description of services to be provided by Manager on hourly rate or fixed fee basis	Amount
Keep wage, taxation and other related records required by the Company	Hourly Rate
Liaison & administration with Accountants, Auditors, Architects, Actuaries Engineers, Builders, Lawyers Surveyors, Valuers or other professionals in relation to work or matters affecting the Company	Hourly Rate
Maintain any additional accounts for the Company (eg investment, maintenance fund)	Hourly Rate
Preparation and lodgement of Returns other than Annual Returns required to be lodged with ASIC in accordance with the Act eg Change of Director, Change of Top 20 Shareholders. Per Notification. (excludes lodgement fee)	\$25.00
Preparation of records on transfer of management	\$484.00
Prepare and obtain a resolution in writing for signature by all Directors or all members of the Company (Minimum charge 2 hours)	Hourly rate
Property visits (other than the initial visit which is free)	Hourly Rate
Provide client payment history (where possible only) (paid by applicant)	\$30.25
Provide financial report other than for an AGM	\$121.00
Public Officer fee (per annum)	\$121.00
Rectify record deficiency in new files at commencement of management	Hourly Rate
Supply of answers to requisitions and answers to other enquiries	Hourly Rate
Supply of copy documents and records of the Company (eg. Title, Memorandum and Articles/Constitution, Service Agreements, charges, leases and licences, past minutes or income and expenditure reports, etc.) plus copying costs (payable by applicant). (First record requested at any one time)	1.15 fee units plus GST, and if a printed copy of the electronically provided records is also requested 22 cents per page
Supply of copy documents and records of the Company (eg. Title, Memorandum and Articles/Constitution, Service Agreements, charges, leases and licences, past minutes or income and expenditure reports, etc.) plus copying costs (payable by applicant). (Second and subsequent records requested in relation to the same request).	\$8.36; and if a printed copy of the electronically provided record is also requested 22 cents per page
Supply of copy of the Company registers or any part thereof	3.03 fee units plus GST, per copy and if a printed copy of the electronically provided register is also requested 22 cents per page
Supply of restricted keys/ key cards / remotes (plus cost)	\$60.50
Travel time (plus reasonable travelling expenses) incurred to attend to any of the matters in this clause	Hourly Rate

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## DISBURSEMENT FEES

(Service Company & Company Share Basis Flat Schemes)

Description of disbursement fees to be claimed by Manager	Amount
(a)	
Archive box (Supply only)	\$6.05
Sign (plus cost)	\$72.60
Certificate of title/Copy of Plan of Subdivision/Search (plus cost)	\$48.40
Cheque summary notice	\$2.40
Common seal (plus cost)	\$48.40
Courier charges (plus cost)	\$27.50
Payment of creditors (incl. post & stat) (\$1.10 direct debit)	\$2.40
Photocopying, collating, & stapling per copy	\$0.50
Supply of copy documents and records of the Company (eg. Title, Memorandum and Articles/Constitution, Service Agreements, charges, leases and licences, past minutes or income and expenditure reports, etc.) plus copying costs (payable by applicant). (First record requested at any one time)	1.15 fee units plus GST; and if a printed copy of the electronically provided records is also requested 22 cents per page
Supply of copy documents and records of the Company (eg. Title, Memorandum and Articles/Constitution, Service Agreements, charges, leases and licences, past minutes or income and expenditure reports, etc.) plus copying costs (payable by applicant). (Second and subsequent records requested in relation to the same request).	\$8.36; and if a printed copy of the electronically provided record is also requested 22 cents per page
Supply of copy of the Company registers or any part thereof	3.03 fee units plus GST; per copy and if a printed copy of the electronically provided register is also requested 20 cents per page
(b)	
Archive records storage fee (per box per month)	\$3.65
Computer charge (levy/ cheque)	\$1.30
Computer charge (cheque summary)	\$2.65
E-mail outwards	\$1.30
Facsimile inwards	\$1.80
Facsimile local outwards	\$2.65
Facsimile long distance outwards	Per facsimile + phone charge
Issue contribution notices (incl. postage & stationery) per notice	\$2.40
Photograph (minimum of \$15.00 )	\$1.20
Postage charges – standard letter	\$1.20
Postage charges other than standard (plus cost)	\$1.20
Fee for dishonoured members cheque	\$36.30
Process stop payment on cheque	\$30.25
Telephone Charge	
Up to 20 lots (per month)	\$12.10
21 to 80 lots (per lot per month)	\$0.90
81 lots or more (per lot per month)	\$0.60

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Or, alternatively to (b)

(c)

Per lot per annum fixed fee covering all itemised disbursement fees listed in (b) above	\$50.00 - \$125.00
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Note:

All fees and charges include GST.

The term "fee units" means the value set by the Victorian Treasurer each year under the Monetary Units Act 2004, as amended for each financial year.