

COST SCHEDULE

All fees are excluding GST

*Hourly Rates charged in 6-minute increments

HOURLY RATES	
Position	Hourly Rate
Director	\$679.00
Principal Body Corporate Manager	\$379.00
Senior Community Relationship Manager	\$299.00
Senior Accountant	\$280.00
Community Relationship Manager (CRM)	\$239.00
Accountant	\$239.00
Junior Community Relationship Manager	\$179.00
Community Relationship Assistant (CRA)	\$169.00
Administration Staff	\$119.00
Other / Ad-Hoc	\$79.00

MAINTENANCE AND COMPLIANCE	
Item	Rate
Quote + Work Order (Non-Routine)	\$99.00

INSURANCE	
Item	Rate
Renewal (if not SMG preferred Broker)	CRM Hourly Rate
Claims	CRM Hourly Rate
Workcover – per renewal	\$75.00

BUILDING ESTABLISHMENT / HANDOVER	
Item	Rate
Compile records for handover	\$495.00

ACCOUNTS	
Item	Rate
Preparation of Audit of Records – per lot	\$8.28 or minimum of 10 lots
Establish and Maintain Investment Account	Dir. Hourly Rate
Transfer of Investment Account	\$51.75
Eft - per transaction	\$1.55
Review of caretaking remuneration	\$124.20
Utility service reporting- Per report	\$41.40
Owners levy statement for tax purposes	\$22.00

Special levy + notice - Per levy	\$5.69
Processing dishonoured cheques	\$36.25
Arrears Reminder Text	Free
1st Arrears Reminder Letter (14 days)	\$24.32
2nd Arrears Reminder Notice (30 days)	\$45.54
3rd Arrears Final Notice (45 days)	\$68.31
Final Arrears Letter of Demand (60 days)	\$155.25
Repayment Plan Administration (Per payment plan)	\$49.00

MEETINGS	
Item	Rate
Onsite Meeting Attendance (per meeting)	\$350.00
Adjourned General Meeting	\$103.50
Extraordinary General Meeting	\$750.00
Committee Meeting	\$250.00
Vote Outside Committee Meeting	\$103.50
Attendance after 8:00pm – Per hour	\$372.60
Weekend Attendance – Per Hour	\$372.60
Secret Ballot Envelopes- per env.	\$5.17
Engage Returning Officer	\$51.75
SMG as Returning Officer	\$75.00 + Hourly Rate
Travel – per KM	ATO Rate
Parking	At Cost
Tolls	At Cost
Video conferencing – Per meeting	\$25.87

DISBURSEMENTS	
Item	Rate
Labels - each	\$0.25
Laminating	\$5.17
Colour photocopying – per page	\$1.55
B& W photocopying- per page	\$0.88
Email	\$1.04
Letterhead - each	\$1.04
Envelopes – standard – per env	\$0.35
Envelopes – C4 size- per env	\$0.62
Postage – Australia and Overseas	At Cost
Welcome Pack- per lot	\$25.00

UTILITY BILLING

Per Invoice to Client	\$19.50
1st Arrears Reminder Letter	\$24.32
2nd Arrears Reminder Notice	\$45.54
3rd Arrears Final Notice	\$68.31

THIRD PARTY COST RECOVERIES	
Annual Plant Registration	\$52.00 + Cost
Queensland Titles Office Form 14	\$46.58 + Cost
Occupiers Statement Lodgement	\$82.80
Certificate of Occupancy	\$62.10
New Cardboard Archive Box – per box	\$5.17
Archive Box Storage – per box	\$85.00
Archive Box Retrieval- per order	\$51.75
Preparation of Company Tax Return	\$495.00
Preparation of Strata Tax Return	\$310.50
ABN / TFN application	\$124.20
GST registration / deregistration	\$124.20
Business Activity Statement (BAS)	\$258.75
Income Activity Statement (IAS/ PAYG)	\$155.25
Titles Search	\$56.93
Linking Scheme to the ATO	At cost
Purchasing of Titles Documentation	At cost