



The Paperless Office Where to From Here?

A one-day workshop is for people employed in farming and regional businesses in the Federation Council.

Presented by Bernie McKenzie and Andrew Jarratt, Belmores Chartered Accountants

When: Event to be rescheduled - date to be advised.

Where: To be advised

The Paperless Office workshop will cover:

- Current filing and document management system
How are you currently doing things? What needs to change and how do we change?
- Paperless Office
Receiving information, saving and storing information, linking document management and accounting systems.
- Online Programs
What is your current program? How do you load the information into the system? What are the best options i.e. MYOB, Xero, other packages?
- Where is the future of online going?
ATO requirements in STP / Super Streaming, ATO Portal, business portals – accountants
- Selecting the right option for you
- Reading financial statements to understand:
Benchmark comparison, fixed and variable costs, bank reporting, return on assets

This workshop will cover both theory and practical demonstrations. Please bring your laptop with you.

This workshop is free and is open to people employed in farming and regional business within the Federation Council. Morning tea, lunch and afternoon tea provided.

For more information, or to register, please contact Riverine Plains Inc on 03 5744 1713 or email Fiona Hart info@riverineplains.org.au.

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