



# Bet on your books

**Record keeping is a job most of us dislike, dodge and don't know if we're doing well.**

Join GrazingFutures and Rachel Nixon Bookkeeping for this two-hour session that will help you change all that! Topics covered will include:

- **Tax records** – essentials and legal requirements
- **GST records** – streamlining BAS
- **Management records** – why your records need to work for tax and management
- **Record keeping software**
- **Manual and cloud filing** system solutions
- **Integrating file storage** with accounting software
- **Free solutions** – government agencies and local services
- **Q&A session** – get answers to your questions

Good records are critical to managing your business well, especially in variable seasons.

***Get your books on the straight and narrow!***

All Locations | 9 – 11am

**Cunnamulla**

Wed 28 July

Shire Hall, Supper Room

**Charleville**

Thurs 29 July

AgForce Office

**Tambo**

Fri 30 July

Shire Hall

**Register by Mon 26 July**

via <https://bit.ly/3u0IHRu>

**Contact:**

Caitlyn Frazer

M: 0436 919 150

E: [caitlyn.frazer@daf.qld.gov.au](mailto:caitlyn.frazer@daf.qld.gov.au)

This workshop is free to attend.

Smoko will be provided.

RSVP's are essential.



**Queensland  
Government**