



**GET ORGANISED!**

# Bet on Your Books

Streamline your office practices and get top tips to get your business finances organised. Don't dodge your books any longer!

- **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**
- **Basic BAS Preparation Pointers** - Government Agencies and Local Services

**When:** Thurs 23th February 2023

**Time:** 9am - 12pm with options for one-on-one sessions at conclusion of the workshop

**Cost:** \$35 RCAT Members  
\$50 Non-RCAT Members

Limited places!

Includes Morning Tea

**BOOKINGS ESSENTIAL**

<https://queenslandtickets.com.au/event/17658>

**Venue:**

Cultural Centre

Roma QLD

**SCAN ME**



**TO BOOK**

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