



ESS BIZTOOLS SUBSCRIPTION DETAILS

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| Gold | Silver | Bronze | Guest | ESS BASIP |
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✓ Restrictions Apply

ESS BIZGRANTS

A System that is separate to ESS BIZTOOLS. This system is designed to easily identify government grants. ESS BIZGRANTS is the quick and efficient solution to finding government grants for SMEs. ESS BIZGRANTS has been developed for the sole purpose of locating and supplying details of any government grants for which your clients may be eligible. A separate subscription can be paid for ESS BIZGRANTS.

www.essbizgrants.com.au

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ONLINE PUBLISHING RIGHTS TO ESS BIZTOOLS PAPER & BUSINESS PLUS NEWSLETTER:-

Publish ESS BIZTOOLS' content to the secure area of your website, giving your clients 24/7 access to business development material.

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OFFLINE PUBLISHING RIGHTS TO ESS BIZTOOLS PAPER & BUSINESS PLUS NEWSLETTER:-

Publish ESS BIZTOOLS' content to printed material and re-brand with your company logo.

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BUSINESS ADVISORY SERVICES MODULES/ESS BASIP:-

Prepared material to help your accountancy business transition into providing business advisory services to your SME clients.

Paper No **Topics:-**

Business Advisory Services Introduction Modules

| | |
|---------|---|
| 570-001 | Introduction to Business Advisory Services |
| 570-002 | Getting Organised for Business Advisory Services |
| 570-011 | Team Training for Business Advisory Services |
| 570-012 | Leadership Strategies for Business Advisory Services |
| 570-013 | Marketing Strategies for Business Advisory Services |
| 570-014 | Review of Products/Services that Could be Offered |
| 570-015 | Use of SME Needs' Analysis |
| 570-017 | Planning Seminar to Launch Business Advisory Services |
| 570-018 | Selling Business Advisory Services |
| 570-019 | Implementation Steps for Business Advisory Services |
| 570-032 | One-on-One Meetings for Business Advisory Services |

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Business Advisory Services Product Modules

| | |
|---------|----------------------------------|
| 570-033 | SME Debtors System Manual |
| 570-034 | Debtors Management |
| 570-036 | Business Evaluation Workshop |
| 570-037 | Budgets and Cashflow Forecasts |
| 570-038 | Cashflow Management |
| 570-039 | Succession Planning |
| 570-040 | Chief Financial Officer Services |
| 570-041 | Strategic Business Mentoring |
| 570-042 | Business Planning |
| 570-044 | Buying a Business |
| 570-045 | Selling a Business |

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| 570-046 | Identifying Grants and Incentives | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 570-050 | PPSR Due Diligence System | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 570-051 | Early Stage Innovation Company | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 570-060 | Business Health Check - Pharmacies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 570-061 | Business Health Check - Road Transport Services | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 570-062 | Business Health Check - Supermarkets | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 570-063 | Business Health Check - Clothing Retailer | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 570-064 | Business Health Check - Commercial Building Industry | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Crowd-Sourced Funding Equity Raising | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Smart Start BASIP Package | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | Improving Debtors' Days Outstanding Package | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

CLIENT MENTORING & COACHING MODULES:

Prepared material to help you assist your clients with business issues.

Topics:

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| CBD0010 | Purchasing or Commencing a Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CBD0020 | Introductory Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CBD0030 | Experienced Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CBD0040 | Dealing With Banks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CBD0050 | Business Planning | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CBD0060 | Corporate Governance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CBD0070 | Preparation And Use Of Periodic Financial Accounts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CBD0080 | Business Networks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CBD0100 | Exporting | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CBD0110 | Marketing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| CBD0120 | Family Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| CBD0130 | Getting Investment Ready | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Includes:

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| Cover letters for each series | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Papers for each series that can be 'branded' | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Survey forms for each series | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

BUSINESS PLUS+ CLIENT NEWSLETTER

Prepared client newsletters for you to 'brand' and distribute to your clients and prospects. 1 issuer per month except January plus a "Federal Budget - Issues Affecting SMEs" special issue and a "End of Year Tax Planning" special issue.

Includes:-

| | | | | |
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| Minimum of 13 issues per annum | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 Issue |
| 4 x A4 pages of editorials and topics relevant to SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 Issue |
| Papers supporting topics covered in the issue of Business Plus+ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1 Issue |

CLIENT SEMINARS:-

Prepared ready for you to run an information seminar for your clients and prospects.

Topics:-

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| Seminar 0500 | The Beginning Of Business Management Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar 0510 | Business Bookkeeping Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0520 | Business Management - Firm Foundations Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0530 | Management Of The Business Of Business Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0540 | Financial Matters For People Who Are Not Financial People Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0550 | Business Planning Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0560 | Marketing For SMEs Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0570 | Family Businesses Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0580 | SME Taxation Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0590 | Human Resources Management Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0600 | Buying A Business Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0610 | Selling A Business Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0640 | Half Day Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0650 | One Day Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 0660 | Undertaking A Business Plan Assignment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1000 | Profit Making Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1010 | Differentiate Your Business Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1020 | Introduction To Budgetting Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1030 | Setting Prices And Fees Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1040 | Key Performance Indicators Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1050 | Introduction To Marketing Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1060 | Introduction To Banks Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1070 | Introduction To Human Resources Seminar - Part 1 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1080 | Introduction To Customer Service Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1090 | Introduction To Human Resources Seminar - Part 2 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1100 | Introduction To Taxation Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Seminar 1110 | Characteristics Of A Well Run Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1120 | Introduction To Networking Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1130 | Introduction To Business Plan Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1140 | Introduction To Directors Duties Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1150 | Introduction To Family Businesses Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1160 | Introduction To Exporting Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1170 | Business Records Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1180 | Discretionary Trust Electing To Be A Family Trust Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1190 | Unit Trust Which Elect To Be Family Trusts Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Seminar 1200 | Early Stage Innovation Company Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Includes to following customised for each seminar topic:-

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| General Hints on the Presentation of a Seminar | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Explanation Of Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Venue Booking Confirmation Letter | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Multiple Seminars Registration Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar Registration Acceptance Letter | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Multiple Seminars Registration Acceptance Letter | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Invitation To Key Note Speaker | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Complimentary Invitation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar Attendees List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar Attendees General Evaluation Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar Report - General Evaluation Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Thank You Letter To Key Note Speaker | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Features | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Contents | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Timetable With Times | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Timetable Without Times | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Invitation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar Registration Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| News Release | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Individual Paper Evaluation Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Seminar Report | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Advertisement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Email Broadcast | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

LEADERSHIP MODULES

Informational courses to inspire and development outstanding leaders in your SME clients or staff.

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| 900-001 | Leadership - Index and Introduction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 900-002 | The Leadership Academy Company Profile | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 900-003 | Evaluation Survey Consideration and Conduct | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 900-005 | Team and Teamwork - Facilitators Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-006 | Team and Teamwork - Follow Up for Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-007 | Leadership - Making the Difference Facilitators Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 900-009 | Leadership - Making the Difference Follow Up For Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 900-010 | Developing Leadership - People Skills Facilitators Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-011 | Developing Leadership - People Skills Follow UpFor Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-012 | Leadership - Developing Relationships & Trust Facilitators Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-013 | Leadership - Developing Relationships & Trust Follow Up For Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-014 | Motivation - Facilitators Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-015 | Motivation - Follow Up For Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-016 | Counselling & Coaching - Facilitators Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-017 | Counselling & Coaching - Follow Up for Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-018 | Delegation - Facilitator's Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-019 | Delegation - Follow Up for Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-020 | Problem Solving & Decision Making - Facilitators Guidance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 900-021 | Problem Solving & Decision Making - Follow Up for Participants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CLIENT SUPPORT LIBRARY

100's of documents that you can 'brand' and provide to your clients.

Includes:-

Paper and Powerpoint Presentation for:-

| Section | Document Title | ✓ | ✓ | ✓ | ✗ |
|--------------------|---|---|---|---|---|
| Section 001 | Beginning in Business | | | | |
| 001-001 | Small Business Overview | ✓ | ✓ | ✓ | ✓ |
| 001-002 | Pitfalls In Starting A Business | ✓ | ✓ | ✓ | ✓ |
| 001-003 | Business Setup And Purchase | ✓ | ✓ | ✓ | ✓ |
| 001-004 | Rating Chart To Assess Your Strengths And Weaknesses | ✓ | ✓ | ✓ | ✓ |
| 001-005 | Who Can Assist Small Business Operators? | ✓ | ✓ | ✓ | ✓ |
| 001-006 | Have You Got Enough Money To Go Into Business? | ✓ | ✓ | ✓ | ✓ |
| 001-007 | What Makes A Business Successful? | ✓ | ✓ | ✓ | ✓ |
| 001-008 | Small Business Restructure Rollover | ✓ | ✓ | ✓ | ✓ |
| 001-020 | Hints On Buying A Small Business | ✓ | ✓ | ✓ | ✗ |
| 001-031 | Payroll Tax | ✓ | ✓ | ✓ | ✗ |
| 001-032 | Land Tax | ✓ | ✓ | ✓ | ✗ |
| 001-033 | Introduction To Insurance | ✓ | ✓ | ✓ | ✗ |
| 001-050 | Sources Of Finance | ✓ | ✓ | ✓ | ✗ |
| 001-060 | Weekly Performance Estimate Report | ✓ | ✓ | ✓ | ✗ |
| 001-070 | Purchasing a Business - Checklist | ✓ | ✓ | ✓ | ✗ |
| Section 002 | Bookkeeping Systems | | | | |
| 002-001 | Why Maintain Accounting Records? | ✓ | ✓ | ✓ | ✗ |
| 002-002 | Recording Of Business Transactions | ✓ | ✓ | ✓ | ✗ |
| 002-003 | Cash And Cheques Payments Cycle - Manual Accounting | ✓ | ✓ | ✓ | ✗ |
| 002-004 | Cash Payments Exercise | ✓ | ✓ | ✓ | ✗ |
| 002-020 | Petty Cash Record Keeping | ✓ | ✓ | ✓ | ✗ |
| 002-021 | Petty Cash Exercises | ✓ | ✓ | ✓ | ✗ |
| 002-029 | Important Documents - Asset Ownership | ✓ | ✓ | ✓ | ✗ |
| 002-030 | Fixed Asset Control | ✓ | ✓ | ✓ | ✗ |
| 002-035 | Working Capital - Life Blood Of A Business | ✓ | ✓ | ✓ | ✗ |
| 002-036 | Credit Sales And Debtors | ✓ | ✓ | ✓ | ✗ |
| 002-038 | Introduction To Factoring | ✓ | ✓ | ✓ | ✗ |
| 002-040 | Cash Receipts | ✓ | ✓ | ✓ | ✗ |
| 002-041 | Cash Receipts Exercises | ✓ | ✓ | ✓ | ✗ |
| 002-050 | Handling Of Cash | ✓ | ✓ | ✓ | ✗ |
| 002-055 | Filing | ✓ | ✓ | ✓ | ✗ |
| 002-060 | Bank Reconciliation Statements | ✓ | ✓ | ✓ | ✗ |
| 002-061 | Bank Reconciliation Statement Exercises | ✓ | ✓ | ✓ | ✗ |
| 002-070 | Payroll Records | ✓ | ✓ | ✓ | ✗ |
| 002-074 | Owned Business Premises | ✓ | ✓ | ✓ | ✗ |
| 002-075 | Leased Premises | ✓ | ✓ | ✓ | ✗ |
| 002-076 | Building Tenancies | ✓ | ✓ | ✓ | ✗ |
| 002-080 | Stock Inventory Control | ✓ | ✓ | ✓ | ✗ |
| 002-085 | Chart Of Accounts | ✓ | ✓ | ✓ | ✗ |
| 002-090 | Good Bookkeeping Habits Help Run A Successful Business | ✓ | ✓ | ✓ | ✓ |
| Section 003 | Business Entities | | | | |
| 003-001 | Business Structures | ✓ | ✓ | ✓ | ✓ |
| 003-010 | Sole Trader | ✓ | ✓ | ✓ | ✗ |
| 003-015 | Partnership | ✓ | ✓ | ✓ | ✗ |
| 003-020 | Discretionary Trusts | ✓ | ✓ | ✓ | ✗ |
| 003-025 | Unit Trusts | ✓ | ✓ | ✓ | ✗ |
| 003-030 | Companies Incorporated Before 30th June 1998 | ✓ | ✓ | ✓ | ✗ |
| 003-035 | Companies Limited By Guarantee | ✓ | ✓ | ✓ | ✗ |
| 003-040 | Companies | ✓ | ✓ | ✓ | ✗ |
| 003-045 | Early Stage Innovation Company | ✓ | ✓ | ✓ | ✗ |
| 003-046 | Self Assessment for ESIC | ✓ | ✓ | ✓ | ✗ |
| 003-047 | Participant's Workbook for ESIC Seminar | ✓ | ✓ | ✓ | ✗ |
| 003-070 | Associations Incorporation Act | ✓ | ✓ | ✓ | ✗ |
| Section 004 | Business Systems | | | | |
| 004-001 | Why Keep Records? | ✓ | ✓ | ✓ | ✓ |
| 004-002 | Stationery Books And Filing Checklist | ✓ | ✓ | ✓ | ✗ |
| 004-003 | Using A Computer For Record Keeping | ✓ | ✓ | ✓ | ✗ |
| 004-010 | Business Records | ✓ | ✓ | ✓ | ✗ |
| 004-011 | Systems Required To Obtain Tax Deduction For Motor Vehicle Expenses | ✓ | ✓ | ✓ | ✗ |
| 004-020 | Records Required For Financial Year End | ✓ | ✓ | ✓ | ✗ |
| 004-040 | Flow Chart Of Retail Business Operations | ✓ | ✓ | ✓ | ✗ |
| 004-060 | Systems For Business | ✓ | ✓ | ✓ | ✗ |
| 004-070 | Internal Control and Systems Review | ✓ | ✓ | ✓ | ✗ |

Section 005**Accounting Reports & Terminologies**

| | | | | | |
|---------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 005-001 | Accounting Terminology | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 005-002 | Ratio Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-003 | Working Capital Control | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-005 | Sundry Debtors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-010 | Work In Progress | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-011 | Stock Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-015 | Trading And Profit And Loss Statement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-016 | Trading And Profit And Loss Statement Ratio Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-025 | Balance Sheet | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-026 | Balance Sheet Ratio Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-030 | Statement Of Source And Application Of Funds | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-033 | Interpretation Of Financial Accounts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-035 | Budget And Cashflow Forecasts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-036 | Cashflow Management for SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-050 | Management Departmentalised Accounts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-051 | Profit Centres For Owned Premises | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-060 | Sundry Creditors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-080 | Bank Account | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-090 | Loans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-091 | Hire Purchase Agreements | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-092 | Leases | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-093 | WorkCover | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-095 | Provision For Personal Leave Pay | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 005-096 | Provision for Long Service Leave | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 006**Operating A Successful Business**

| | | | | | |
|---------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 006-001 | Personal Leadership Capacity And Development | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-010 | Break Even Calculation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-036 | What Makes You Different Your Competitive Edge | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-073 | Introduction To Key Performance Indicators For SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-074 | Using Key Performance Indicators To Create Value For SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-075 | Performance Measures For Key Performance Indicators For SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-076 | Check List For KPIs That Might Be Suitable For A SME | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-077 | Sample Of KPIs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-080 | Characteristics Of A Well Run Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-081 | Steps Needed To Achieve Business Success An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-085 | Business Evaluation For SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 006-090 | Benchmarking For SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 007**Media**

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|---------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 007-001 | Creating Effective Media Relations | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
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Section 008**Marketing**

| | | | | | |
|---------|---------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 008-001 | Marketing An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 008-005 | Marketing Yourself Key Points | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 008-010 | Direct Marketing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 008-040 | Marketing For Small Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 008-050 | Development Of A Marketing Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 008-060 | Sponsorship | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 009**Business Planning**

| | | | | | |
|---------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 009-001 | Business Plan Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-003 | Business Planning Benefits And Suggestions Re Preparation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-005 | Guide To The Preparation Of A Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-006 | Why Do Strategic And Business Planning? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-008 | Business Plans Key Points To Be Included | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-010 | Planning Your Business Small Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-020 | Planning To Succeed | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 009-021 | What Is A SWOT Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-053 | Sundry Work To Be Undertaken As Part Of The Business Plan Preparation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-070 | Monitoring Implementation Of The Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-080 | Writing The Plan To Make Your Business A Winner | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-081 | Use Of The Business Plan Questionnaire To Assist In Writing The Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 009-082 | Strategies For Making Profits | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 010**Family Businesses**

| | | | | | |
|---------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 010-001 | Family Businesses What Are They? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 010-005 | Family Businesses Making Them Work | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-006 | Planning The Family Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-007 | Family In The Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|---------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 010-010 | Disputes In Family Businesses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-011 | Marriage Breakdown Effect On Family Businesses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-020 | Business And Family Investments | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-030 | Directors Of Family Companies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-036 | Bringing In Outside Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-060 | Business Structures For Family Businesses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-064 | Family Charter Constitution | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-066 | Estate Planning In Family Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 010-067 | Retirement Planning In Family Businesses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Section 011 | Banks and Financiers | | | | |
| 011-001 | Banks And Financiers An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 011-010 | Finance Applications | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 011-020 | Relationship With Banks And Financiers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|--------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Section 012 | Taxation | | | | |
| 012-001 | Taxation In Australia Introduction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-005 | Australian Business Number | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 012-009 | R and D Tax Incentive | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-011 | R And D Eligibility Checklist For 125 Percent Tax Deduction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-015 | Tax Planning For Business People | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-016 | PAYG Withholding Payments to Employees | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-017 | PAYG and Labour Hire Arrangements | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-018 | PAYG Voluntary Agreements | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-019 | PAYG Withholding Payments to Businesses Who Have Not Quoted an ABN | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-020 | Capital Gains Tax Introduction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-021 | Capital Gains Tax Concessions For Small Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-023 | PAYG Instalment System | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-025 | Fringe Benefit Tax | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-030 | Turnover Under \$75,000 Specific Taxation Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-031 | Turnover \$75,000 to \$2m Specific Taxation Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-035 | Turnover \$2m to \$20m Specific Taxation Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-045 | Company Tax | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-046 | Discretionary Trusts - Taxation Treatment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-047 | Unit Trusts - Taxation Treatment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-048 | Family Trusts - Rules Applicable To Discretionary Trusts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-049 | Check List For A Discretionary Trust To Determine Whether It Should Be A Family Trust | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-050 | Tax Assessments | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-051 | Family Trusts Rules Applicable To Unit Trusts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-058 | Tax Incentives for Early Stage Investors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-060 | Planning Can Help You Reduce Income Tax | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-065 | End Of Year Tax Planning Checklist 2016 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-066 | Taxation Time - Records That The Business Systems Should Be Able To Produce | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-067 | Personal Services Income | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-068 | Employee Shares Schemes | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-070 | Tax Audits | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-071 | Hints On Handling A Tax Audit | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-072 | Questions To Be Asked By The ATO | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-073 | ATO Small Business Benchmarks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-075 | Types Of Questions Asked In A Record Keeping Audit | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-076 | Types Of Questions Asked In A Tax Business Audit | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-081 | Tax Planning Sale Of A Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-091 | Tax Planning Purchase Of A Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-092 | Buy Sell Agreements Tax Effects | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 012-095 | Taxation Compliance Questionnaire | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|--------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Section 013 | Corporate Governance | | | | |
| 013-001 | Corporate Governance Issues Affecting SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 013-005 | Directors Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 013-010 | Corporate Duties To Be Allocated | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 013-030 | New Director Information Pack | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 013-070 | Company Secretary's Duties | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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|--------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Section 014 | Australian Government Grants & Assistance | | | | |
| 014-001 | Using Government Grants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 014-011 | Apprenticeship Incentive Overview Assistance For Employers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 014-012 | Restart Wage Subsidy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 014-013 | Employer Support Payment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 014-014 | Disaster Recovery Allowance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 014-015 | Industry Capability Network | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 014-016 | Wages Subsidy Scheme | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 014-017 | Tasmania Jobs and Investment Fund | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|---------|--|---|---|---|---|
| 014-018 | Global Connections Fund - Priming Grant | ☑ | ☑ | ☒ | ☒ |
| 014-020 | Disaster Recovery Payment | ☑ | ☑ | ☒ | ☒ |
| 014-030 | Export Market Development Grant | ☑ | ☑ | ☒ | ☒ |
| 014-031 | Tradestart | ☑ | ☑ | ☒ | ☒ |
| 014-032 | Duty Drawback Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-033 | Space Concession Program | ☑ | ☑ | ☒ | ☒ |
| 014-034 | New Air Combat Capability - Industry Support Program | ☑ | ☑ | ☒ | ☒ |
| 014-035 | Australia China Agricultural Cooperation Agreement | ☑ | ☑ | ☒ | ☒ |
| 014-036 | Business Research and Innovation Initiative (BRII) | ☑ | ☑ | ☒ | ☒ |
| 014-037 | Business Export Loan | ☑ | ☑ | ☒ | ☒ |
| 014-038 | Citizen Science Grant | ☑ | ☑ | ☒ | ☒ |
| 014-039 | Automotive Transformation Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-040 | Corporate Wear Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-041 | Tradex Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-042 | Venture Capital Limited Partnerships Programme | ☑ | ☑ | ☒ | ☒ |
| 014-043 | Tasmanian Freight Equalisation Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-044 | Fuel Tax Credits | ☑ | ☑ | ☒ | ☒ |
| 014-045 | Cleaner Fuels Grant Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-046 | Wage Subsidy Scheme - Disability | ☑ | ☑ | ☒ | ☒ |
| 014-047 | New Enterprise Incentive Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-048 | Next Generation Manufacturing Investment Programme | ☑ | ☑ | ☒ | ☒ |
| 014-049 | Student Science Engagement and International Competitions - Sponsorship Grants | ☑ | ☑ | ☒ | ☒ |
| 014-050 | Textile, Clothing and Footwear Corporatewear Register | ☑ | ☑ | ☒ | ☒ |
| 014-051 | Centre for Defence Industry Capability | ☑ | ☑ | ☒ | ☒ |
| 014-052 | Product Stewardship for Oil Program | ☑ | ☑ | ☒ | ☒ |
| 014-053 | Agricultural Trade and Market Access Cooperation | ☑ | ☑ | ☒ | ☒ |
| 014-054 | Australian-India Strategic Research Fund | ☑ | ☑ | ☒ | ☒ |
| 014-055 | Certain Inputs to Manufacture Program | ☑ | ☑ | ☒ | ☒ |
| 014-056 | Australia Japan Foundation Grant Program | ☑ | ☑ | ☒ | ☒ |
| 014-057 | Australia Japan Foundation Publication Awards | ☑ | ☑ | ☒ | ☒ |
| 014-059 | Australia-China Young Scientists Exchange Program | ☑ | ☑ | ☒ | ☒ |
| 014-060 | Australia-China Council | ☑ | ☑ | ☒ | ☒ |
| 014-061 | Advancing Renewables Program | ☑ | ☑ | ☒ | ☒ |
| 014-090 | Australian Bureau of Statistics | ☑ | ☑ | ☒ | ☒ |
| 014-091 | Community Support Programme | ☑ | ☑ | ☒ | ☒ |
| 014-093 | National Science Week Grant | ☑ | ☑ | ☒ | ☒ |
| 014-094 | Cyber Security Small Business Program | ☑ | ☑ | ☒ | ☒ |
| 014-095 | Commonwealth On-Farm Further Irrigation Efficiency Programme | ☑ | ☑ | ☒ | ☒ |
| 014-096 | Capital Grants Programme for Non-Government Schools | ☑ | ☑ | ☒ | ☒ |
| 014-097 | China Approved Destination Status Scheme | ☑ | ☑ | ☒ | ☒ |
| 014-098 | Early Stage Venture Capital Limited Partnerships | ☑ | ☑ | ☒ | ☒ |
| 014-130 | Farm Management Deposit Scheme | ☑ | ☑ | ☑ | ☒ |
| 014-131 | Carbon Farming Initiative | ☑ | ☑ | ☒ | ☒ |
| 014-132 | Farm Household Allowance | ☑ | ☑ | ☒ | ☒ |
| 014-133 | Wine Australia - Visiting Scholars Bursaries | ☑ | ☑ | ☒ | ☒ |
| 014-140 | Aboriginals Benefit Account (ABA) Beneficial Grant Funding | ☑ | ☑ | ☒ | ☒ |
| 014-141 | Indigenous Cadetship Support | ☑ | ☑ | ☒ | ☒ |
| 014-151 | GP Doctors Outer Met Areas - Relocation Incentive Grant | ☑ | ☑ | ☒ | ☒ |
| 014-152 | GP Registrars Outer Met Areas - Relocation Incentive Grant | ☑ | ☑ | ☑ | ☒ |
| 014-153 | Specialists Outer Met Areas - Relocation Incentive Grant | ☑ | ☑ | ☒ | ☒ |
| 014-154 | Rural Relocation Incentive Grant for Medical Practitioners | ☑ | ☑ | ☒ | ☒ |
| 014-155 | Practice Nurse Incentive Program | ☑ | ☑ | ☒ | ☒ |
| 014-156 | Mental Health Nurse Incentive Programme | ☑ | ☑ | ☒ | ☒ |
| 014-158 | Biomedical Translation Fund | ☑ | ☑ | ☒ | ☒ |
| 014-160 | Rural Procedural Grants Program (RPGP) | ☑ | ☑ | ☒ | ☒ |
| 014-169 | METS Ignited Project Funds | ☑ | ☑ | ☒ | ☒ |
| 014-170 | Business Growth Grants Program | ☑ | ☑ | ☑ | ☒ |
| 014-175 | Business Growth Grant - Advanced Manufacturing | ☑ | ☑ | ☒ | ☒ |
| 014-178 | Business Growth Grant - Professional Services | ☑ | ☑ | ☒ | ☒ |
| 014-180 | Business Growth Grant - Oil, Gas and Energy, Resources | ☑ | ☑ | ☒ | ☒ |
| 014-181 | Business Growth Grant - Freight and Logistics | ☑ | ☑ | ☒ | ☒ |
| 014-182 | Business Growth Grant - Infrastructure Related Construction | ☑ | ☑ | ☒ | ☒ |
| 014-183 | Business Growth Grant - Information and Communications Technology (ICT) | ☑ | ☑ | ☒ | ☒ |
| 014-184 | Business Growth Grant - Medical Technologies and Pharmaceuticals | ☑ | ☑ | ☒ | ☒ |
| 014-185 | Business Growth Grant - Mining Equipment, Technology and Services | ☑ | ☑ | ☒ | ☒ |
| 014-187 | Business Growth Grants - Businesses That Operate In Remote Australia | ☑ | ☑ | ☒ | ☒ |
| 014-188 | Business Growth Grant - Food and Agribusiness | ☑ | ☑ | ☒ | ☒ |
| 014-189 | Innovation Connections | ☑ | ☑ | ☒ | ☒ |
| 014-190 | Co-Operative Research Centres - Programme | ☑ | ☑ | ☒ | ☒ |
| 014-191 | Northern Australia Tourism Initiative | ☑ | ☑ | ☒ | ☒ |
| 014-192 | Business Growth Grant - Northern Australia Tourism | ☑ | ☑ | ☒ | ☒ |
| 014-193 | Business Growth Grant - Digital Technologies | ☑ | ☑ | ☒ | ☒ |

| | | | | | |
|---------|--|---|---|---|---|
| 014-195 | Wine Australia - Travel Bursaries | ☑ | ☑ | ☒ | ☒ |
| 014-196 | Accelerating Commercialisation | ☑ | ☑ | ☒ | ☒ |
| 014-197 | Industry Skills Fund | ☑ | ☑ | ☑ | ☒ |
| 014-198 | Training for Employment Scholarship | ☑ | ☑ | ☒ | ☒ |
| 014-199 | Incubator Support | ☑ | ☑ | ☒ | ☒ |
| 014-200 | Screen Australia - International Marketing Support - Festivals and Awards | ☑ | ☑ | ☒ | ☒ |
| 014-201 | Screen Australia - International Marketing Support - Markets | ☑ | ☑ | ☒ | ☒ |
| 014-202 | Screen Australia - Indigenous - Festivals, Markets and Awards - Practitioner Support - Travel Grants | ☑ | ☑ | ☒ | ☒ |
| 014-203 | Screen Australia - Indigenous - Production - TV Drama Production | ☑ | ☑ | ☒ | ☒ |
| 014-204 | Screen Australia - Indigenous - Development - TV Drama Development | ☑ | ☑ | ☒ | ☒ |
| 014-205 | Screen Australia - Indigenous - Production - Feature Production | ☑ | ☑ | ☒ | ☒ |
| 014-206 | Screen Australia - Indigenous - Development - Indigenous Feature Development | ☑ | ☑ | ☒ | ☒ |
| 014-207 | Screen Australia - Indigenous - Production - Documentary Production | ☑ | ☑ | ☒ | ☒ |
| 014-208 | Screen Australia - Indigenous - Development - Documentary Development | ☑ | ☑ | ☒ | ☒ |
| 014-209 | Screen Australia - Documentary Production Program | ☑ | ☑ | ☒ | ☒ |
| 014-210 | Screen Australia - Documentaries - Documentary Development | ☑ | ☑ | ☒ | ☒ |
| 014-212 | Screen Australia - Television and Online - Children's Program Production | ☑ | ☑ | ☒ | ☒ |
| 014-213 | Screen Australia - Television and Online - Production - General Drama Production | ☑ | ☑ | ☒ | ☒ |
| 014-214 | Screen Australia - Feature Films - Multiplatform Drama Production | ☑ | ☑ | ☒ | ☒ |
| 014-215 | Screen Australia - Documentaries - Documentary Broadcast Program | ☑ | ☑ | ☑ | ☒ |
| 014-216 | Screen Australia - Indigenous Practitioner Support - Internships | ☑ | ☑ | ☒ | ☒ |
| 014-217 | Screen Australia - Feature Films - Story Development | ☑ | ☑ | ☒ | ☒ |
| 014-218 | Screen Australia - Feature Films - Matched Marketplace Development | ☑ | ☑ | ☒ | ☒ |
| 014-219 | Screen Australia - Indigenous - Production - Documentary Production - Social Impact | ☑ | ☑ | ☒ | ☒ |
| 014-220 | Screen Australia - Feature Films - Development - Family Films Initiative | ☑ | ☑ | ☒ | ☒ |
| 014-221 | Screen Australia - Industry and Audience Development - Talent+ | ☑ | ☑ | ☒ | ☒ |
| 014-222 | Screen Australia - Industry and Audience Development - Events Partnerships | ☑ | ☑ | ☒ | ☒ |
| 014-223 | Screen Australia - Distribution Support - P&A Plus | ☑ | ☑ | ☒ | ☒ |
| 014-224 | Contemporary Music Touring Program | ☑ | ☑ | ☒ | ☒ |
| 014-225 | Screen Australia - Feature Films - Feature Production - Letter of Interest | ☑ | ☑ | ☒ | ☒ |
| 014-226 | Screen Australia - Feature Films - International Marketing Support - Producers Lab Toronto | ☑ | ☑ | ☒ | ☒ |
| 014-227 | Screen Australia - Television and Online - Story Development | ☑ | ☑ | ☒ | ☒ |
| 014-228 | Screen Australia - Television and Online - Production - Multiplatform Drama Production | ☑ | ☑ | ☒ | ☒ |
| 014-229 | Screen Australia - Documentaries - Documentary Producer Equity Program (PEP) | ☑ | ☑ | ☒ | ☒ |
| 014-230 | Screen Australia - Indigenous - Next Step - Indigenous Screen Business Fellowship | ☑ | ☑ | ☒ | ☒ |
| 014-231 | Playing Australia - Regional Performing Arts Touring Fund | ☑ | ☑ | ☒ | ☒ |

Section 015 **Exporting**

| | | | | | |
|---------|--|---|---|---|---|
| 015-001 | Exporting Overview | ☑ | ☑ | ☑ | ☒ |
| 015-030 | Austrade | ☑ | ☑ | ☑ | ☒ |
| 015-070 | Export Finance Insurance Corporation (EFIC) Overview | ☑ | ☑ | ☑ | ☒ |

Section 016 **Legal**

| | | | | | |
|---------|-------------------------------------|---|---|---|---|
| 016-001 | What Legal Advisors Can Do For You? | ☑ | ☑ | ☑ | ☑ |
|---------|-------------------------------------|---|---|---|---|

Section 017 **Human Resources**

| | | | | | |
|---------|--|---|---|---|---|
| 017-001 | Planning To Hire A New Employee | ☑ | ☑ | ☑ | ☒ |
| 017-002 | Advertising For Employees | ☑ | ☑ | ☑ | ☒ |
| 017-003 | Why Would Applicants Want To Apply To Your Business For A Job? | ☑ | ☑ | ☑ | ☒ |
| 017-004 | Reviewing The Applications | ☑ | ☑ | ☑ | ☒ |
| 017-005 | Interviewing The Applicants | ☑ | ☑ | ☒ | ☒ |
| 017-006 | What Type Of Employee Do You Want | ☑ | ☑ | ☒ | ☒ |
| 017-008 | Selecting The Applicant To Be Offered The Job | ☑ | ☑ | ☒ | ☒ |
| 017-010 | Confirming The Job Offer | ☑ | ☑ | ☒ | ☒ |
| 017-011 | Key Matters To Be Included In A Contract Of Employment | ☑ | ☑ | ☒ | ☒ |
| 017-012 | Contract Of Employment | ☑ | ☑ | ☒ | ☒ |
| 017-015 | Employment Guidelines Office Staff | ☑ | ☑ | ☒ | ☒ |
| 017-020 | Referees Form | ☑ | ☑ | ☒ | ☒ |
| 017-025 | Position Document Draft | ☑ | ☑ | ☒ | ☒ |
| 017-032 | Use Of Consultants To Recruit Staff | ☑ | ☑ | ☒ | ☒ |
| 017-035 | Inducting The New Employee | ☑ | ☑ | ☒ | ☒ |
| 017-041 | Being An Employer Of Choice | ☑ | ☑ | ☒ | ☒ |
| 017-045 | Human Resources Development | ☑ | ☑ | ☒ | ☒ |
| 017-050 | Best Practice In Human Resources Management | ☑ | ☑ | ☒ | ☒ |
| 017-052 | Key Characteristics Of Best Practice In Human Resources | ☑ | ☑ | ☒ | ☒ |
| 017-070 | Excellent Staff Management, Motivation And Communication | ☑ | ☑ | ☒ | ☒ |
| 017-095 | Charging For Internal Labour | ☑ | ☑ | ☒ | ☒ |
| 017-098 | Unfair Dismissal Laws | ☑ | ☑ | ☒ | ☒ |
| 017-099 | 10 Most Important Financial Implications of the Fair Work Act | ☑ | ☑ | ☒ | ☒ |

Section 018

Customers

| | | | | | |
|---------|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 018-001 | Customer Service | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 018-010 | Customer Database | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 018-020 | Customer Knowledge And Service | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 019

Business Income

| | | | | | |
|---------|------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 019-031 | Rent Received Internal | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 019-032 | Rent Received External | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 019-035 | Interest Received | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 019-060 | Sundry Income | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 020

Goods and Services Tax

| | | | | | |
|---------|---|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| 020-001 | Goods And Services Tax An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 020-002 | GST As It Affects SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 020-003 | Goods And Services Tax Should I Register | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-004 | GST Terminology | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-020 | GST Margin Scheme | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-025 | GST Importing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-085 | Introduction To Business Activity Statement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-086 | Completing the Business Activity Statement Quarterly on a "Cash" Basis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-087 | Completing the Business Activity Statement Quarterly on an "Accruals" Basis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-088 | Completing the Business Activity Statement Monthly on a "Cash" Basis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-089 | Completing the Business Activity Statement Monthly on an "Accruals" Basis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-095 | GST Control Accounts/ Reconciliation with Business Activity Statement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-096 | GST Buying And Selling A Business Going Concern | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-097 | GST Examples Of Transactions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-098 | GST Small Business Concessions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-100 | How To Complete A BAS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 020-101 | How To Complete A PAYG Instalment Notice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 021

Business Planning Questionnaires

| | | | | | |
|---------|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 021-001 | Review Of The Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-002 | Financial Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-003 | Business Situation Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-004 | Business Objectives | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-005 | Resources | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-006 | Uncontrollable Environmental Factors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-007 | Computers and other Technology | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-008 | Products/Services/Supply Chain | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-009 | Industry And Market Research | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 021-010 | Experience | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-011 | Customers And Clients | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-012 | Location | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-013 | Competitors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-014 | Marketing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-015 | Advertising | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-016 | Manufacturing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-017 | Suppliers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 021-018 | Quotes/Proposals/Orders | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-019 | Costing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-020 | Business Pricing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-021 | Packaging | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-022 | Sales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-023 | Distribution | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-024 | Operating The Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-025 | Exports | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-026 | Staff Development | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-027 | Staff Training | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-029 | Imports | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-030 | Human Resources | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-031 | Debtors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-032 | Stock | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-033 | Work In Progress | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-034 | Benchmarking | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-035 | Budgets and Cashflow Forecast Preparation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-036 | Taxation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-037 | Periodic Financial Accounts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-038 | Budgets And Cashflow Forecasts Monitoring | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-039 | Bank Relationship | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-040 | Business Funding | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-041 | Organisational Matters | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-042 | Research And Development | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|--------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 021-043 | Insurance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-044 | Quality Assurance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-045 | Business Structures | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-046 | Board Of Advice And Directors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-047 | Advisers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-048 | Legal | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-049 | Public Relations | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-050 | Business Outlook In Your Area | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-051 | Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-053 | Company Administration | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-054 | Annual Review | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-055 | Risk Management Contingency Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-056 | Sensitivity Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-057 | Writing The Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-058 | SWOT Analysis | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-062 | Succession Planning | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-063 | Personal Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 021-064 | Business Relocation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Section 023 | | | | | |
| Advertising | | | | | |
| 023-001 | Advertising - An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 024 | | | | | |
| Insurance | | | | | |
| 024-001 | Insurance - An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Section 025 | | | | | |
| Time Management | | | | | |
| 025-001 | Managing Your Time | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Section 026 | | | | | |
| Superannuation | | | | | |
| 026-001 | Superannuation An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 026-005 | Superannuation Contributions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 026-011 | How Much Superannuation Do I Have To Pay | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 026-015 | What Happens If I Have Not Paid Or Underpaid Superannuation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 026-050 | Self Managed Superannuation Funds | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 026-055 | Borrowings By Self Managed Superannuation Funds | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 026-056 | Do I Have To Pay Superannuation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 027 | | | | | |
| Job Descriptions | | | | | |
| 027-040 | Office Manager | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 027-050 | Finance And Administration Manager | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 029 | | | | | |
| Risk Management | | | | | |
| 029-004 | Risk Management - What Is It? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 029-005 | Risk Management for SMEs - Introduction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 029-006 | Types of Risks Likely To Affect SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 029-007 | Risk Planning For SMEs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 029-010 | Commerical Risks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 029-024 | Corporate Governance Risks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 029-041 | Professional Firm Risks | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 030 | | | | | |
| Computer In Business | | | | | |
| 030-001 | Computer Terminology | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 030-005 | Computer Data Security Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 030-006 | Computer Data Security | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 036 | | | | | |
| Selling A Business | | | | | |
| 036-001 | When is the Best Time to Sell? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 036-010 | Check List for the Sale of a Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 036-050 | Valuation of a Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 037 | | | | | |
| Business Overhead Costs | | | | | |
| 037-001 | Cost Control An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-005 | Accountancy Fees | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-007 | Administration Service Charges | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-008 | Audit Fees | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-009 | Agents Commission | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-010 | Bank Charges | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-015 | Cleaning | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-022 | Depreciation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-028 | Electricity | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-040 | Insurance Expense | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-041 | Interest Expense | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| 037-047 | Lease Payments | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-048 | Legal Costs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-051 | Loss On Sale Of Fixed Asset | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-052 | Land Tax Expense | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-055 | Maintenance And Warranty Agreement Costs | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-064 | Pest Control | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-070 | Rates Local Government | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-072 | Rent External | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-074 | Repairs And Maintenance | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-078 | Security Expenses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-091 | Valuation Expenses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 037-092 | Water Rates And Charges | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Section 038 | Networking | | | | |
| 038-001 | What Is A Network | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 038-002 | Introduction To Networking | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Section 040 | Investment Readiness | | | | |
| 040-001 | Preparation For Investment Readiness | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 040-002 | The Path To Investment Readiness | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 040-010 | Investment Readiness - Early Stage Innovation Company | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 040-060 | Fund Raising By Private Or Non Listed Public Companies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 040-095 | Investment Pitches | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 040-096 | Investment Pitches for Early Stage Innovation Companies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Section 041 | Due Diligence | | | | |
| 041-020 | Due Diligence Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Section 042 | Company Valuations | | | | |
| 042-001 | Valuation Of Emerging Companies Introduction | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 042-002 | Valuation Negotiations For Emerging Companies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 042-006 | Required Share Ownership Method Of Valuation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 042-007 | Venture Capital Method Of Valuation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 042-008 | Hockey Stick Method Of Valuation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 042-009 | Net Present Method Of Valuation | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Section 050 | Succession Planning | | | | |
| 050-050 | Succession Planning - Why Is It Necessary? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 050-051 | Financial Consideration In Succession Planning | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 050-052 | Succession Problems | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 050-053 | Management Issues In Succession Planning | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 050-054 | Financing Succession | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 050-055 | Check List For Succession Planning | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Section 051 | Personal Property Securities Register | | | | |
| 051-005 | Personal Property Securities Register | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 051-010 | PPSR - Operational Issues In Risk Management | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Section 055 | | | | | |
| 055-010 | Who Is Your Sales Person? | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Section 060 | Coal Industry | | | | |
| 060-010 | Coal Industry Grants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Section 61 | Australian Govt Support For Employee | | | | |
| 061-005 | Trade Support Loans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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| Section 140 | State & Territory Government Grants | | | | |
| 140-110 | Special Disaster Assistance - QLD Primary Producers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-113 | Farm Finance Concessional Loans Scheme Qld | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-120 | Special Disaster Assistance - QLD Small Business Grants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-209 | Farm Finance Concessional Loans Scheme NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-309 | Farm Finance Concessional Loans Scheme VIC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-310 | Clean Up Restoration Grant VIC - Primary Producers - Grants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-311 | Clean Up Restoration Grant VIC - Primary Producers - Grants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-312 | Clean Up Restoration Grant VIC - Small Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-313 | Clean Up Restoration Grant VIC - Small Business - Loan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-480 | Farm Finance Concessional Loans Scheme SA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-621 | Natural Disaster Relief Recovery Arrangements - WA - Small Business - Grants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-622 | Farm Finance Concessional Loans Scheme WA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-710 | Clean-Up And Assistance Grants For Primary Producers - TAS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-712 | Clean-Up And Assistance Grants For Small Business - TAS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| 140-713 | Bushfire Recovery Loan Program For Small Businesses - TAS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-714 | Farm Finance Concessional Loans Scheme Tasmania | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 140-870 | Farm Finance Concessional Loans Scheme NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 141 **Govt Grants and Assistance - Queensland**

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|---------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 141-001 | Advance Queensland - Women's Academic Fund - Carer Funding | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-002 | Back to Work Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-101 | Advance Queensland - Platform Technologies Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-102 | Made in Queensland Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-302 | Sustainability Loan - Primary Producers - Qld | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-303 | Sustainability Loan - Commercial Fisher - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-401 | Arts Queensland - Playing Queensland Fund | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-402 | Queensland Arts Showcase Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-501 | Accelerates Idea - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-502 | Advance Queensland - Innovation Package | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-503 | Advance Queensland - Knowledge Transfer Partnership | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-504 | Advance Queensland - Young Starters Fund | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-505 | Business Development Fund - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-506 | Home-Based Business Grants Program - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-507 | Mentoring for Growth - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-508 | Advance Queensland - Startup Events and Activities Funding | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-509 | Small Business Innovation Connections | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-510 | Advance Queensland Startup Attraction - Hot DesQ | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-511 | Small Business Digital Grants Program - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-512 | Accelerate Small Business Grants - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-513 | Small Business Entrepreneur Grants Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-514 | Advance Queensland - Ignite Ideas Fund | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-515 | Advance Queensland - Create Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-516 | Empowering Families Innovation Grants - Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-601 | Advance Queensland - Aboriginal & Torres Strait Islander PhD Scholarship | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-602 | Advance Queensland - Aboriginal & Torres Strait Islander Research Fellowship | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-603 | Advance Queensland - PhD Scholarship | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-604 | Advance Queensland - Research Fellowship | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-605 | School Bus Upgrade Scheme Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 141-801 | Drought Assistance Concessional Loans Scheme Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-802 | Drought Relief Assistance Scheme (DRAS) Queensland | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-803 | Natural Disaster Assistance for Primary Producers - Qld Loans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-901 | Queensland Destination Events Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 141-410 | Strategic Opportunities Program - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 142 **Govt Grants and Assistance - New South Wales**

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| 142-002 | Jobs Action Plan - Fresh Start Support - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-003 | Jobs Action Plan - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-004 | Small Business Grant - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-005 | Work Cover NSW Small Business Rebate | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-101 | Australian Technology Showcase (NSW) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-102 | Innovate NSW - Collaborative Solutions | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-103 | Minimum Viable Product Program - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-104 | Regional Industries Investment Fund - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-006 | Apprentices and Trainees Payroll Tax Rebate - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-201 | Clinical Orientation (Training) Grant - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-202 | Continuing Professional Development Vouchers - Medical GPs - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-203 | Transition Grants - Medical GPs - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-301 | Farm Innovation Fund - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-401 | NSW Writer's Fellowship (Early Career) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-402 | Screen NSW Advanced Development | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-403 | Screen NSW Early Development | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-404 | Screen NSW Slate Development Loan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-405 | Screen NSW Loan Facilities - Short Term Minor Cashflow Loans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-406 | Quick Response Grants - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-407 | Regional Filming Fund - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-408 | Screen NSW - NSW Film & Television Industry Attraction Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-409 | Screen NSW - Production Finance Fund | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-410 | Strategic Opportunities Program - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-413 | Screen NSW - Emerging Producer Placement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-501 | Bin Trim Rebates Program - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-502 | TechVoucher Program - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 142-503 | Building Partnerships - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-504 | Export Capability Building Program - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-701 | Emergency Works Project - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-702 | Hunter Region Heritage Grants program - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-703 | Environmental Upgrade Agreements - New South Wales Placement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|---------|--|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| 142-801 | Natural Disaster Relief Scheme - NSW Primary Producers - Loans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-802 | Natural Disaster Relief Scheme - NSW Small Business - Loans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-803 | Transport Subsidy in Response To A Declared Natural Disaster - NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-901 | Aboriginal Heritage Places Program NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-902 | Community Youth & Seniors Heritage Program NSW | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-903 | Regional Visitor Economy Fund - Contestable Fund - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-904 | Regional Visitor Economy Fund - Quarantined Fund - New South Wales | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-905 | NSW Heritage Grants - Major Works | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 142-906 | NSW Heritage Grants - Heritage Reports | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 143 State & Territory Government Grants and Assistance - Victoria

| | | | | | |
|---------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 143-001 | Back to Work - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-002 | Stronger Regional Communities Plan - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-101 | Future Industries Fund - Manufacturing Program - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-102 | Trade Mission Assistance Program - VIC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-103 | Victoria-Israel Science and Technology Research & Development Program - VIC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-104 | Victoria-Israel Trade and International Partnering (VISTRIP) - VIC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-105 | Local Industry Fund for Transition - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-106 | Automotive Supply Chain Transition Program - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-108 | Trade Access Program - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-401 | Film Victoria - International Travel - Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-402 | Film Victoria - Documentary Development | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-403 | Film Victoria - Assigned Production Investment - Film and Television | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-404 | Film Victoria - PIAF - Post Production, Digital & Visual Effects | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-405 | Film Victoria - Production Incentive Attraction Fund (PIAF) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-406 | Film Victoria - Regional Location Assistance Fund (RLAF) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-501 | Grow Your Business - Business Development Plan - Mentoring - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 143-502 | Grow Your Business - Business Development Plan and Strategic Review - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-503 | Grow Your Business - Group Programs - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-504 | Grow Your Business - Network Programs - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-505 | Small Business Assistance (Health & Safety) Program - VIC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-506 | Small Business Success Map - VIC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-507 | Victoria-Israel Feasibility and Proof of Concept - VIC | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-508 | Energy Assessment Grant - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-511 | Frankston City Small Business Grants - New Eat Street - Station Street Mall - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-409 | WorkSafe OHS Essentials Program - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-410 | Regional Infrastructure Fund - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-601 | International Student Welfare Grants - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-801 | Drought Assistance Concessional Loans Scheme Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 143-802 | Dairy Recovery Concessional Loans - Victoria | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 144 Govt Grants and Assistance - Australian Capital Territory

| | | | | | |
|---------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 144-001 | Special Project Funding - ACT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 144-002 | Training Fund Authority - Employers' Incentives - ACT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 144-101 | Innovation Connect - Accelerating Innovation - ACT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 144-102 | Discovery Translation Fund - ACT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 144-103 | Seed Investment Fund - ACT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 144-501 | ACTSmart Business Energy and Water Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 144-502 | Trade Connect Fund - ACT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 144-503 | ACT Microcredit Loan Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 144-601 | STEM 4 - Business Internship Program - ACT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 144-901 | ACT Evebt Fund | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section 145 Govt Grants and Assistance - South Australia

| | | | | | |
|---------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 145-001 | South Australian Small Business Payroll Tax Rebate | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 145-002 | Unlocking Capital for Jobs Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-101 | Advanced Food Manufacturing - SA | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 145-102 | BioSA Industry Development Fund | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 145-103 | Photonics Catalyst Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-104 | Export Partnership Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 145-105 | Business Transformation Voucher Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 145-106 | Big Data Connect Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-107 | Innovation Voucher Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-108 | NanoConnect - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-109 | Zero Waster Industry Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 145-110 | Automotive Supplier Diversification Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-111 | Automotive Supplier Diversification Program - Fast Track Initiative - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-112 | Building South Australia's Premium Food and Wine Credentials Grant Program | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-201 | Medical Technologies Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-301 | Agribusiness Growth Program - South Australia | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-401 | Arts SA - Artists in Residence - Independent Makers and Presenters | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 145-402 | Arts SA - Festivals and Venues - Contemporary Music | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|---------|--|---|---|---|---|
| 145-403 | Arts SA - Independent Makers and Presenters - Fellowship | ☑ | ☑ | ☒ | ☒ |
| 145-404 | Arts SA - Independent Makers and Presenters - Major Commission | ☑ | ☑ | ☒ | ☒ |
| 145-405 | Arts SA - Independent Makers and Presenters - Project Grants | ☑ | ☑ | ☒ | ☒ |
| 145-406 | Arts SA - Individual Artists Development - ATSI Arts Development | ☑ | ☑ | ☒ | ☒ |
| 145-407 | Arts Sa - Marketing - Contemporary Music | ☑ | ☑ | ☒ | ☒ |
| 145-408 | Arts SA - Organisations Funding - Contemporary Music | ☑ | ☑ | ☒ | ☒ |
| 145-409 | Arts SA - Pocket Grants - Contemporary Music | ☑ | ☑ | ☒ | ☒ |
| 145-410 | Arts SA - Strategic Partnership - Contemporary Music | ☑ | ☑ | ☒ | ☒ |
| 145-411 | Arts SA - Touring - Contemporary Music | ☑ | ☑ | ☒ | ☒ |
| 145-412 | Arts SA - Recording - Contemporary Music | ☑ | ☑ | ☒ | ☒ |
| 145-413 | Arts SA - Out of Round Presentation - Contemporary Music | ☑ | ☑ | ☑ | ☒ |
| 145-414 | Arts SA - Commission Support Funding - Public Art and Design | ☑ | ☑ | ☑ | ☒ |
| 145-502 | Regional Development Fund - SA | ☑ | ☑ | ☑ | ☒ |
| 145-503 | Coaching & Mentoring Program - SA | ☑ | ☑ | ☑ | ☒ |
| 145-801 | Drought Assistance Concessional Loans - South Australia | ☑ | ☑ | ☑ | ☒ |
| 145-802 | Dairy Recovery Concessional Loans - South Australia | ☑ | ☑ | ☑ | ☒ |

Section 146 **Govt Grants and Assistance - Tasmania**

| | | | | | |
|---------|---|---|---|---|---|
| 146-001 | Small Business Jobs Bonus - Tasmania | ☑ | ☑ | ☑ | ☒ |
| 146-101 | Advanced Manufacturing Innovation and Growth Voucher System - Tasmania | ☑ | ☑ | ☒ | ☒ |
| 146-102 | Advanced Manufacturing Market Expansion Program - Tasmania | ☑ | ☑ | ☒ | ☒ |
| 146-301 | Vehicle Rebates for Farmers - Tasmania | ☑ | ☑ | ☑ | ☒ |
| 146-302 | AgriGrowth Loan Scheme - Tasmania | ☑ | ☑ | ☑ | ☒ |
| 146-401 | Artsbridge - Tasmania | ☑ | ☑ | ☑ | ☒ |
| 146-402 | Artsbridge Connect - Tasmania | ☑ | ☑ | ☑ | ☒ |
| 146-403 | Digital Media Fund - TAS | ☑ | ☑ | ☒ | ☒ |
| 146-404 | Screen Tasmania - Industry & Enterprise Development Business Travel Fund | ☑ | ☑ | ☒ | ☒ |
| 146-405 | Screen Tasmania - Industry & Enterprise Development - Professional Development Fund | ☑ | ☑ | ☒ | ☒ |
| 146-406 | Screen Tasmania - Production Investment Fund | ☑ | ☑ | ☒ | ☒ |
| 146-407 | Events Tasmania - Touring Events | ☑ | ☑ | ☒ | ☒ |
| 146-409 | Screen Tasmania - Factual Entertainment Initiative | ☑ | ☑ | ☒ | ☒ |
| 146-410 | Screen Tasmania - Project Development - Feature Film Fund | ☑ | ☑ | ☒ | ☒ |
| 146-411 | Screen Tasmania - Project Development - Documentary Signature Fund | ☑ | ☑ | ☒ | ☒ |
| 146-412 | Arts Tasmania - Artist Investment Program | ☑ | ☑ | ☒ | ☒ |
| 146-413 | Arts Tasmania - Aboriginal Arts Program | ☑ | ☑ | ☒ | ☒ |
| 146-414 | Arts Tasmania - 146 ArtsStudios | ☑ | ☑ | ☒ | ☒ |
| 146-501 | No Interest Micro-Business Loans - Tasmania | ☑ | ☑ | ☒ | ☒ |
| 146-801 | Drought Assistance Commission Loans Scheme - Tasmania | ☑ | ☑ | ☒ | ☒ |
| 146-802 | Dairy Recovery Concessional Loans Scheme - Tasmania | ☑ | ☑ | ☒ | ☒ |
| 146-901 | Events Tasmania - Championship Events | ☑ | ☑ | ☒ | ☒ |

Section 147 **Govt Grants and Assistance - Western Australia**

| | | | | | |
|---------|--|---|---|---|---|
| 147-101 | MRIWA Research Remit - Western Australia | ☑ | ☑ | ☑ | ☒ |
| 147-301 | Farm Water Rebate Scheme - Western Australia | ☑ | ☑ | ☑ | ☒ |
| 147-302 | Farm Water Supply Planning Scheme - Western Australia | ☑ | ☑ | ☑ | ☒ |
| 147-303 | Pastoral Water Grants Scheme - WA | ☑ | ☑ | ☑ | ☒ |
| 147-401 | Catalyst Community Arts Fund for WA Communities | ☑ | ☑ | ☒ | ☒ |
| 147-402 | Creative Development Grants - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-403 | Commercial Development Grants - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-404 | Community Engagement Grants - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-405 | Aboriginal Arts Grant - Western Australia | ☑ | ☑ | ☑ | ☒ |
| 147-406 | Scholarship and Fellowships - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-407 | Regional Venues Improvement Fund - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-408 | Regional and Remote Touring Fund - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-409 | Regional Event Scheme - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-410 | Regional Touring Boost - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-411 | Artists in the House - Western Australia | ☑ | ☑ | ☒ | ☒ |
| 147-801 | Natural Disaster Relief & Recovery Arrangements - WA Primary Producers - Grants | ☑ | ☑ | ☑ | ☒ |
| 147-802 | Natural Disaster Relief & Recovery Arrangements - WA - Small Business - Interest Rates | ☑ | ☑ | ☑ | ☒ |

Section 148 **Govt Grants and Assistance - Northern Territory**

| | | | | | |
|---------|---|---|---|---|---|
| 148-001 | Disadvantaged Groups Employer Incentive Scheme - NT | ☑ | ☑ | ☑ | ☒ |
| 148-002 | Employer Incentives Travel and Accommodation - NT | ☑ | ☑ | ☑ | ☒ |
| 148-003 | Occupational Shortage Employer Incentive Scheme - NT | ☑ | ☑ | ☑ | ☒ |
| 148-101 | Trade Support Scheme - NT | ☑ | ☑ | ☑ | ☒ |
| 148-401 | Quick Response Grants - NT | ☑ | ☑ | ☒ | ☒ |
| 148-402 | Community Festivals - NT | ☑ | ☑ | ☒ | ☒ |
| 148-403 | Screen Territory - Attachments, Internships and Mentorships | ☑ | ☑ | ☒ | ☒ |
| 148-404 | Screen Territory - Production Finance | ☑ | ☑ | ☒ | ☒ |
| 148-405 | Screen Territory - Audience Development | ☑ | ☑ | ☒ | ☒ |
| 148-501 | Business Growth - Employment Solutions Program - NT | ☑ | ☑ | ☒ | ☒ |
| 148-502 | Business Growth - Business Planning - NT | ☑ | ☑ | ☒ | ☒ |

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|--------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 148-503 | Business Growth - Business Solutions Program - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 148-504 | Business Growth - Integrated Management - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 148-505 | Business Growth - Information Technology Solutions Program - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 148-506 | Business Innovation Support Initiatives - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 148-507 | Indigenous Business Development Program - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 148-508 | Regional Economic Development Fund - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 148-509 | Business Growth - Mentor Support Programme - Northern Territory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 148-510 | Business Growth - Overview Programme - Northern Territory | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 148-511 | Business Growth - Digital Solutions Program - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 148-512 | Business Growth - Tender Solutions Program - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 148-513 | Business Growth - Governance Solutions Program - NT | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 151 | <u>Retail (Non Food) Industries</u> | | | | |
| 151-003 | Retail (Non Food) Industries - Specific Issues Post 1st July 2000 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 151-012 | Setting Retail Prices | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 151-082 | Characteristics of a Well Run Retail Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 151-083 | Steps Needed To Achieve A Retail Success - An Overview | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 152 | <u>Food (Retail) Industries</u> | | | | |
| 152-003 | Food Retail Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 152-004 | Work Papers For Supermarkets | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 152-031 | Supermarket Building | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 153 | <u>Building Industries</u> | | | | |
| 153-003 | Building Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 154 | <u>Construction & Development Industries</u> | | | | |
| 154-003 | Construction And Development Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 155 | <u>Farming Industries</u> | | | | |
| 155-003 | Farming Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 156 | <u>Hotels & Motels Industries</u> | | | | |
| 156-003 | Hotel & Motel Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 156-010 | Specific Systems Requirements for Hotels Motels | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 157 | <u>Tourism Industries</u> | | | | |
| 157-003 | Tourism Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 157-010 | Systems Planning for a Tourism Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 158 | <u>Motor Vehicle Industries</u> | | | | |
| 158-003 | Motor Vehicle Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 160 | <u>Service Industries</u> | | | | |
| 160-003 | Service Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 165 | <u>Trades Industries</u> | | | | |
| 165-003 | Trades Industries Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 165-010 | Setting Charge Out Rates For Trades | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 165-020 | Independent Contractors | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 170 | <u>Manufacturing Industries</u> | | | | |
| 170-012 | Setting Charge Out Rates For Manufacturing Businesses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 170-082 | Characteristics of a Well Run Manufacturing Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 210 | <u>Professions</u> | | | | |
| 210-003 | Professions Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 210-020 | Fee Setting For Professionals | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 251 | <u>Not For Profit Organisations</u> | | | | |
| 251-003 | Not For Profit Organisations Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 270 | <u>Consumers</u> | | | | |
| 270-003 | Consumers Specific GST Issues | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 495 | <u>Improving Your Bottom Line</u> | | | | |
| 495-003 | Identify The Services You Want To Receive From Us | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 495-010 | SMEs - Business Advisory Services Help | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Section 500 | <u>Accountancy Business Development</u> | | | | |
| 500-001 | Creating Business Advisory Services For Clients | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-002 | Development Of A Business Advisory Service Enterprise | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|---------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 500-003 | Team Building For A Dynamic Accountancy Firm | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-006 | Management Of The Accountancy Business Enterprise | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-010 | Business Development Strategies for Accountants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-020 | Using The Accountancy Business Development Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-021 | Fixed Price Agreement For Accountancy Firms | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-030 | Chief Financial Officer's Report on Financial/Management Accounts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-031 | Chief Financial Officer's Weekly Report | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-051 | Key Performance Indicators For Accountants | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-060 | Marketing Strategies For Accountancy Firms | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-070 | Turning Your Accountancy Business Into A Client Business Centre | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-071 | Future Services That You Can Offer Your Clients | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-072 | Deliver Non-Compliance Services That Add Value | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-073 | From Compliance To Business Advisory Services | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-074 | Opportunities From Digital Disruption | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 500-075 | How to Earn Fees from ESS BIZTOOLS | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 501 **Accountancy Business Training Program**

| | | | | | |
|---------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 501-003 | Introducing a Business Development Culture | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-010 | Financial Accounts Strategies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-011 | Preparing Financial Accounts | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-012 | Management Accounts to Deliver Business Development Strategies | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-013 | Business Development Strategies Exercise | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-014 | Best Practice Business Unit | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-015 | Encouraging Client Business Units | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-020 | Work Papers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-021 | Current Files | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-090 | Preparing a Client to Raise Capital | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 501-091 | Coaching A Client To Investment Readiness | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 502 **Accountancy Business Development Activities**

| | | | | | |
|---------|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 502-011 | Approach to a Business Plan Assignment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 502-012 | Work Code Numbers for the Preparation of Business Plans | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 502-013 | Information Required from a Client to Prepare a Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 502-015 | Business Plan Control Sheet | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Section 550 **Accountancy Business Coaching**

| | | | | | |
|---------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 550-001 | Advice That Your Clients Want | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 550-010 | Preparing Financial Analysis Using Software Products | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 550-040 | Professional Selling for Improved Results | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 550-060 | Business Advisory Services Readiness | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

TEMPLATES, CHECKLISTS, FORMS, SPREADSHEETS, WORKBOOKS:-

| | | | | | |
|------------------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Form 001-004 | Rating Chart To Assess Your Strengths And Weaknesses | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 001-006 | Have You Got Enough Money To Go Into Business | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 001-031a | State-by-State Summary of Payroll Tax | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 001-032a | State-by-State Summary of Land Tax | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 001-060a | Weekly Performance Estimate Report | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 001-060b | Weekly Performance Statistics | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 001-070 | Purchasing A Business Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003a | Cash Payments Cycle Flow Chart | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003b | Order Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003c | Internal Authorisation Stamp | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003d | Adjustment Note | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003e | Adjustment Note | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003f | Payment Remittance Advice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003g | Cross Referencing Cash Payments | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003h | Cash Payment Book Headings | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003i | Writing Up Cash Payments Book | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003j | Cash Payment Book Treatment Of Capital Expenditure | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-003k | Cash Payment Book Totalling Of Columns | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004a(a) | Purchase Order Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004a(b) | Purchase Order Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004b | Return Note Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004c(a) | Cheque Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004c(b) | Cheque Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004d(a) | Remittance Advice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004d(b) | Remittance Advice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004e | Cash Payments Book | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004f | Purchase Order Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004g | Purchase Order Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004h | Return Note | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004i | Remittance Advice - Answer to Exercise 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 002-004j | Payment to City Meats - Answer to Exercise 3 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | | | | | |
|---------------|---|---|---|---|---|
| Form 002-004k | Remittance Advice - Answer to Exercise 3 | ☑ | ☑ | ☑ | ☒ |
| Form 002-004l | Payment to Tropical Liquor Merchants - Answer to Exercise 3 | ☑ | ☑ | ☑ | ☒ |
| Form 002-004m | Solution to Cash Payments Exercise - Exercise 4 | ☑ | ☑ | ☑ | ☒ |
| Form 002-020a | Petty Cashflow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 002-020b | Petty Cash Voucher | ☑ | ☑ | ☑ | ☒ |
| Form 002-020c | Cheque for Establishment of Petty Cash Float | ☑ | ☑ | ☑ | ☒ |
| Form 002-020d | Cash Payments Book - Treatment to Establish Petty Cash Float | ☑ | ☑ | ☑ | ☒ |
| Form 002-020e | Petty Cash Book - Showing Treatment to Establish Petty Cash Float | ☑ | ☑ | ☑ | ☒ |
| Form 002-020f | Petty Cash Vouchers | ☑ | ☑ | ☑ | ☒ |
| Form 002-020g | Petty Cash Book with Actual Transactions | ☑ | ☑ | ☑ | ☒ |
| Form 002-020h | Reimbursement Cheque - For Actual Petty Cash Expenditure | ☑ | ☑ | ☑ | ☒ |
| Form 002-020i | Cash Payments Book - Recording the Reimbursement Cheque | ☑ | ☑ | ☑ | ☒ |
| Form 002-020j | Sample of a Petty Cash Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-021a | Cash Payments Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-021b | Petty Cash Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-021c | Solution to Petty Cash Exercise - Cash Payments Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-021d | Solution to Petty Cash Exercise - Petty Cash Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-029a | Property Ownership Summary | ☑ | ☑ | ☑ | ☒ |
| Form 002-030a | Plant Record Card | ☑ | ☑ | ☑ | ☒ |
| Form 002-030b | Assets Register | ☑ | ☑ | ☑ | ☒ |
| Form 002-036a | Tax Invoice Under \$1000 | ☑ | ☑ | ☑ | ☒ |
| Form 002-036b | Adjustment Note | ☑ | ☑ | ☑ | ☒ |
| Form 002-036c | Credit Sales And Debtors | ☑ | ☑ | ☑ | ☒ |
| Form 002-036d | Debtors Aged Analysis Sample | ☑ | ☑ | ☑ | ☒ |
| Form 002-036e | Completed Tax Invoice | ☑ | ☑ | ☑ | ☒ |
| Form 002-036f | Completed Sales Journal | ☑ | ☑ | ☑ | ☒ |
| Form 002-036g | Completed Transactions Comprising Sales Journal | ☑ | ☑ | ☑ | ☒ |
| Form 002-036h | Completed Transactions Comprising Tax Invoice | ☑ | ☑ | ☑ | ☒ |
| Form 002-036i | Completed Transactions Comprising Tax Invoice | ☑ | ☑ | ☑ | ☒ |
| Form 002-036j | Completed Transactions Comprising Debtors Statement | ☑ | ☑ | ☑ | ☒ |
| Form 002-036k | Delivery Docket | ☑ | ☑ | ☑ | ☒ |
| Form 002-036l | Debtors Ledger | ☑ | ☑ | ☑ | ☒ |
| Form 002-036m | Adjustment Note | ☑ | ☑ | ☑ | ☒ |
| Form 002-036n | Sample Sundry Debtors Aged Analysis | ☑ | ☑ | ☑ | ☒ |
| Form 002-036o | Sample Sundry Debtors Reconciliation Report | ☑ | ☑ | ☑ | ☒ |
| Form 002-040a | Cash Sales Process Flowchart | ☑ | ☑ | ☑ | ☒ |
| Form 002-040b | Documentation Flow of a Cash Sale | ☑ | ☑ | ☑ | ☒ |
| Form 002-040c | Receipt | ☑ | ☑ | ☑ | ☒ |
| Form 002-040d | Cash Receipts Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-040e | Post of Receipts To Cash Receipts Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-041a | Receipts | ☑ | ☑ | ☑ | ☒ |
| Form 002-041b | Cash Receipts Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-041c | Sales Journal - A Brown | ☑ | ☑ | ☑ | ☒ |
| Form 002-041d | Debtors Ledger Cards | ☑ | ☑ | ☑ | ☒ |
| Form 002-041e | Debtors Ledger Cards - Page 2 | ☑ | ☑ | ☑ | ☒ |
| Form 002-041f | Debtors Ledger Cards - Page 3 | ☑ | ☑ | ☑ | ☒ |
| Form 002-041g | Debtors Ledger Cards - Page 4 | ☑ | ☑ | ☑ | ☒ |
| Form 002-041h | Completed Receipts | ☑ | ☑ | ☑ | ☒ |
| Form 002-041i | Cash Receipts Exercise | ☑ | ☑ | ☑ | ☒ |
| Form 002-041j | Sales Journal - A Brown | ☑ | ☑ | ☑ | ☒ |
| Form 002-041k | Debtors Ledger Cards - Page 1 | ☑ | ☑ | ☑ | ☒ |
| Form 002-041l | Debtors Ledger Cards - Page 2 | ☑ | ☑ | ☑ | ☒ |
| Form 002-041m | Debtors Ledger Cards - Page 3 | ☑ | ☑ | ☑ | ☒ |
| Form 002-041n | Debtors Ledger Cards - Page 4 | ☑ | ☑ | ☑ | ☒ |
| Form 002-041o | Debtors Reconciliation | ☑ | ☑ | ☑ | ☒ |
| Form 002-041p | Cash Receipts Exercise | ☑ | ☑ | ☑ | ☒ |
| Form 002-050a | Cash Register Form | ☑ | ☑ | ☑ | ☒ |
| Form 002-055a | Filing System | ☑ | ☑ | ☑ | ☒ |
| Form 002-055b | Correspondence Register Outwards | ☑ | ☑ | ☑ | ☒ |
| Form 002-055c | Incoming Mail Register | ☑ | ☑ | ☑ | ☒ |
| Form 002-061a | Cash Receipts Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061b | Cash Payments Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061c | Bank Reconciliation Statement | ☑ | ☑ | ☑ | ☒ |
| Form 002-061d | Completed Cash Receipts Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061e | Completed Cash Payments Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061f | Bank Reconciliation Statement | ☑ | ☑ | ☑ | ☒ |
| Form 002-061g | Cash Receipts Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061h | Cash Payment Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061i | Bank Reconciliation Statement | ☑ | ☑ | ☑ | ☒ |
| Form 002-061j | Completed Cash Receipts Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061k | Completed Cash Payments Book | ☑ | ☑ | ☑ | ☒ |
| Form 002-061l | Bank Reconciliation Exercise | ☑ | ☑ | ☑ | ☒ |

| | | | | | |
|------------------|--|---|---|---|---|
| Form 002-070a1 | Employee Record Card | ☑ | ☑ | ☑ | ☒ |
| Form 002-070a2 | Employee Record Cards | ☑ | ☑ | ☑ | ☒ |
| Form 002-070b | Individual Employees Payroll Record | ☑ | ☑ | ☑ | ☒ |
| Form 002-070c | Pay Advice Slip | ☑ | ☑ | ☑ | ☒ |
| Form 002-075a | Leased Premises Register | ☑ | ☑ | ☑ | ☒ |
| Form 002-080a | Stock Ordering Flow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 002-080b | Receiving Materials Suppliers Flow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 002-080c | Issuing Materials Flow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 002-080d | Finished Goods Production Flow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 002-080e | Dispatching Finished Goods Flow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 002-085a | Chart Of Accounts Sample | ☑ | ☑ | ☑ | ☒ |
| Form 003-020a | Discretionary Trust Flow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 003-020b1 | Minutes Of A Company | ☑ | ☑ | ☑ | ☒ |
| Form 003-020b2 | Minutes Of A Company | ☑ | ☑ | ☑ | ☒ |
| Form 003-025a | Unit Trust Flow Chart | ☑ | ☑ | ☑ | ☒ |
| Form 003-025bi | Minutes Of A Company Acting As Trustee Appointment Of A Cheque Signatory | ☑ | ☑ | ☑ | ☒ |
| Form 003-025bii | Minutes Of A Company Acting As Trustee Increasing Trusts Bank Loan | ☑ | ☑ | ☑ | ☒ |
| Form 003-025biii | Minutes Of A Company Acting As Trustee - Trust Profit Distribution | ☑ | ☑ | ☑ | ☒ |
| Form 003-035a | Not For Profit Company Declaration | ☑ | ☑ | ☑ | ☒ |
| Form 004-010a | Internal Authorisation Stamp | ☑ | ☑ | ☑ | ☒ |
| Form 004-010b | Payment Remittance Advice | ☑ | ☑ | ☑ | ☒ |
| Form 004-010c | Cash Register Form | ☑ | ☑ | ☑ | ☒ |
| Form 004-010d | Schedule Of Value of Goods taken from stock for private use | ☑ | ☑ | ☑ | ☒ |
| Form 005-011a | Stock Matrix | ☑ | ☑ | ☑ | ☒ |
| Form 005-033a | Departmentalised Profit And Loss Account | ☑ | ☑ | ☑ | ☒ |
| Form 005-035a | Sales Profit Budget | ☑ | ☑ | ☑ | ☒ |
| Form 005-035b | Budgets & Cashflow Forecast | ☑ | ☑ | ☑ | ☒ |
| Form 005-035c | Cashflow Forecast | ☑ | ☑ | ☑ | ☒ |
| Form 005-035d | Projected Balance Sheet | ☑ | ☑ | ☑ | ☒ |
| Form 005-035e | Projected Source And Application Of Funds | ☑ | ☑ | ☑ | ☒ |
| Form 005-036a | Short Term Cashflow Forecast | ☑ | ☑ | ☑ | ☒ |
| Form 005-036a | Short Term Cashflow Forecast - Excel Spreadsheet | ☑ | ☑ | ☑ | ☒ |
| Form 005-036b | Debtors Days Outstanding Calculator | ☑ | ☑ | ☑ | ☒ |
| Form 005-036b | Debtors Days Outstanding Calculator - Excel Spreadsheet | ☑ | ☑ | ☑ | ☒ |
| Form 005-050a | Intra-Business Transfer Docket | ☑ | ☑ | ☑ | ☒ |
| Form 005-050b | Business Unit Trading and Profit & Loss Account | ☑ | ☑ | ☑ | ☒ |
| Form 005-051a | Standard Journals For Rent | ☑ | ☑ | ☑ | ☒ |
| Form 005-051b | Sample Chart of Accounts | ☑ | ☑ | ☑ | ☒ |
| Form 005-051c | Sample of Profit and Loss Account - Owned Business Premises | ☑ | ☑ | ☑ | ☒ |
| Form 005-060a | Statement by a Supplier | ☑ | ☑ | ☑ | ☒ |
| Form 005-060b | Creditors Aged Analysis | ☑ | ☑ | ☑ | ☒ |
| Form 005-060c | Personal Guarantee Summary Form | ☑ | ☑ | ☑ | ☒ |
| Form 005-080a | Internet Banking Transaction Authority Form | ☑ | ☑ | ☑ | ☒ |
| Form 005-080b | Internet Banking Transaction Register | ☑ | ☑ | ☑ | ☒ |
| Form 005-090c | Calculator - Loan Factor Reference Spreadsheet | ☑ | ☑ | ☑ | ☒ |
| Form 006-077a | Pharmacy Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077b | Pharmacy Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-077c | Supermarket Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077d | Supermarket Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-077e | Drilling And Blasting Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077f | Drilling And Blasting Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-077g | Home Unit Developer Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077h | Home Unit Developer Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-077i | Land Developer Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077j | Land Developer Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-077k | Sugar Cane Farmer Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077l | Sugar Cane Farmer Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-077m | Engineering Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077n | Engineering Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-077o | Retail Data Required For KPI | ☑ | ☑ | ☑ | ☒ |
| Form 006-077p | Retail Key Performance Indicators | ☑ | ☑ | ☑ | ☒ |
| Form 006-080a | Example Of Key Performance Indicators For A Retail Store | ☑ | ☑ | ☑ | ☒ |
| Form 006-080b | Stock Analysis Chart Stock Matrix | ☑ | ☑ | ☑ | ☒ |
| Form 006-080c | Debtors Aged Analysis | ☑ | ☑ | ☑ | ☒ |
| Form 006-085 | Survival In Difficult Times For SMEs Workbook | ☑ | ☑ | ☑ | ☒ |
| Form 006-085a | How Well Do You Know Your Business Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 006-090a | Benchmarking Data for Businesses | ☑ | ☑ | ☑ | ☒ |
| Form 008-050a | Customer Questionnaire | ☑ | ☑ | ☑ | ☒ |
| Form 008-060a | Sponsorship Evaluation Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 008-060b | Visitors Monitoring Form | ☑ | ☑ | ☑ | ☒ |
| Form 009-005a | Steps in Business Planning | ☑ | ☑ | ☑ | ☒ |
| Form 009-005b | Guide to the Preparation of a Business Plan | ☑ | ☑ | ☑ | ☒ |

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| Form 009-010a | Preparing the Business Plan | ☑ | ☑ | ☑ | ☒ |
| Form 009-010b | Using and Monitoring the Business Plan | ☑ | ☑ | ☑ | ☒ |
| Form 009-070a | Use a Stock Analysis Chart | ☑ | ☑ | ☑ | ☒ |
| Form 009-082a | Sales Targets Work Sheet | ☑ | ☑ | ☑ | ☒ |
| Form 010-020a | Family and Business Entities | ☑ | ☑ | ☑ | ☒ |
| Form 010-060a | Structure for Family Survival | ☑ | ☑ | ☑ | ☒ |
| Form 010-066a | Estate Planning Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 012-010a | Research and Development Tax Deduction | ☑ | ☑ | ☑ | ☒ |
| Form 012-010b | Research and Development Tax Deduction | ☑ | ☑ | ☑ | ☒ |
| Form 012-011 | R and D Eligibility Checklist for 125 percent Tax Deduction | ☑ | ☑ | ☑ | ☒ |
| Form 012-015a | Travel Diary | ☑ | ☑ | ☑ | ☒ |
| Form 012-015b | Reasonable Travel & Meal Allowance Expenses | ☑ | ☑ | ☑ | ☒ |
| Form 012-015c | Income Producing Building Write Off Rates | ☑ | ☑ | ☑ | ☒ |
| Form 012-017a | Payment Summary Form | ☑ | ☑ | ☑ | ☒ |
| Form 012-019a | Suppliers Statement | ☑ | ☑ | ☑ | ☒ |
| Form 012-020a | Discount Capital Gain and Capital Gain Calculation Sheet | ☑ | ☑ | ☑ | ☒ |
| Form 012-021a | CGT Concessions For Small Business Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 012-021b | Small Business Capital Gains Tax Calculation Sheet | ☑ | ☑ | ☑ | ☒ |
| Form 012-025a | Reportable Fringe Benefits Amount Worksheet | ☑ | ☑ | ☑ | ☒ |
| Form 012-025b | Calculation Of The Base Value Of A Car For Fringe Benefit Tax Purposes Using The Statutory Formula Method | ☑ | ☑ | ☑ | ☒ |
| Form 012-025c | Meal Entertainment Elections - Election By Employer Using The 012-Week Register Method | ☑ | ☑ | ☑ | ☒ |
| Form 012-025d | Election By Employer To Adopt 50-50 Split Method | ☑ | ☑ | ☑ | ☒ |
| Form 012-025e | Motor Vehicle Elections - Opening And Closing Kilometres 2008 FBT Year | ☑ | ☑ | ☑ | ☒ |
| Form 012-025f | Petrol Expense Declaration 2008 FBT Year | ☑ | ☑ | ☑ | ☒ |
| Form 012-025g | Calculation Of Fringe Benefit Tax Payable In Respect Of The 2008 FBT Year | ☑ | ☑ | ☑ | ☒ |
| Form 012-030a | Statement by a Supplier | ☑ | ☑ | ☑ | ☒ |
| Form 012-045a | Flow Chart - Claiming Losses and Bad Debts | ☑ | ☑ | ☑ | ☒ |
| Form 012-045b | Flow Chart - Treatment of Losses and Bad Debts | ☑ | ☑ | ☑ | ☒ |
| Form 012-045c | Flow Chart - Dividend Streaming in Operation | ☑ | ☑ | ☑ | ☒ |
| Form 012-045d | Flow Chart - Where Dividend Streaming Rules Do Not Apply | ☑ | ☑ | ☑ | ☒ |
| Form 012-046a | Flow Chart - Tests For Determining Whether A Discretionary Trust Is A Family Trust | ☑ | ☑ | ☑ | ☒ |
| Form 012-046b | Flow Chart - Distribution From A Family Trust | ☑ | ☑ | ☑ | ☒ |
| Form 012-046c | Flow Chart - Additional Test That Family Trust Has To Satisfy | ☑ | ☑ | ☑ | ☒ |
| Form 012-046d | Flow Chart - Tests That A Trust Has To Satisfy To Claim Losses Or Bad Debts | ☑ | ☑ | ☑ | ☒ |
| Form 012-047a | Flow Chart Tests Unit Trust is a Family Trust | ☑ | ☑ | ☑ | ☒ |
| Form 012-047b | Flow Chart Distribution from a Family Trust | ☑ | ☑ | ☑ | ☒ |
| Form 012-047c | Flow Chart Additional Test for Family Trust | ☑ | ☑ | ☑ | ☒ |
| Form 012-047d | Deductibility of Trust Losses and Bad Debts | ☑ | ☑ | ☑ | ☒ |
| Form 012-049a | Checklist For A Discretionary Trust To Determine Whether It Should Be A Family Trust | ☑ | ☑ | ☑ | ☒ |
| Form 012-065a | End Of Year Tax Planning Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 013-005a | Monthly Report Chief Executive Officer | ☑ | ☑ | ☑ | ☒ |
| Form 013-005b | Monthly Financial Report Chief Financial Officer | ☑ | ☑ | ☑ | ☒ |
| Form 013-005c | Chief Financial Officers Declaration | ☑ | ☑ | ☑ | ☒ |
| Form 013-070a | Monthly Board of Directors Meeting Agenda | ☑ | ☑ | ☑ | ☒ |
| Form 014-011a | National Skills Needs List | ☑ | ☑ | ☑ | ☒ |
| Form 014-030a | Checklist For Export Market Development Grant | ☑ | ☑ | ☒ | ☒ |
| Form 014-043a | Goods Eligible for Assistance Under the Northbound and Intrastate Components of the Scheme | ☑ | ☑ | ☒ | ☒ |
| Form 014-043b | Scaling Factors for Route G and S Equivalentents | ☑ | ☑ | ☒ | ☒ |
| Form 014-043c | Assistance Payable per TEI or TEU Equivalent | ☑ | ☑ | ☒ | ☒ |
| Form 014-194a | The Tariff Concession System and the EPBS | ☑ | ☑ | ☒ | ☒ |
| Form 014-194b | EPBS Functional Units | ☑ | ☑ | ☒ | ☒ |
| Form 014-194c | Customs Act 1901 - Sect 269D | ☑ | ☑ | ☒ | ☒ |
| Form 014-196a | Glossary Of Terms | ☑ | ☑ | ☒ | ☒ |
| Form 014-196b | Plant Expenditure Decision Tree | ☑ | ☑ | ☒ | ☒ |
| Form 014-197a | Industry Skills Fund Programme Map | ☑ | ☑ | ☑ | ☒ |
| Form 014-197b | Glossary Of Terms | ☑ | ☑ | ☑ | ☒ |
| Form 014-198a | New South Wales - Central Coast | ☑ | ☑ | ☒ | ☒ |
| Form 014-198b | New South Wales - Hunter Valley excluding Newcastle | ☑ | ☑ | ☒ | ☒ |
| Form 014-198c | New South Wales - Sydney - Outer West and Blue Mountains | ☑ | ☑ | ☒ | ☒ |
| Form 014-198d | Queensland - Ipswich | ☑ | ☑ | ☒ | ☒ |
| Form 014-198e | Queensland - Sunshine Coast | ☑ | ☑ | ☒ | ☒ |
| Form 014-198f | Queensland - Townsville | ☑ | ☑ | ☒ | ☒ |
| Form 014-198g | Victoria - Melbourne - West | ☑ | ☑ | ☒ | ☒ |
| Form 014-198h | Victoria - Mornington Peninsula | ☑ | ☑ | ☒ | ☒ |
| Form 014-198i | South Australia - Adelaide - North | ☑ | ☑ | ☒ | ☒ |
| Form 014-198j | Western Australia - Perth - South West | ☑ | ☑ | ☒ | ☒ |
| Form 014-198k | Tasmania - Launceston - North East | ☑ | ☑ | ☒ | ☒ |
| Form 015-070a | EFIC Headway | ☑ | ☑ | ☑ | ☒ |
| Form 017-004a | Employment Application Form | ☑ | ☑ | ☑ | ☒ |
| Form 017-004b | Letter Declining An Applicant Without An Interview | ☑ | ☑ | ☑ | ☒ |
| Form 017-004c | Employment Declaration Form | ☑ | ☑ | ☑ | ☒ |

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| Form 017-005a | Questions To Be Asked Of Applicants | ☑ | ☑ | ☒ | ☒ |
| Form 017-010a | Letter 3 Month Probationary Trial Contract | ☑ | ☑ | ☒ | ☒ |
| Form 017-010b | Letter of Appointment Senior Staff | ☑ | ☑ | ☒ | ☒ |
| Form 017-010c | Letter of Appointment General Staff | ☑ | ☑ | ☒ | ☒ |
| Form 017-035a | Orientation Check List - New Team Member | ☑ | ☑ | ☒ | ☒ |
| Form 017-035b | Welcome Letter Retail Establishment | ☑ | ☑ | ☒ | ☒ |
| Form 017-035c | Employment Review - First Week | ☑ | ☑ | ☒ | ☒ |
| Form 017-035d | Employment Review - Second Week | ☑ | ☑ | ☒ | ☒ |
| Form 017-035e | Employment Review - Third Week | ☑ | ☑ | ☒ | ☒ |
| Form 017-050a | Staff Appraisal Form | ☑ | ☑ | ☒ | ☒ |
| Form 017-050b | Staff Survey Form | ☑ | ☑ | ☒ | ☒ |
| Form 017-050c | Exit Interview Questionnaire | ☑ | ☑ | ☒ | ☒ |
| Form 017-095a | Setting Internal Labour Charge Out Rates Calculator - Excel Spreadsheet | ☑ | ☑ | ☒ | ☒ |
| Form 017-095a | Worksheet for the Calculation of Internal Charge Rates | ☑ | ☑ | ☒ | ☒ |
| Form 017-095b | Intra-Business Transfer Docket | ☑ | ☑ | ☒ | ☒ |
| Form 017-099a | Small Business Fair Dismissal Code Checklist | ☑ | ☑ | ☒ | ☒ |
| Form 019-031a | Standard Journal For Rent Internal | ☑ | ☑ | ☒ | ☒ |
| Form 020-002a | Statement By A Supplier Reason For Not Quoting An Australian Business Number To An Enterprise | ☑ | ☑ | ☒ | ☒ |
| Form 020-100a | Sample of Business Activity Statement | ☑ | ☑ | ☒ | ☒ |
| Form 020-101a | Sample of GST & PAYG Instalment Notice | ☑ | ☑ | ☒ | ☒ |
| Form 021-007a | Computer Security Policies and Procedures Manual - Template | ☑ | ☑ | ☑ | ☒ |
| Form 021-007b | Computer Security Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 021-014a | Business Building Matrix (Example) | ☑ | ☑ | ☑ | ☒ |
| Form 021-018a | Manufacturers Quote-Job Check List | ☑ | ☑ | ☑ | ☒ |
| Form 021-018b | Manufacturers Quotation-Budget Preparation | ☑ | ☑ | ☑ | ☒ |
| Form 026-001a | Preparing for SuperStream - A Step By Step Guide | ☑ | ☑ | ☑ | ☒ |
| Form 026-005a | Standard Choice Form | ☑ | ☑ | ☒ | ☒ |
| Form 026-005b | Preparing for SuperStream - A Step by Step Guide | ☑ | ☑ | ☒ | ☒ |
| Form 027-040a | Job Description Office Manager | ☑ | ☑ | ☒ | ☒ |
| Form 030-006a | Sample Computer Security Documentation | ☑ | ☑ | ☒ | ☒ |
| Form 030-006b | Sample Computer Security Checklist | ☑ | ☑ | ☒ | ☒ |
| Form 030-006c | Computer Assets Register | ☑ | ☑ | ☒ | ☒ |
| Form 030-006d | Computer Incidents Logbook | ☑ | ☑ | ☒ | ☒ |
| Form 030-006e | Sample Disaster Recovery Plan | ☑ | ☑ | ☒ | ☒ |
| Form 030-006f | Job Descriptions | ☑ | ☑ | ☒ | ☒ |
| Form 036-050a | Calculation of Future Maintainable Profits | ☑ | ☑ | ☒ | ☒ |
| Form 036-050a | Future Maintainable Profits Calculator - Excel Spreadsheet | ☑ | ☑ | ☒ | ☒ |
| Form 037-009a | Agents Rental Statement | ☑ | ☑ | ☒ | ☒ |
| Form 037-022a | Depreciation Schedule | ☑ | ☑ | ☒ | ☒ |
| Form 037-028a | Electricity Meter Log | ☑ | ☑ | ☒ | ☒ |
| Form 037-028b | Analysis of Electricity Usage | ☑ | ☑ | ☒ | ☒ |
| Form 037-040a | Insurance Cover Summary | ☑ | ☑ | ☒ | ☒ |
| Form 037-072a | Leased Premises Register | ☑ | ☑ | ☒ | ☒ |
| Form 040-001a | Suggested treatment of IP | ☑ | ☑ | ☑ | ☒ |
| Form 040-001b | Proposed Corporate Structure for IP Company | ☑ | ☑ | ☒ | ☒ |
| Form 040-001c | Confidentiality Agreement | ☑ | ☑ | ☒ | ☒ |
| Form 040-001d | Assignment of IP Agreement | ☑ | ☑ | ☒ | ☒ |
| Form 040-002a | Standard Letter to Business Plan Consultant | ☑ | ☑ | ☒ | ☒ |
| Form 040-002b | Standard Letter To Marketing Consultant | ☑ | ☑ | ☒ | ☒ |
| Form 040-002c | Standard Letter to Intellectual Property Consultant | ☑ | ☑ | ☒ | ☒ |
| Form 040-002d | Standard Letter to Solicitors | ☑ | ☑ | ☒ | ☒ |
| Form 040-002e | Standard Letter to Management Team Consultant | ☑ | ☑ | ☒ | ☒ |
| Form 040-002f | Standard Letter to Proving Technology Consultant | ☑ | ☑ | ☒ | ☒ |
| Form 040-002g | Market Research Item List | ☑ | ☑ | ☒ | ☒ |
| Form 040-002h | Checklist of Items to be Included Under Management Team | ☑ | ☑ | ☒ | ☒ |
| Form 040-002i | Intellectual Property Item List | ☑ | ☑ | ☒ | ☒ |
| Form 040-002j | Technical Evaluation Checklist | ☑ | ☑ | ☒ | ☒ |
| Form 040-002k | Getting Investment Ready Training Programme | ☑ | ☑ | ☒ | ☒ |
| Form 040-002l | Business Plan Item List | ☑ | ☑ | ☒ | ☒ |
| Form 042-002a | Price Earnings Ratio Risk Multiplier | ☑ | ☑ | ☒ | ☒ |
| Form 042-002a | Valuation of Emerging Companies Calculator - Excel Spreadsheet | ☑ | ☑ | ☒ | ☒ |
| Form 050-054a | Family Business Corporate Structure to Assist in Succession | ☑ | ☑ | ☒ | ☒ |
| Form 051-005a | Personal Property Securities Register Sample Letter | ☑ | ☑ | ☑ | ☒ |
| Form 055-010a | MasterClass Business Growth Series | ☑ | ☑ | ☑ | ☒ |
| Form 140-110a | Special Disaster Assistance - QLD Primary Producers | ☑ | ☑ | ☑ | ☒ |
| Form 140-110b | Special Disaster Assistance - QLD Primary Producers | ☑ | ☑ | ☑ | ☒ |
| Form 140-120a | Special Disaster Assistance - QLD Small Business Grants | ☑ | ☑ | ☑ | ☒ |
| Form 140-120b | Special Disaster Assistance - QLD Small Business Grants | ☑ | ☑ | ☑ | ☒ |
| Form 140-211a | Current Declared Natural Disaster Areas in New South Wales - Primary Producers - Loans | ☑ | ☑ | ☑ | ☒ |
| Form 140-211b | Bushfires | ☑ | ☑ | ☑ | ☒ |
| Form 140-211c | Storms | ☑ | ☑ | ☑ | ☒ |
| Form 140-213a | Current Declared Natural Disaster Areas in New South Wales - Small Business - Loans | ☑ | ☑ | ☑ | ☒ |

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| Form 140-213b | Natural Disaster Relief Scheme - NSW - Small Business - Loans | ☑ | ☑ | ☑ | ☒ |
| Form 140-213c | Natural Disaster Relief Scheme - NSW - Small Business - Loans | ☑ | ☑ | ☑ | ☒ |
| Form 140-213d | Natural Disaster Relief Scheme - NSW - Small Business - Loans | ☑ | ☑ | ☑ | ☒ |
| Form 140-213e | Natural Disaster Relief Scheme - NSW - Small Business - Loans | ☑ | ☑ | ☑ | ☒ |
| Form 140-311b | Bushfire | ☑ | ☑ | ☑ | ☒ |
| Form 140-311c | Storm | ☑ | ☑ | ☑ | ☒ |
| Form 140-312a | Declared Natural Disaster Areas - Victoria | ☑ | ☑ | ☑ | ☒ |
| Form 140-313a | Declared Natural Disaster Areas - Victoria | ☑ | ☑ | ☑ | ☒ |
| Form 140-313b | Bushfire | ☑ | ☑ | ☑ | ☒ |
| Form 140-313c | Storm | ☑ | ☑ | ☑ | ☒ |
| Form 140-710a | Clean-Up And Assistance Grants Detailed Application Deadlines - TAS | ☑ | ☑ | ☑ | ☒ |
| Form 140-712a | Clean-Up And Assistance Grants Detailed Application Deadlines - TAS | ☑ | ☑ | ☑ | ☒ |
| Form 141-605a | Gazetted Roads Where The Carriage Of Standing Passengers Is Prohibited | ☑ | ☑ | ☒ | ☒ |
| Form 141-605b | Schedule of Specification for an Upgraded School Bus | ☑ | ☑ | ☒ | ☒ |
| Form 141-803a | Current Declared Natural Disaster Areas in Qld - Primary Producers - Loans | ☑ | ☑ | ☒ | ☒ |
| Form 141-803b | Tropical Cyclone and Associated Railfall and Flooding | ☑ | ☑ | ☒ | ☒ |
| Form 141-803c | Bushfires | ☑ | ☑ | ☒ | ☒ |
| Form 142-501a | Bin Trim Rebates Program - Sample Forms | ☑ | ☑ | ☑ | ☒ |
| Form 142-903a | Application Form and Requirement Information | ☑ | ☑ | ☒ | ☒ |
| Form 142-903b | Zone Map | ☑ | ☑ | ☒ | ☒ |
| Form 142-903c | Assessment Criteria | ☑ | ☑ | ☒ | ☒ |
| Form 142-903d | Key Performance Indicators (KPI) Framework | ☑ | ☑ | ☒ | ☒ |
| Form 142-904a | Zone Map | ☑ | ☑ | ☒ | ☒ |
| Form 142-904b | Application Form and Requirement Information | ☑ | ☑ | ☒ | ☒ |
| Form 142-904c | Assessment Criteria | ☑ | ☑ | ☒ | ☒ |
| Form 142-904d | Key Performance Indicators (KPI) Framework | ☑ | ☑ | ☒ | ☒ |
| Form 151-012a | Gross Profit Mark Up Charge | ☑ | ☑ | ☒ | ☒ |
| Form 151-012a | Setting Retail Prices Calculator - Excel Spreadsheet | ☑ | ☑ | ☒ | ☒ |
| Form 151-012b | Gross Profit Mark Up Charge | ☑ | ☑ | ☒ | ☒ |
| Form 151-082a | Example of Key Performance Indicators for a Retail Store | ☑ | ☑ | ☒ | ☒ |
| Form 151-082b | Stock Analysis Chart Stock Matrix | ☑ | ☑ | ☒ | ☒ |
| Form 151-082c | Debtors Aged Analysis | ☑ | ☑ | ☒ | ☒ |
| Form 152-003a | Election to use a Simplified GST Accounting Method | ☑ | ☑ | ☒ | ☒ |
| Form 152-004a | Work Papers Index For Food Retail Industries | ☑ | ☑ | ☒ | ☒ |
| Form 165-010a | Setting Charge Out Rates for Trades Workbook | ☑ | ☑ | ☒ | ☒ |
| Form 165-010a | Setting Trade Charge Out Rates Calculator - Excel Spreadsheet | ☑ | ☑ | ☒ | ☒ |
| Form 170-012a | Labour Oncosts for Manufacturing Calculator - Excel Spreadsheet | ☑ | ☑ | ☒ | ☒ |
| Form 170-012a | Manufacturers Client Contact Form | ☑ | ☑ | ☒ | ☒ |
| Form 170-012b | Manufacturers Quote Job Checklist | ☑ | ☑ | ☒ | ☒ |
| Form 170-012c | Manufacturers Quotation Budget Preparation | ☑ | ☑ | ☒ | ☒ |
| Form 170-012d | Manufacturers Company Quotation Results Report | ☑ | ☑ | ☒ | ☒ |
| Form 170-082a | Manufacturers Client Service Assessment | ☑ | ☑ | ☒ | ☒ |
| Form 170-082b | Manufacturers Quote Job Checklist | ☑ | ☑ | ☒ | ☒ |
| Form 170-082c | Manufacturers Quotation Results Report | ☑ | ☑ | ☒ | ☒ |
| Form 170-082d | Manufacturers Clients Welcome Letter | ☑ | ☑ | ☒ | ☒ |
| Form 170-082e | Manufacturers Job Materials Issue Form | ☑ | ☑ | ☒ | ☒ |
| Form 170-082f | Manufacturers Process Flow Checklist | ☑ | ☑ | ☒ | ☒ |
| Form 170-082g | Manufacturers Purchase Order | ☑ | ☑ | ☒ | ☒ |
| Form 170-082h | Manufacturers Prepared Quotation Form | ☑ | ☑ | ☒ | ☒ |
| Form 170-082i | Manufacturers Credit Policy Terms and Conditions | ☑ | ☑ | ☒ | ☒ |
| Form 170-082j | Manufacturers Annual Leave Application | ☑ | ☑ | ☒ | ☒ |
| Form 170-082k | Manufacturers Summary of Work On Hand At Handover | ☑ | ☑ | ☒ | ☒ |
| Form 170-082l | Manufacturers Quality Check Sheet | ☑ | ☑ | ☒ | ☒ |
| Form 170-082m | Manufacturers Installation Quality Check Sheet | ☑ | ☑ | ☒ | ☒ |
| Form 170-082n | Manufacturers Project Group Worksheet | ☑ | ☑ | ☒ | ☒ |
| Form 170-082o | Manufacturers Monthly Management Team Meeting Agenda | ☑ | ☑ | ☒ | ☒ |
| Form 170-082p | Manufacturers Debtors Aged Analysis | ☑ | ☑ | ☒ | ☒ |
| Form 170-082q | Example of Key Performance Indicators For A Manufacturing Business | ☑ | ☑ | ☒ | ☒ |
| Form 210-020a | Fee Setting for Professionals Calculator | ☑ | ☑ | ☒ | ☒ |
| Form 210-020ax | Fee Setting for Professionals Calculator -Excel Spreadsheet | ☑ | ☑ | ☒ | ☒ |
| Form 490-001 | Survival Hints for Small Business - 6.2.14 | ☑ | ☑ | ☒ | ☒ |
| Form 500-010a | Agenda For Meeting | ☑ | ☑ | ☑ | ☒ |
| Form 500-010b | Record of Interview | ☑ | ☑ | ☑ | ☒ |
| Form 500-010c | Action List From Meeting | ☑ | ☑ | ☑ | ☒ |
| Form 500-010d | Accounts and Tax Return Job Review Sheet | ☑ | ☑ | ☑ | ☒ |
| Form 500-010e | Computerisation - Work To Be Performed Job Review Sheet | ☑ | ☑ | ☑ | ☒ |
| Form 500-010f | Superannuation - Work To Be Preformed Job Review Sheet | ☑ | ☑ | ☑ | ☒ |
| Form 500-010g | Client Work Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 500-020a | Business Development Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 500-020b | Gold Business Development Package | ☑ | ☑ | ☑ | ☒ |
| Form 500-020c | Silver Business Development Package | ☑ | ☑ | ☑ | ☒ |
| Form 500-020d | Bronze Business Development Package | ☑ | ☑ | ☑ | ☒ |

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| Form 500-020e | Weekly Performance Estimate Report | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 500-021a | Fixed Price Agreement Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 500-021b | Letter Fixed Price Agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 500-060a | Seminar Check List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 500-060b | Client Survey Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 500-073a | Suggested Business Advisory Services' Structure | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 500-074a | Opportunities from Digital Disruption | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-012a | Intra-Business Transaction Docket | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-012b | Business Unit Trading Profit And Loss Account | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-014a | Customer Survey Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-014b | Weekly Key Performance Indicator Report | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-014c | Weekly Team Meeting Agenda | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-014d | Monthly Business Unit Meeting Agenda | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-015a | Intra-Business Transfer Docket | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-015b | Business Unit Trading and Profit & Loss Account | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-020a | Work Papers Index | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-021a | Current Files | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-021b | Share Register | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-090a | Suggested Treatment of IP Chart | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-090b | Proposed Corporate Structure for IP Company | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-090c | Confidentiality Agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-090d | Assignment of Intellectual Property Agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091a | Business Plan Consultant Briefing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091b | Marketing Consultant Letter | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091c | Intellectual Property Briefing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091d | Legal Briefing Document | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091e | Management Team Consultant Briefing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091f | Proving Technology Consultant Briefing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091g | Market Research Item List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091h | Checklist Of Items Management Team | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091i | Intellectual Property Item List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091j | Technical Evaluation Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091k | Getting Investment Ready Training | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-091l | Business Plan Item List | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-011a | Team Member Interview Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-011b | Shareholder Partner Interview Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-011c | Std Customer Survey Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-011d | Other Std Key Stakeholders Survey Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015a | Work Requirement Form For The Preparation Of A Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015ab | Letter To Accountant Final Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015ac | Letter To Client Returning Data | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015ad | File Diary Note Follow-up Action | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015ae | Acceptance Questionnaire Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015af | Staff Interview Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015ag | Shareholder Interview Survey Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015ah | Customer Survey Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015ai | Key Stakeholders Survey Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-015aj | Review of Assignment Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 501-015ak | Action Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015b | File Header Form | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015c | Assignment Control Form For The Preparation Of A Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015d | Information Required From Client In Relation To The Preparation Of A Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015e | Quotation Form Re Business Plan - Landscape | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015f | Work Programme Timetable For The Preparation Of A Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015g | Letter State Government Subsidy Re Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015i | Letter No Subsidy Re Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015j | Letter To Accountant Re Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015k | Letter To State Government Re Subsidy Application | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015m | Letter Confirming Government Subsidy | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015n | Letter Confirming Work Programme Timetable | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015o | First Progress Claim Invoice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015p | Letter With Business Plan Questionnaire | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015q | Working Paper File Index | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015r | Record Of Client Data Received | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015s | Second Progress Claim Invoice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015t | Letter Of Acknowledgement Receipt Of Data | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015u | Letter To Client With Draft Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015v | Letter To Accountant With Draft Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015w | Third Progress Claim Invoice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015x | Letter To Client With Final Business Plan | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015y | Final Progress Claim Invoice | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Form 502-015z | Letter To Department Enclosing Documents | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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| Form 550-040a | The Next Level Business Growth Method | ☑ | ☑ | ☑ | ☒ |
| Form 550-040b | Introduction to MasterClass Business Growth Series | ☑ | ☑ | ☑ | ☒ |
| Form 550-040c | Selling Made Simple | ☑ | ☑ | ☑ | ☒ |
| Form 550-040d | Selling Skills Course - High Performance Selling | ☑ | ☑ | ☑ | ☒ |
| Form 550-040e | Sample Brochure | ☑ | ☑ | ☑ | ☒ |
| Form 570-033a | Debtors System Checklist | ☑ | ☑ | ☒ | ☒ |
| Form 570-033b | Letter Declining Credit Application | ☑ | ☑ | ☒ | ☒ |
| Form 570-033c | Customer Application Due Diligence | ☑ | ☑ | ☒ | ☒ |
| Form 570-033d | Debtors System Staff Training | ☑ | ☑ | ☒ | ☒ |
| Form 570-036 | Business Evaluation Workshop - Excel Spreadsheet | ☑ | ☑ | ☑ | ☒ |
| Form 570-050a | Personal Property Securities Register - Sample Letter | ☑ | ☑ | ☒ | ☒ |
| Form 900-003a | Leadership Survey Form | ☑ | ☑ | ☑ | ☒ |
| Form 900-003b | Leadership Development Evaluation Survey Questionnaire Summary of Responses | ☑ | ☑ | ☑ | ☒ |
| Form 900-007a | Leadership Model and Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 900-007b | Leadership Evaluation Record | ☑ | ☑ | ☑ | ☒ |
| Form 900-009a | Leadership Model and Checklist | ☑ | ☑ | ☑ | ☒ |
| Form 900-009b | Leadership Evaluation Record | ☑ | ☑ | ☑ | ☒ |
| Form 900-016a | Coaching Tips | ☑ | ☑ | ☒ | ☒ |
| Form 900-017a | Coaching Tips | ☑ | ☑ | ☒ | ☒ |
| Form 900-018a | Delegation Task Project Control Sheet | ☑ | ☑ | ☒ | ☒ |
| Form 900-019a | Delegation Task Project Control Sheet | ☑ | ☑ | ☒ | ☒ |
| Form CS0001-00 | General Hints on the Presentation of a Seminar | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-01 | Explanation Of Checklist | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-02 | Seminar Checklist | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-03 | Multiple Seminars Registration | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-04 | Multiple Seminars Registration Letter | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-05 | Seminar Registration Letter | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-10 | Venue Booking Letter | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-20 | Invitation To Key Note Speaker | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-30 | Complimentary Invitation | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-40 | Seminar Attendees List | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-50 | Seminar Attendees General Evaluation | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-70 | Seminar Report General Evaluation | ☑ | ☑ | ☑ | ☒ |
| Form CS0001-80 | Thank You Letter To Key Note Speaker | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-00 | Features | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-01 | Contents | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-02 | Suggested Timetable With Times | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-03 | Timetable Without Times | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-04 | Invitation | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-05 | Seminar Registration Form | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-06 | News Release | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-08 | Seminar Report | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-09 | Advertisement | ☑ | ☑ | ☑ | ☒ |
| Form CS0500-10 | Email Broadcast | ☑ | ☑ | ☑ | ☒ |
| Form CS0510-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0510-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0510-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0510-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0510-04 | Invitation | ☑ | ☑ | ☒ | ☒ |
| Form CS0510-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0510-06 | News Release | ☑ | ☑ | ☒ | ☒ |
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| Form CS0510-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0520-00 | Features | ☑ | ☑ | ☒ | ☒ |
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| Form CS0520-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0520-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
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| Form CS0520-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0520-06 | News Release | ☑ | ☑ | ☒ | ☒ |
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| Form CS0520-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0520-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0520-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-04 | Invitation | ☑ | ☑ | ☒ | ☒ |

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| Form CS0530-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-06 | News Release | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0530-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-04 | Invitation | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-06 | News Release | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0540-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-04 | Invitation | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
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| Form CS0550-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0550-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-04 | Invitation | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-06 | News Release | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0560-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-04 | Invitation | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-06 | News Release | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0570-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-04 | Invitation | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-06 | News Release | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0580-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-00 | Features | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-01 | Contents | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-02 | Suggested Timetable With Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-03 | Timetable Without Times | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-04 | Invitation | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-05 | Seminar Registration Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-06 | News Release | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-07 | Individual Paper Evaluation Form | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-08 | Seminar Report | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-09 | Advertisement | ☑ | ☑ | ☒ | ☒ |
| Form CS0590-10 | Email Broadcast | ☑ | ☑ | ☒ | ☒ |

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