



ESS BIZTOOLS SUBSCRIPTION DETAILS

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ESS BIZGRANTS

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Gold	Silver	Bronze	Guest	ESS BASIP
✓	✗	✗	✗	✗
✓	✗	✗	✗	✗
✓	✓	✓	✓	✗
✓	✓	✓	✓	✗
✓	✓	✗✓	✗✓	✗
✓	✓	✓	✓✓	✓
✓	✓	✓	✓	✗
✓	✓	✓	✓	✗
✓	✓✓	✓✓	✓✓	✗
✓	✓	✓	✗	✗
✓	✓	✓	✗	✗

✓ 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 Training Packages

Module 1	Introduction to Business Advisory Services (Paper 570-001)
Module 2	Getting Organised for Business Advisory Services (Paper 570-002)
Module 3	Team Training for Business Advisory Services (Paper 570-011)
Module 4	Leadership Strategies for Business Advisory Services (Paper 570-012)
Module 5	SME Needs' Analysis (Paper 570-015)
Module 6	Marketing Strategies (Paper 570-013)
Module 7	Review of Products (Paper 570-014)
Module 8	Planning Seminar to Launch Business Advisory Services (Paper 570-017)
Module 9	Selling Business Advisory Services (Paper 570-018)
Module 10	One-on-One Meetings for Business Advisory Services (Paper 570-032)
Module 11	Implementation of a Business Advisory Service for your Clients (Paper 570-019)

✓	✓	✓	✓	✓
✓	✓	✗	✗	✓
✓	✓	✓	✗	✓
✓	✓	✓	✗	✓
✓	✓	✓	✗	✓
✓	✓	✓	✗	✓
✓	✓	✓	✗	✓
✓	✓	✓	✗	✓
✓	✓	✓	✗	✓
✓	✓	✗	✗	✓
✓	✓	✗	✗	✓

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	✓	✓	✗	✗	✓
570-046	Identifying Grants and Incentives	✓	✓	✗	✗	✓
570-050	PPSR Due Diligence System	✓	✓	✗	✗	✓
570-051	Early Stage Innovation Company	✓	✓	✗	✗	✓
570-060	Business Health Check - Pharmacies	✓	✓	✗	✗	✓
570-061	Business Health Check - Road Transport Services	✓	✓	✗	✗	✓
570-062	Business Health Check - Supermarkets	✓	✓	✗	✗	✓
570-063	Business Health Check - Clothing Retailer	✓	✓	✗	✗	✓
570-064	Business Health Check - Commercial Building Industry	✓	✓	✗	✗	✓
	Crowd-Sourced Funding Equity Raising Package	✓	✓	✗	✗	✓
	PPSR for SMEs	✓	✓	✗	✗	✓

CLIENT MENTORING & COACHING MODULES:

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

Topics:

CBD0010	Purchasing or Commencing a Business	✓	✓	✓	✓
CBD0020	Introductory Management	✓	✓	✓	✗
CBD0030	Experienced Management	✓	✓	✗	✗
CBD0040	Dealing With Banks	✓	✓	✗	✗
CBD0050	Business Planning	✓	✓	✗	✗
CBD0060	Corporate Governance	✓	✓	✓	✗
CBD0070	Preparation And Use Of Periodic Financial Accounts	✓	✓	✗	✗
CBD0080	Business Networks	✓	✓	✓	✗
CBD0100	Exporting	✓	✓	✗	✗
CBD0110	Marketing	✓	✓	✓	✗
CBD0120	Family Business	✓	✓	✗	✗
CBD0130	Getting Investment Ready	✓	✓	✗	✗

Includes:

Cover letters for each series	✓	✓	✓	✓
Papers for each series that can be 'branded'	✓	✓	✓	✓
Survey forms for each series	✓	✓	✓	✓

BUSINESS PLUS+ CLIENT NEWSLETTER

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

Includes:-

Minimum of 13 issues per annum	✓	✓	✓	1 Issue
4 x A4 pages of editorials and topics relevant to SMEs	✓	✓	✓	1 Issue
Papers supporting topics covered in the issue of Business Plus+	✓	✓	✓	1 Issue

CLIENT SEMINARS:-

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

Topics:-

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

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 customerised for each seminar topic:-

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 develop outstanding leaders in your SME clients or staff.

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 Up For 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:-

Beginning in Business

Section 001

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	✓	✓	✓	✗
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	✓	✓	✓	✗
003-041	Unlisted Public Companies	✓	✓	✓	✗
003-045	Early Stage Innovation Company	✓	✓	✓	✗
003-046	Self Assessment for Early Stage Innovation Company	✓	✓	✓	✗
003-047	Participant's Workbook for ESIC Seminar	✓	✓	✓	✗
003-055	Crowd Sourced Funding - Equity Raising Overview	✓	✓	✓	✗
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
004-070	Internal Control and Systems Review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Section 005</u>		<u>Accounting Reports & Terminologies</u>			
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 and Holiday 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"/>
<u>Section 006</u>		<u>Operating A Successful Business</u>			
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"/>
<u>Section 007</u>		<u>Media</u>			
007-001	Creating Effective Media Relations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Section 008</u>		<u>Marketing</u>			
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"/>
<u>Section 009</u>		<u>Business Planning</u>			
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"/>
<u>Section 010</u>		<u>Family Businesses</u>			
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	✓	✓	✓	✗
010-007	Family In The Business	✓	✓	✓	✗
010-010	Disputes In Family Businesses	✓	✓	✓	✗
010-011	Marriage Breakdown - Effect On Family Businesses	✓	✓	✓	✗
010-020	Business And Family Investments	✓	✓	✓	✗
010-030	Directors Of Family Companies	✓	✓	✓	✗
010-036	Bringing In Outside Management	✓	✓	✓	✗
010-060	Business Structures For Family Businesses	✓	✓	✓	✗
010-064	Family Charter Constitution	✓	✓	✓	✗
010-066	Estate Planning In Family Business	✓	✓	✓	✗
010-067	Retirement Planning In Family Businesses	✓	✓	✓	✗

<u>Section 011</u>	<u>Banks and Financiers</u>				
011-001	Banks And Financiers - An Overview	✓	✓	✓	✗
011-010	Finance Applications	✓	✓	✓	✗
011-020	Relationship With Banks And Financiers	✓	✓	✓	✗

<u>Section 012</u>	<u>Taxation</u>				
012-001	Taxation In Australia - Introduction	✓	✓	✓	✗
012-005	Australian Business Number	✓	✓	✓	✓
012-009	R and D Tax Incentive	✓	✓	✓	✗
012-011	R And D Eligibility Checklist For Tax Incentive	✓	✓	✓	✗
012-015	Tax Planning For Business People	✓	✓	✓	✗
012-016	PAYG Withholding Payments to Employees	✓	✓	✓	✗
012-017	PAYG and Labour Hire Arrangements	✓	✓	✓	✗
012-018	PAYG Voluntary Agreements	✓	✓	✓	✗
012-019	PAYG Withholding - Payments to Businesses Who Have Not Quoted an ABN	✓	✓	✓	✗
012-020	Capital Gains Tax Introduction	✓	✓	✓	✗
012-021	Capital Gains Tax Concessions For Small Business	✓	✓	✓	✗
012-023	PAYG Instalment System	✓	✓	✓	✗
012-025	Fringe Benefit Tax - Introduction	✓	✓	✓	✗
012-030	Turnover Under \$75,000 - Specific Taxation Issues	✓	✓	✓	✗
012-031	Turnover \$75,000 to \$2m - Specific Taxation Issues	✓	✓	✓	✗
012-035	Turnover \$2m to \$20m Specific Taxation Issues	✓	✓	✓	✗
012-045	Company Tax	✓	✓	✓	✗
012-046	Discretionary Trusts - Taxation Treatment	✓	✓	✓	✗
012-047	Unit Trusts - Taxation Treatment	✓	✓	✓	✗
012-048	Family Trusts - Rules Applicable To Discretionary Trusts	✓	✓	✓	✗
012-049	Checklist For A Discretionary Trust To Determine Whether Is Should Be A Family Trust	✓	✓	✓	✗
012-050	Tax Assessments	✓	✓	✓	✗
012-051	Family Trusts - Rules Applicable To Unit Trusts	✓	✓	✓	✗
012-058	Tax Incentives for Early Stage Investors	✓	✓	✓	✗
012-060	Planning Can Help You Reduce Income Tax	✓	✓	✓	✗
012-065	End Of Year Tax Planning Checklist 2017	✓	✓	✓	✗
012-066	Taxation Time - Records That The Business Systems Should Be Able To Produce	✓	✓	✓	✗
012-067	Personal Services Income	✓	✓	✓	✗
012-068	Employee Shares Schemes	✓	✓	✓	✗
012-070	Tax Audits	✓	✓	✓	✗
012-071	Hints On Handling A Tax Audit	✓	✓	✓	✗
012-072	Questions To Be Asked By The ATO	✓	✓	✓	✗
012-073	ATO Small Business Benchmarks	✓	✓	✓	✗
012-075	Types Of Questions Asked In A Record Keeping Audit	✓	✓	✓	✗
012-076	Types Of Questions Asked In A Tax Business Audit	✓	✓	✓	✗
012-081	Tax Planning - Sale Of A Business By An Individual	✓	✓	✓	✗
012-091	Tax Planning Purchase Of A Business	✓	✓	✓	✗
012-092	Buy Sell Agreements Tax Effects	✓	✓	✓	✗
012-095	Taxation Compliance Questionnaire	✓	✓	✓	✗

<u>Section 013</u>	<u>Corporate Governance</u>				
013-001	Corporate Governance Issues Affecting SMEs	✓	✓	✓	✗
013-005	Director's Checklist	✓	✓	✓	✗
013-010	Corporate Duties To Be Allocated	✓	✓	✓	✗
013-030	New Director Information Pack	✓	✓	✓	✗
013-070	Company Secretary's Duties	✓	✓	✓	✗

<u>Section 014</u>	<u>Australian Government Grants & Assistance</u>				
014-001	Using Government Grants	✓	✓	✓	✗
014-010	Jobactive	✓	✓	✗	✗
014-011	Apprenticeship Incentive Overview Assistance For Employers	✓	✓	✓	✗
014-012	Restart Wage Subsidy	✓	✓	✗	✗
014-013	Employer Support Payment	✓	✓	✗	✗
014-014	Disaster Recovery Allowance	✓	✓	✗	✗

014-015	Industry Capability Network	✓	✓	✓	✗
014-016	Wages Subsidy Scheme	✓	✓	✗	✗
014-017	Tasmania Jobs and Investment Fund	✓	✓	✗	✗
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 (ATS)	✓	✓	✗	✗
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	Export Finance Insurance Corporation (EFIC) - Small Business Export Loan	✓	✓	✗	✗
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	Assistance for SMEs in the Defence Industry	✓	✓	✗	✗
014-052	Product Stewardship for Oil Program	✓	✓	✗	✗
014-053	Agricultural Trade and Market Access Cooperation	✓	✓	✗	✗
014-054	Australian-India Strategic Research Fund (AISRF)	✓	✓	✗	✗
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	✓	✓	✗	✗
014-062	Employment Assistance Fund	✓	✓	✗	✗
014-063	Indigenous Advancement Strategy	✓	✓	✗	✗
014-064	Indigenous Advancement Strategy - Prescribed Body Corporate Capacity Building Funding	✓	✓	✗	✗
014-065	Reef Trust Repeated Tenders - Wet Tropics & Burdekin	✓	✓	✗	✗
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	✓	✓	✗	✗
014-100	Landing Pads Program	✓	✓	✗	✗
014-101	Major Projects Facilitation Agency	✓	✓	✗	✗
014-102	Major Project Facilitation Programme	✓	✓	✗	✗
014-103	Maker Projects Stream B	✓	✓	✗	✗
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	General Practice Rural Incentives Program	✓	✓	✗	✗
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	✓	✓	✗	✗
014-159	Practice Incentives Progress	✓	✓	✗	✗
014-160	Rural Procedural Grants Program (RPGP)	✓	✓	✗	✗
014-168	Supplier Improvement Grant	✓	✓	✗	✗
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	✓	✓	✗	✗
014-210	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	✓	✓	✗	✗
014-232	Screen Australian - Feature Film Production and Feature Completion/Post-Production	✓	✓	✗	✗
014-301	Regional Jobs and Investment Packages	✓	✓	✗	✗
014-302	Regional Jobs and Investment Packages - Upper Spencer Gulf Region	✓	✓	✗	✗
014-303	Regional Jobs and Investment Packages - Regional Tasmania Region	✓	✓	✗	✗
014-304	Regional Jobs and Investment Packages - Goulburn Valley Region	✓	✓	✗	✗
014-305	Regional Jobs and Investment Packages - Latrobe Valley Region	✓	✓	✗	✗
014-306	Regional Jobs and Investment Packages - Bowen Basin Region	✓	✓	✗	✗
014-307	Regional Jobs and Investment Packages - Tropical North Queensland Region	✓	✓	✗	✗
014-308	Regional Jobs and Investment Packages - Wide Bay Burnett Region	✓	✓	✗	✗
014-309	Regional Jobs and Investment Packages - North Coast Region	✓	✓	✗	✗
014-310	Regional Jobs and Investment Packages - South Coast Region	✓	✓	✗	✗
014-311	Regional Jobs and Investment Packages - Geelong Region	✓	✓	✗	✗

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

<u>Section 018</u>		<u>Customers</u>			
018-001	Customer Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
018-010	Customer Database	<input 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"/>

<u>Section 019</u>		<u>Business Income</u>			
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"/>

<u>Section 020</u>		<u>Goods and Services Tax</u>			
020-001	Goods And Services Tax An Overview	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
020-002	GST As It Affects SMEs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>

<u>Section 021</u>		<u>Business Planning Questionnaires</u>			
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	✓	✓	✓	✗
021-020	Business Pricing	✓	✓	✓	✗
021-021	Packaging	✓	✓	✓	✗
021-022	Sales	✓	✓	✓	✗
021-023	Distribution	✓	✓	✓	✗
021-024	Operating The Business	✓	✓	✓	✗
021-025	Exports	✓	✓	✓	✗
021-026	Staff Development	✓	✓	✓	✗
021-027	Staff Training	✓	✓	✓	✗
021-029	Imports	✓	✓	✓	✗
021-030	Human Resources	✓	✓	✓	✗
021-031	Debtors	✓	✓	✓	✗
021-032	Stock	✓	✓	✓	✗
021-033	Work In Progress	✓	✓	✓	✗
021-034	Benchmarking	✓	✓	✓	✗
021-035	Budgets and Cashflow Forecast Preparation	✓	✓	✓	✗
021-036	Taxation	✓	✓	✓	✗
021-037	Periodic Financial Accounts	✓	✓	✓	✗
021-038	Budgets And Cashflow Forecasts Monitoring	✓	✓	✓	✗
021-039	Bank Relationship	✓	✓	✓	✗
021-040	Business Funding	✓	✓	✓	✗
021-041	Organisational Matters	✓	✓	✓	✗
021-042	Research And Development	✓	✓	✓	✗
021-043	Insurance	✓	✓	✓	✗
021-044	Quality Assurance	✓	✓	✓	✗
021-045	Business Structures	✓	✓	✓	✗
021-046	Board Of Advice And Directors	✓	✓	✓	✗
021-047	Advisers	✓	✓	✓	✗
021-048	Legal	✓	✓	✓	✗
021-049	Public Relations	✓	✓	✓	✗
021-050	Business Outlook In Your Area	✓	✓	✓	✗
021-051	Management	✓	✓	✓	✗
021-052	Checklist for a Unit Trust to Determine Whether it Should Be a Family Trust	✓	✓	✓	✗
021-053	Company Administration	✓	✓	✓	✗
021-054	Annual Review	✓	✓	✓	✗
021-055	Risk Management Contingency Plan	✓	✓	✓	✗
021-056	Sensitivity Analysis	✓	✓	✓	✗
021-057	Writing The Business Plan	✓	✓	✓	✗
021-058	SWOT Analysis	✓	✓	✓	✗
021-062	Succession Planning	✓	✓	✓	✗
021-063	Personal Plan	✓	✓	✓	✗
021-064	Business Relocation	✓	✓	✓	✗

<u>Section 023</u>	<u>Advertising</u>				
023-001	Advertising - An Overview	✓	✓	✗	✗

<u>Section 024</u>	<u>Insurance</u>				
024-001	Insurance - An Overview	✓	✓	✓	✗

<u>Section 025</u>	<u>Time Management</u>				
025-001	Managing Your Time	✓	✓	✓	✗

<u>Section 026</u>	<u>Superannuation</u>				
026-001	Superannuation An Overview	✓	✓	✓	✗
026-005	Superannuation Contributions	✓	✓	✗	✗
026-011	How Much Superannuation Do I Have To Pay	✓	✓	✗	✗
026-015	What Happens If I Have Not Paid Or Underpaid Superannuation	✓	✓	✗	✗
026-050	Self Managed Superannuation Funds	✓	✓	✗	✗
026-055	Borrowings By Self Managed Superannuation Funds	✓	✓	✗	✗
026-056	Do I Have To Pay Superannuation	✓	✓	✗	✗

<u>Section 027</u>	<u>Job Descriptions</u>				
027-040	Office Manager	✓	✓	✗	✗
027-050	Finance And Administration Manager	✓	✓	✗	✗

<u>Section 029</u>	<u>Risk Management</u>				
029-004	Risk Management - What Is It?	✓	✓	✓	✗
029-005	Risk Management for SMEs - Introduction	✓	✓	✓	✗
029-006	Types of Risks Likely To Affect SMEs	✓	✓	✗	✗
029-007	Risk Planning For SMEs	✓	✓	✗	✗
029-010	Commerical Risks	✓	✓	✗	✗
029-024	Corporate Governance Risks	✓	✓	✗	✗

029-041	Professional Firm Risks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 030</u>					
<u>Computer In Business</u>					
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"/>
<u>Section 036</u>					
<u>Selling A Business</u>					
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"/>
<u>Section 037</u>					
<u>Business Overhead Costs</u>					
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"/>
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"/>
<u>Section 038</u>					
<u>Networking</u>					
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"/>
<u>Section 040</u>					
<u>Investment Readiness</u>					
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"/>
<u>Section 041</u>					
<u>Due Diligence</u>					
041-020	Due Diligence Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 042</u>					
<u>Company Valuations</u>					
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"/>
<u>Section 050</u>					
<u>Succession Planning</u>					
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"/>
<u>Section 051</u>					
<u>Personal Property Securities Register</u>					
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"/>

142-404	Screen NSW Slate Development Loan	✓	✓	✓	✗
142-405	Screen NSW Loan Facilities - Short Term Minor Cashflow Loans	✓	✓	✓	✗
142-406	Quick Response Grants - New South Wales	✓	✓	✗	✗
142-407	Regional Filming Fund - New South Wales	✓	✓	✗	✗
142-408	Screen NSW - NSW Film & Television Industry Attraction Program	✓	✓	✗	✗
142-409	Screen NSW - Production Finance Fund	✓	✓	✗	✗
142-410	Strategic Opportunities Program - New South Wales	✓	✓	✓	✗
142-411	Screen NSW - Festival Travel	✓	✓	✓	✗
142-412	Audience Development Program - New South Wales	✓	✓	✗	✗
142-413	Screen NSW - Emerging Producer Placement	✓	✓	✗	✗
142-501	Bin Trim Rebates Program - New South Wales	✓	✓	✓	✗
142-502	TechVoucher Program - NSW	✓	✓	✓	✗
142-503	Building Partnerships - New South Wales	✓	✓	✗	✗
142-504	Export Capability Building Program - New South Wales	✓	✓	✗	✗
142-505	Gazelle Loan Guarantees - New South Wales	✓	✓	✗	✗
142-506	Mentor Program - New South Wales	✓	✓	✓	✗
142-701	Emergency Works Project - NSW	✓	✓	✗	✗
142-702	Hunter Region Heritage Grants program - NSW	✓	✓	✗	✗
142-703	Environmental Upgrade Agreements - New South Wales Placement	✓	✓	✗	✗
142-704	Organics Infrastructure Large and Small - New South Wales	✓	✓	✗	✗
142-801	Natural Disaster Relief Scheme - NSW Primary Producers - Loans	✓	✓	✗	✗
142-802	Natural Disaster Relief Scheme - NSW Small Business - Loans	✓	✓	✗	✗
142-803	Transport Subsidy in Response To A Declared Natural Disaster - NSW	✓	✓	✗	✗
142-901	Aboriginal Heritage Places Program NSW	✓	✓	✗	✗
142-902	Community Youth & Seniors Heritage Program NSW	✓	✓	✗	✗
142-903	Regional Visitor Economy Fund - Contestable Fund - New South Wales	✓	✓	✗	✗
142-904	Regional Visitor Economy Fund - Quarantined Fund - New South Wales	✓	✓	✗	✗
142-905	NSW Heritage Grants - Major Works	✓	✓	✗	✗
142-906	NSW Heritage Grants - Heritage Reports	✓	✓	✗	✗

Section 143 **State & Territory Government Grants and Assistance - Victoria**

143-001	Back to Work - Victoria	✓	✓	✓	✗
143-002	Stronger Regional Communities Plan - Victoria	✓	✓	✗	✗
143-101	Future Industries Fund - Manufacturing Program - Victoria	✓	✓	✓	✗
143-102	Trade Mission Assistance Program - VIC	✓	✓	✓	✗
143-103	Victoria-Israel Science and Technology Research & Development Program - VIC	✓	✓	✗	✗
143-104	Victoria-Israel Trade and International Partnering (VISTRIP) - VIC	✓	✓	✗	✗
143-105	Local Industry Fund for Transition - Victoria	✓	✓	✗	✗
143-106	Automotive Supply Chain Transition Program - Victoria	✓	✓	✗	✗
143-107	Future Industries Sector Growth Program - VIC	✓	✓	✗	✗
143-108	Trade Access Program - Victoria	✓	✓	✗	✗
143-109	Hazelwood Supply Chain Transition Program - Victoria	✓	✓	✗	✗
143-401	Film Victoria - International Travel - Business	✓	✓	✓	✗
143-402	Film Victoria - Documentary Development	✓	✓	✓	✗
143-403	Film Victoria - Assigned Production Investment - Film and Television	✓	✓	✓	✗
143-404	Film Victoria - PIAF - Post Production, Digital & Visual Effects	✓	✓	✓	✗
143-405	Film Victoria - Production Incentive Attraction Fund (PIAF)	✓	✓	✗	✗
143-406	Film Victoria - Regional Location Assistance Fund (RLAF)	✓	✓	✗	✗
143-407	Film Victoria - Assigned Production Investment - Games	✓	✓	✗	✗
143-501	Grow Your Business - Business Development Plan - Mentoring - Victoria	✓	✓	✓	✗
143-502	Grow Your Business - Business Development Plan and Strategic Review - Victoria	✓	✓	✗	✗
143-503	Grow Your Business - Group Programs - Victoria	✓	✓	✗	✗
143-504	Grow Your Business - Network Programs - Victoria	✓	✓	✗	✗
143-505	Small Business Assistance (Health & Safety) Program - VIC	✓	✓	✗	✗
143-506	Small Business Success Map - VIC	✓	✓	✗	✗
143-507	Victoria-Israel Feasibility and Proof of Concept - VIC	✓	✓	✗	✗
143-508	Energy Assessment Grant - Victoria	✓	✓	✗	✗
143-509	WorkSafe OHS Essentials Program - Victoria	✓	✓	✗	✗
143-510	Regional Infrastructure Fund - Victoria	✓	✓	✗	✗
143-511	Frankston City Small Business Grants - New Eat Street - Station Street Mall - Victoria	✓	✓	✗	✗
143-512	Business in Transition	✓	✓	✗	✗
143-513	Frankston City Council - Small Business Grants	✓	✓	✗	✗
143-601	International Student Welfare Grants - Victoria	✓	✓	✗	✗
143-801	Drought Assistance Concessional Loans Scheme Victoria	✓	✓	✗	✗
143-802	Dairy Recovery Concessional Loans - Victoria	✓	✓	✗	✗

Section 144 **Govt Grants and Assistance - Australian Capital Territory**

144-001	Special Project Funding - ACT	✓	✓	✓	✗
144-002	Training Fund Authority - Employers' Incentives - ACT	✓	✓	✓	✗
144-101	Innovation Connect - Accelerating Innovation - ACT	✓	✓	✗	✗
144-102	Discovery Translation Fund - ACT	✓	✓	✗	✗
144-103	Seed Investment Fund - ACT	✓	✓	✗	✗

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 Event 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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-404	Arts SA - Independent Makers and Presenters - Major Commission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-405	Arts SA - Independent Makers and Presenters - Project Grants	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-406	Arts SA - Individual Artists Development - ATSI Arts Development	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-407	Arts Sa - Marketing - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-408	Arts SA - Organisations Funding - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-409	Arts SA - Pocket Grants - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-410	Arts SA - Strategic Partnership - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-411	Arts SA - Touring - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-412	Arts SA - Recording - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-413	Arts SA - Out of Round Presentation - Contemporary Music	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-414	Arts SA - Commission Support Funding - Public Art and Design	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-502	Regional Development Fund - SA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-503	Coaching & Mentoring Program - SA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-504	City Makers Grant - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
145-801	Drought Assistance Concessional Loans - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
145-802	Dairy Recovery Concessional Loans - South Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

146-001	Small Business Jobs Bonus - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-101	Advanced Manufacturing Innovation and Growth Voucher System - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-102	Advanced Manufacturing Market Expansion Program - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-301	Vehicle Rebates for Farmers - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-302	AgriGrowth Loan Scheme - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-401	Artsbridge - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-402	Artsbridge Connect - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
146-404	Screen Tasmania - Industry & Enterprise Development Business Travel Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-405	Screen Tasmania - Industry & Enterprise Development - Professional Development Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-406	Screen Tasmania - Production Investment Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-407	Events Tasmania - Touring Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-408	Events Tasmania - Touring Grant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-409	Screen Tasmania - Factual Entertainment Initiative	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-411	Screen Tasmania - Project Development - Documentary Signature Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-412	Arts Tasmania - Artist Investment Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-413	Arts Tasmania - Aboriginal Arts Program	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-801	Drought Assistance Commission Loans Scheme - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-802	Dairy Recovery Concessional Loans Scheme - Tasmania	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
146-901	Events Tasmania - Championship Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

147-101	MRIWA Research Remit - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-102	Industry Facilitation & Support Program - Australian Steel Institute New Standard	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-301	Farm Water Rebate Scheme - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-302	Farm Water Supply Planning Scheme - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-303	Pastoral Water Grants Scheme - WA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
147-401	Catalyst Community Arts Fund for WA Communities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
147-402	Creative Development Grants - Western Australia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	☑	☑	☒	☒
147-411	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	☑	☑	☒	☒
148-503	Business Growth - Business Solutions Program - NT	☑	☑	☑	☒
148-504	Business Growth - Integrated Management - NT	☑	☑	☑	☒
148-505	Business Growth - Information Technology Solutions Program - NT	☑	☑	☒	☒
148-506	Business Innovation Support Initiatives - NT	☑	☑	☒	☒
148-507	Indigenous Business Development Program - NT	☑	☑	☒	☒
148-508	Regional Economic Development Fund - NT	☑	☑	☒	☒
148-509	Business Growth - Mentor Support Programme - Northern Territory	☑	☑	☒	☒
148-510	Business Growth - Overview Programme - Northern Territory	☑	☑	☑	☒
148-511	Business Growth - Digital Solutions Program - NT	☑	☑	☒	☒
148-512	Business Growth - Tender Solutions Program - NT	☑	☑	☒	☒
148-513	Business Growth - Governance Solutions Program - NT	☑	☑	☒	☒

Section 151 **Retail (Non Food) Industries**

151-003	Retail (Non Food) Industries - Specific Issues Post 1st July 2000	☑	☑	☒	☒
151-012	Setting Retail Prices	☑	☑	☒	☒
151-082	Characteristics of a Well Run Retail Business	☑	☑	☒	☒
151-083	Steps Needed To Achieve A Retail Success - An Overview	☑	☑	☒	☒

Section 152 **Food (Retail) Industries**

152-003	Food Retail Industries Specific GST Issues	☑	☑	☒	☒
152-004	Work Papers For Supermarkets	☑	☑	☒	☒
152-031	Supermarket Building	☑	☑	☒	☒

Section 153 **Building Industries**

153-003	Building Industries Specific GST Issues	☑	☑	☒	☒
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Section 154 **Construction & Development Industries**

154-003	Construction And Development Industries Specific GST Issues	☑	☑	☒	☒
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Section 155 **Farming Industries**

155-003	Farming Industries Specific GST Issues	☑	☑	☒	☒
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Section 156 **Hotels & Motels Industries**

156-003	Hotel & Motel Industries Specific GST Issues	☑	☑	☒	☒
156-010	Specific Systems Requirements for Hotels Motels	☑	☑	☒	☒

Section 157 **Tourism Industries**

157-003	Tourism Industries Specific GST Issues	☑	☑	☒	☒
157-010	Systems Planning for a Tourism Business	☑	☑	☒	☒

Section 158 **Motor Vehicle Industries**

158-003	Motor Vehicle Industries Specific GST Issues	☑	☑	☒	☒
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Section 160 **Service Industries**

160-003	Service Industries Specific GST Issues	☑	☑	☒	☒
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Section 165 **Trades Industries**

165-003	Trades Industries Specific GST Issues	☑	☑	☒	☒
165-010	Setting Charge Out Rates For Trades	☑	☑	☒	☒

165-020	Independent Contractors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 170</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"/>
<u>Section 210</u>					
210-003	<u>Professions</u> 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"/>
<u>Section 251</u>					
251-003	<u>Not For Profit Organisations</u> Not For Profit Organisations Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 270</u>					
270-003	<u>Consumers</u> Consumers Specific GST Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 401</u>					
401-001	<u>Succession Planning</u> The Importance Of Family And Private Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-002	Important Issues Family And Private Business Owners Have To Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-003	Avoiding Conflict Between Personal Values and Commercial Decisions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-004	Appreciating The Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-005	Professionalising Business Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-006	Funding Growth and Funding Retirement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-007	Management Succession	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-008	Future Ownership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-009	Your Will And Your Family Or Private Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
401-010	Why Is Risk And Insurance So Often Overlooked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 490</u>					
490-001	<u>Survival Hints For Small Business</u> Utilisation Of Accountancy Businesses Offering CFO Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
490-002	Personal Property Securities Register Summary Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
490-003	Identify The Services You Want To Receive	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Section 495</u>					
495-003	<u>Improving Your Bottom Line</u> Identify The Services You Want To Receive From Us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
495-010	SMEs - Business Advisory Services Help	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
495-011	Crowd Sourced Funding Equity Raising Package	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
495-012	Sick of Borrowing Money Crowd-Sourced Funding Might Be The Answer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<u>Section 500</u>					
500-001	<u>Accountancy Business Development</u> 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"/>
<u>Section 501</u>					
501-003	<u>Accountancy Business Training Program</u> 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	✓	✓	✓	✗
502-012	Work Code Numbers for the Preparation of Business Plans	✓	✓	✓	✗
502-013	Information Required from a Client to Prepare a Business Plan	✓	✓	✓	✗
502-015	Business Plan Control Sheet	✓	✓	✓	✗

Section 550	Accountancy Business Coaching				
550-001	Advice That Your Clients Want	✓	✓	✓	✓
550-010	Preparing Financial Analysis Using Software Products	✓	✓	✓	✓
550-040	Professional Selling for Improved Results	✓	✓	✓	✓
550-060	Business Advisory Services Readiness	✓	✓	✓	✓

TEMPLATES, CHECKLISTS, FORMS, SPREADSHEETS, WORKBOOKS:-					
Form 001-004	Rating Chart To Assess Your Strengths And Weaknesses	✓	✓	✓	✗
Form 001-006	Have You Got Enough Money To Go Into Business	✓	✓	✓	✗
Form 001-031a	State-by-State Summary of Payroll Tax	✓	✓	✓	✗
Form 001-032a	State-by-State Summary of Land Tax	✓	✓	✓	✗
Form 001-060a	Weekly Performance Estimate Report	✓	✓	✓	✗
Form 001-060b	Weekly Performance Statistics	✓	✓	✓	✗
Form 001-070	Purchasing A Business Checklist	✓	✓	✓	✗
Form 002-003a	Cash Payments Cycle Flow Chart	✓	✓	✓	✗
Form 002-003b	Order Form	✓	✓	✓	✗
Form 002-003c	Internal Authorisation Stamp	✓	✓	✓	✗
Form 002-003d	Adjustment Note	✓	✓	✓	✗
Form 002-003e	Adjustment Note	✓	✓	✓	✗
Form 002-003f	Payment Remittance Advice	✓	✓	✓	✗
Form 002-003g	Cross Referencing Cash Payments	✓	✓	✓	✗
Form 002-003h	Cash Payment Book Headings	✓	✓	✓	✗
Form 002-003i	Writing Up Cash Payments Book	✓	✓	✓	✗
Form 002-003j	Cash Payment Book Treatment Of Capital Expenditure	✓	✓	✓	✗
Form 002-003k	Cash Payment Book Totalling Of Columns	✓	✓	✓	✗
Form 002-004a(a)	Purchase Order Form	✓	✓	✓	✗
Form 002-004a(b)	Purchase Order Form	✓	✓	✓	✗
Form 002-004b	Return Note Form	✓	✓	✓	✗
Form 002-004c(a)	Cheque Form	✓	✓	✓	✗
Form 002-004c(b)	Cheque Form	✓	✓	✓	✗
Form 002-004d(a)	Remittance Advice	✓	✓	✓	✗
Form 002-004d(b)	Remittance Advice	✓	✓	✓	✗
Form 002-004e	Cash Payments Book	✓	✓	✓	✗
Form 002-004f	Purchase Order Form	✓	✓	✓	✗
Form 002-004g	Purchase Order Form	✓	✓	✓	✗
Form 002-004h	Return Note	✓	✓	✓	✗
Form 002-004i	Remittance Advice - Answer to Exercise 3	✓	✓	✓	✗
Form 002-004j	Payment to City Meats - Answer to Exercise 3	✓	✓	✓	✗
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 005-090lc	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	✓	✓	✓	✗
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 & D Eligibility Checklist for 125% 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 Equivalents	✓	✓	✗	✗
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	✓	✓	✓	✗
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 Checklist	✓	✓	✓	✗
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	☑	☑	☑	☒
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 Rainfall 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	✓	✓	✓	✗
Form 500-020e	Weekly Performance Estimate Report	✓	✓	✓	✗
Form 500-021a	Fixed Price Agreement Checklist	✓	✓	✓	✗
Form 500-021b	Letter Fixed Price Agreement	✓	✓	✓	✗
Form 500-060a	Seminar Checklist	✓	✓	✓	✗
Form 500-060b	Client Survey Form	✓	✓	✓	✗
Form 500-073a	Suggested Business Advisory Services' Structure	✓	✓	✓	✗
Form 500-074a	Opportunities from Digital Disruption	✓	✓	✓	✗
Form 501-012a	Intra-Business Transaction Docket	✓	✓	✓	✗
Form 501-012b	Business Unit Trading Profit And Loss Account	✓	✓	✓	✗
Form 501-014a	Customer Survey Form	✓	✓	✓	✗
Form 501-014b	Weekly Key Performance Indicator Report	✓	✓	✓	✗
Form 501-014c	Weekly Team Meeting Agenda	✓	✓	✓	✗
Form 501-014d	Monthly Business Unit Meeting Agenda	✓	✓	✓	✗
Form 501-015a	Intra-Business Transfer Docket	✓	✓	✓	✗
Form 501-015b	Business Unit Trading and Profit & Loss Account	✓	✓	✓	✗
Form 501-020a	Work Papers Index	✓	✓	✓	✗
Form 501-021a	Current Files	✓	✓	✓	✗
Form 501-021b	Share Register	✓	✓	✓	✗
Form 501-090a	Suggested Treatment of IP Chart	✓	✓	✓	✗
Form 501-090b	Proposed Corporate Structure for IP Company	✓	✓	✓	✗
Form 501-090c	Confidentiality Agreement	✓	✓	✓	✗
Form 501-090d	Assignment of Intellectual Property Agreement	✓	✓	✓	✗
Form 501-091a	Business Plan Consultant Briefing	✓	✓	✓	✗
Form 501-091b	Marketing Consultant Letter	✓	✓	✓	✗
Form 501-091c	Intellectual Property Briefing	✓	✓	✓	✗
Form 501-091d	Legal Briefing Document	✓	✓	✓	✗
Form 501-091e	Management Team Consultant Briefing	✓	✓	✓	✗
Form 501-091f	Proving Technology Consultant Briefing	✓	✓	✓	✗
Form 501-091g	Market Research Item List	✓	✓	✓	✗

Form 501-091h	Checklist Of Items Management Team	✓	✓	✓	✗
Form 501-091i	Intellectual Property Item List	✓	✓	✓	✗
Form 501-091j	Technical Evaluation Checklist	✓	✓	✓	✗
Form 501-091k	Getting Investment Ready Training	✓	✓	✓	✗
Form 501-091l	Business Plan Item List	✓	✓	✓	✗
Form 502-011a	Team Member Interview Form	✓	✓	✓	✗
Form 502-011b	Shareholder Partner Interview Form	✓	✓	✓	✗
Form 502-011c	Std Customer Survey Form	✓	✓	✓	✗
Form 502-011d	Other Std Key Stakeholders Survey Form	✓	✓	✓	✗
Form 502-015a	Work Requirement Form For The Preparation Of A Business Plan	✓	✓	✓	✗
Form 502-015ab	Letter To Accountant Final Business Plan	✓	✓	✓	✗
Form 502-015ac	Letter To Client Returning Data	✓	✓	✓	✗
Form 502-015ad	File Diary Note Follow-up Action	✓	✓	✓	✗
Form 502-015ae	Acceptance Questionnaire Business Plan	✓	✓	✓	✗
Form 502-015af	Staff Interview Form	✓	✓	✓	✗
Form 502-015ag	Shareholder Interview Survey Form	✓	✓	✓	✗
Form 502-015ah	Customer Survey Form	✓	✓	✓	✗
Form 502-015ai	Key Stakeholders Survey Form	✓	✓	✓	✗
Form 501-015aj	Review of Assignment Checklist	✓	✓	✓	✗
Form 501-015ak	Action Plan	✓	✓	✓	✗
Form 502-015b	File Header Form	✓	✓	✓	✗
Form 502-015c	Assignment Control Form For The Preparation Of A Business Plan	✓	✓	✓	✗
Form 502-015d	Information Required From Client In Relation To The Preparation Of A Business Plan	✓	✓	✓	✗
Form 502-015e	Quotation Form Re Business Plan - Landscape	✓	✓	✓	✗
Form 502-015f	Work Programme Timetable For The Preparation Of A Business Plan	✓	✓	✓	✗
Form 502-015g	Letter State Government Subsidy Re Business Plan	✓	✓	✓	✗
Form 502-015i	Letter No Subsidy Re Business Plan	✓	✓	✓	✗
Form 502-015j	Letter To Accountant Re Business Plan	✓	✓	✓	✗
Form 502-015k	Letter To State Government Re Subsidy Application	✓	✓	✓	✗
Form 502-015m	Letter Confirming Government Subsidy	✓	✓	✓	✗
Form 502-015n	Letter Confirming Work Programme Timetable	✓	✓	✓	✗
Form 502-015o	First Progress Claim Invoice	✓	✓	✓	✗
Form 502-015p	Letter With Business Plan Questionnaire	✓	✓	✓	✗
Form 502-015q	Working Paper File Index	✓	✓	✓	✗
Form 502-015r	Record Of Client Data Received	✓	✓	✓	✗
Form 502-015s	Second Progress Claim Invoice	✓	✓	✓	✗
Form 502-015t	Letter Of Acknowledgement Receipt Of Data	✓	✓	✓	✗
Form 502-015u	Letter To Client With Draft Business Plan	✓	✓	✓	✗
Form 502-015v	Letter To Accountant With Draft Business Plan	✓	✓	✓	✗
Form 502-015w	Third Progress Claim Invoice	✓	✓	✓	✗
Form 502-015x	Letter To Client With Final Business Plan	✓	✓	✓	✗
Form 502-015y	Final Progress Claim Invoice	✓	✓	✓	✗
Form 502-015z	Letter To Department Enclosing Documents	✓	✓	✓	✗
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	☑	☑	☒	☒
Form CS0510-07	Individual Paper Evaluation Form	☑	☑	☒	☒
Form CS0510-08	Seminar Report	☑	☑	☒	☒
Form CS0510-09	Advertisement	☑	☑	☒	☒
Form CS0510-10	Email Broadcast	☑	☑	☒	☒
Form CS0520-00	Features	☑	☑	☒	☒
Form CS0520-01	Contents	☑	☑	☒	☒
Form CS0520-02	Suggested Timetable With Times	☑	☑	☒	☒
Form CS0520-03	Timetable Without Times	☑	☑	☒	☒
Form CS0520-04	Invitation	☑	☑	☒	☒
Form CS0520-05	Seminar Registration Form	☑	☑	☒	☒
Form CS0520-06	News Release	☑	☑	☒	☒
Form CS0520-07	Individual Paper Evaluation Form	☑	☑	☒	☒
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	☑	☑	☒	☒
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	☑	☑	☒	☒
Form CS0550-06	News Release	☑	☑	☒	☒
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	☑	☑	☒	☒
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Form CS0570-10	Email Broadcast	☑	☑	☒	☒
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