BOOKKEEPER 2013/14 – and find the headings as follows:

1. STILL TO BE PAID BILLS – i.e. Bills/Invoices received and TO BE PAID -Once customers have paid you can use ‘move to’ button to send to:
2. PAID BILLS for electronic filing
	* 1. File away under ABC- DEF…. Folders
		2. When filing away make sure you put in pdf header NAME OF COMPANY and DATE (i.e. Telstra 1-7-2013)
		3. Cathie (Bookkeeper who is also an accountant) will then be able to access the file and enter the data into MYOB
3. PAID STAFF – refers to the pdf files that I would like you to deposit here after you have made a payment for a staff member on Mondays. (NAB allows you to create each transaction as a pdf already so that is pretty easy to do). It is sorted by weeks.
	* 1. Cathie can access this information when necessary to establish PAYG etc. I wonder whether you want to deposit some other information here that would be relevant so that Cathie can work out payroll and taxes – i.e. PAYG?
4. WAC INVOCES refers to the invoices we have raised. Hence they either have been paid or aren’t paid yet. I would like Ashley to turn each invoice raised into a pdf file and deposit it under the corresponding self-explanatory headers:
	* 1. WAC customers who have NOT paid yet (which will then form our knowledge base of what’s still outstanding in terms of MONEY) - I can make the calculations myself instead of relying on the weekly calculation sheet
		2. WAC customers who HAVE paid- move this file to the folder above customer has paid the bill - (at which point you also need to straight away go to the calendar and change the font color to yellow – this is to double check that we haven’t missed invoicing a camp for example but it also gives me a much greater understanding of the overall picture.
		3. Cathie – the bookkeeper can access this area to determine how much we are owed and inputs the data accordingly into MYOB
5. BANK STATEMENTS – I would like you to store each statement here if possible. There is a function in NAB and ING that allows you to download the statements. This will allow Cathie to check out our business banking without having to access our accounts herself.
6. IMPORTANT DOCUMENTS is designed to carry all those docs that are important to the business, such as contracts, logbooks, staff issues, etc. and so Ashley…you may want to create your own folders accordingly. Important to know is that I literally want EVERYTHING online. This makes us quite unique.

2. STAFF RECORDS –

* + - 1. Time Sheets (store all time sheets here please)
			2. Staff Details Forms – (store these here please)
			3. Signed Contracts (store those here please- staff should sign contract as outlined in training)
			4. Food Safe Certificates (store here please)
			5. Work Safe Certificates (store here please)
			6. Fire Certificates (store here please)
			7. Working with Children Passes (store here please)
			8. Group certificates (store here please)

3. FEEDBACK

1. Rottnest Feedback Folder (store here please)
2. NBC Feedback Folder (store here please)
3. NN Feedback (store here please)
4. Other Feedback (store here please)