Business Manager Projection Workshop  
Wednesday, 23 March 2016

**Agenda**

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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<tbody>
<tr>
<td>1.00pm</td>
<td>Lunch on arrival</td>
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<tr>
<td>1.30am</td>
<td>Session 1</td>
</tr>
<tr>
<td>Mark Schneider</td>
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<tr>
<td>3.00pm</td>
<td>Afternoon Tea</td>
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<tr>
<td>3.15pm</td>
<td>Session 2</td>
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<tr>
<td>Mark Schneider</td>
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<td>4.00-4.30pm</td>
<td>Close</td>
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**Please Note:**
For those Business Managers outside the greater Brisbane area, a live stream videoconferencing option will be made available for this workshop. Please indicate whether you will be attending in person or via videoconference when registering for this event.

**Time**
1.00 pm – 4.30 pm

**Venue**
Redeemer Lutheran College  
745 Rochedale Road, Rochedale  
QLD

**Parking**
See attached map and details.

**Transport**
If you need transport from/to the airport on the day, please let LEQ know by emailing corporateservices@leq.lutheran.edu.au.

**Work Required before Attending**
Due to the time constraints to fit the workshop in an afternoon session, schools are required to complete a preparation spreadsheet to remove the need to calculate assumptions during the Workshop. This will be forwarded in the week beginning 7th March 2016.

**Included in the workshop:**
2. Data entry of 2015 P & L.
3. Data entry of 2015 balance sheet including loans, capital expenditure & provisions.
4. Data entry of 2016 budget P & L.
6. Data entry for 2017 to 2026

**Registrations close 14th March 2016**
To register for this event please go to [http://www.leq.lutheran.edu.au](http://www.leq.lutheran.edu.au) and click Professional Development Events from near the bottom of the left hand menu. Scroll down that page until you see the link for *Business Managers Projection Workshop* and then fill in all fields to register for this event. Please note in comments section whether you will be attending in person or via videoconference when registering.

If you have any queries, please contact Bobbie Gower on 07 3511 4052 or by email corporateservices@leq.lutheran.edu.au
D G Stolz Sportsfields
21 Kelly Street, (Priestdale Road, 3km east of roundabout), Burbank