Business Manager Financial Questionnaire Workshop
Friday, 22 April 2016

Agenda

9.00am
Tea & Coffee on arrival

9.30am
Welcome & Opening Devotion

9.45am
Session 1 - FQ
• What’s changed from 2015
• Common issues from 2015
• Entering GI data
• Entering RI data
• Entering CI data

11.00am
Morning Tea

11.15am
Session 2 – FQ
• Entering TA data
• Entering RE data
• Entering CE data

12.30pm
Lunch

1.00pm
Session 3 - FQ
• Entering LN data
• Entering GF data
• Capital fee calculation
• Calculating & entering MS data
• FQ Reconciliation

2.15pm
Afternoon Tea

2.30 pm
Session 4 – FQ
• Continuation of session 3 (if required)

3.30pm
Close

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:
9.00 am – 3.30 pm

Venue:
Lutheran Education Queensland
Level 2, 24 McDougall Street
MILTON   QLD

Parking:
Limited metred street parking is available in the Milton area. All day parking is available for a fee (approx. $15) at either The Coro (28 McDougall Street) or the One Park Rd complex (1 Park Road).

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

What to bring:

(1) Laptop (internet access will be provided to access School Service Point).
(2) Audited Financial Statements / Management Reports.
(3) Copy of the LEQ Reconciliation file.
(4) Loan Statements.
(5) Details of capital expenditure to complete MS section.
(6) Any other tools or spreadsheets the school uses to complete the FQ.

Registrations close 18th April 2016

To register for this event please go to 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 and if you have any dietary requirements.

If you have any queries, please contact Bobbie Gower on 07 3511 4052 or by email corporateservices@leq.lutheran.edu.au.