LEQ Accountants Workshop
Friday, 22 July 2016

Agenda
9.00am – Tea & Coffee on Arrival
9.30am
Welcome & Opening Devotion
9.40am
Session 1a – Salary Annualisation – LEQ Template
Mark Schneider
Session 1b – Effective Accounting Systems
Mark Schneider
10.40am – Morning Tea
11.00am
Session 2a – Improving Control and Minimising Fraud Risk
Ben Horner, Director of Audit Solutions Queensland
Session 2b – Observations from the 2015 Year Audits
Ben Horner, Director of Audit Solutions Queensland
12.00pm
Questions (see details below)
Ben Horner, Kerryn Simpfendorfer & Mark Schneider
12.30pm - Lunch
1.30pm
Session 3 – Westpac Corporate Online
Steve Donnarumma
2.30pm
Close

Workshop Topics

Salary Annualisation
- LEQ will distribute a copy of the new salary annualisation template to be presented and demonstrate use.

Effective Accounting Systems
- Setting up an effective system that ensures data flows correctly from entry to report.
- Ensuring adequate systems for accounting for non-current assets including BGA building programs.
- Account monitoring processes to detect and rectify issues early through a proactive approach.

Improving Control and Minimising Fraud Risk and Observations from the 2015 Year Audits
- Controls available in your accounting system to improve reporting and assist with minimising the risk of fraud.
- Common issues identified from the 2015 audit program

Westpac Corporate Online
- Training in use and features of Westpac Corporate Online

Time
9.00 am – 2.30 pm
Venue
Freeman and Bonheoffer Rooms within the Library Building
Redeemer Lutheran College,
745 Rochedale Road, Rochedale QLD 4123

Registrations close Friday 15 July 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 LEQ Accountants Workshop and then fill in all fields to register for this event.
If you have any queries, please contact 07 3511 4069 or mark.schneider@leq.lutheran.edu.au. So that the 12.00pm question session can be tailored to specific needs, please feel free to email questions to mark.schneider@leq.lutheran.edu.au by the registration close date.