



# FARM OFFICE EFFICIENCIES MORE ORGANISATION, LESS OFFICE TIME

*A must do workshop to help you get the most out of your farm office.  
Get organised, save time and keep on track.*

## **Office Workshop details**

Managing and running a successful farm business requires records to be kept for financial production, auditing and quality assurance. Mail must be processed, accounts issued and paid. Most of these activities usually happen in the farm office. Some of the topics that are covered off in this course are:

- Why Set Up A Farm Office
- Workplace Health and Safety
- Design Your Office
- Developing Office Procedures
- Handling Emails & Mail

- Accounts: Paying Accounts, Petty Cash, Invoices, Bank Reconciliation
- Record Keeping for Primary Producers
- Filing systems
- A Paperless Farm Office
- Archiving
- Record Keeping When Employing Staff
- Employment Records
- Farm Meetings
- Intergenerational Communication

## **Dates & Locations**

*Wed 26 March*  
Wellington Cow and Calf Hotel

*Thursday 27 March*  
West Wyalong Services Club

## **Cost**

\$105 +gst per business, per workshop. An additional \$35 per person, per workshop is charged if more than one person attends from the business. This price includes full course materials, lunch and refreshments. The workshops run from 9am - 3pm.

For more information go to [www.partnersingrain.org.au](http://www.partnersingrain.org.au) or contact Tina Cooper on 0411 015825



# FARM OFFICE EFFICIENCIES REGISTRATION FORM

Business Name: \_\_\_\_\_

Attendee (s) Name: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Details:

\$105 +gst per business per workshop. This price includes full course materials, lunch and refreshments. All workshops run from 9am - 3pm. Any additional people wanting to attend from the business will be charged \$35 +gst per workshop to cover catering and course materials.

NSW WORKSHOPS	PLEASE SELECT
WELLINGTON: Wednesday 26 March 2014	
WEST WYALONG: Thursday 27 March 2014	

One workshop @ \$105 +gst (\$115.50) = \_\_\_\_\_

Extra person(s) attending from same business \_\_\_\_\_ @ 35 +gst (\$38.50) = \_\_\_\_\_

TOTAL COST \_\_\_\_\_

Note: This form will be a tax invoice once a payment has been made. ABN 25 540 750 803 002

<input type="checkbox"/> VISA	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Cheque - Payable to Partners in Grain NSW Branch	<input type="checkbox"/> EFT Payment – BSB 082-583 Acct. 571591967 Reference "Office Workshop"
Card Number:		Card Expiry Date:	
Cardholder Name:			
Signature		Date:	

Please return completed form to Tina Cooper at [nsw@partnersingrain.org.au](mailto:nsw@partnersingrain.org.au) or fax: 6347 6266

For more information on this event please go to the NSW page at [www.partnersingrain.org.au](http://www.partnersingrain.org.au) or phone 0411 015825