

**MONTHLY**

Invoicing

	Completed	Posted
Afresco		
Coles		
Drill & Till		
Initial Dairies		
Orari Exc.		
Orari Gr.		

20th of month payments

Afresco	
Coles	
Initial Dairies	
Drill & Till	
Orari Exc.	
Orari Gr.	

Stationery order

Email roster

On-charge Telecom

On-charge Southfuels

Afresco backup/report to Dir.

GST reports/payments

	Printed	Checked	Filed Online	Paid
Afresco				
Coles				
CDL				
Drill & Till				
Initial Dairies				
Orari Exc.				
Orari Gr.				

PAYE reports/payments

	Printed	IR Filed	Paid
Afresco			
Coles			
Intial Dairies			
Orari Exc.			
Orari Gr.			

Reconcile bank statements

Afresco	
Coles	
Drill & Till	
Intial Dairies	
Orari Exc.	
Orari Gr.	

Production graphs

Afresco	
Coles	
Intial Dairies	
NZSF Orari	

Send Initial's Bill Payments to Marriotts