

302



INVOICE

Solevtop Superannuation Fund
PO Box 1811
OXENFORD QLD 4210
ABN: 97 616 055 885

Invoice Date
1 Jul 2019

Invoice Number
INV-0177

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Create Sales Invoice for June and email	17.50
Enter Transactions & reconcile bank to 30/6/19	35.00
	Subtotal 52.50
	TOTAL NO GST 0.00
	TOTAL AUD 52.50

Due Date: 1 Jul 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
PO Box 1811
OXENFORD QLD 4210
ABN: 97 616 055 885

Invoice Date
29 Jul 2019

Invoice Number
INV-0181

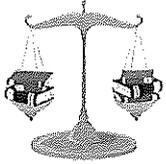
Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Send email to PL Lean with copy of Rates Notice July - Dec 2019	17.50
1/8/19 Create & email Rent invoices	17.50
	Subtotal 35.00
	TOTAL NO GST 0.00
	TOTAL AUD 35.00

Due Date: 29 Jul 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
PO Box 1811
OXENFORD QLD 4210
ABN: 97 616 055 885

Invoice Date
4 Aug 2019

Invoice Number
INV-0187

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Enter Transactions & reconcile bank to 31/7/19 Reconcile accounts for EOY 2019 Email MYOB file to Accountant for June 2019 BAS	35.00
	Subtotal 35.00
	TOTAL NO GST 0.00
	TOTAL AUD 35.00

Due Date: 4 Aug 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
PO Box 1811
OXENFORD QLD 4210
ABN: 97 616 055 885

Invoice Date
24 Aug 2019

Invoice Number
INV-0190

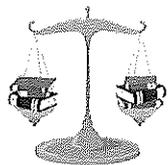
Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Email GCCC Rates to PL Lean Training Pty Ltd	52.50
Create reconciliation s/s of GCCC Rates, Water Rates & Body Corp and send to PL Lean Training Pty Ltd	
Subtotal	52.50
TOTAL NO GST	0.00
TOTAL AUD	52.50

Due Date: 24 Aug 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
PO Box 1811
OXENFORD QLD 4210
ABN: 97 616 055 885

Invoice Date
1 Sep 2019

Invoice Number
INV-0193

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Create Sales Invoice for September and email	17.50
Enter Transactions & reconcile bank to 31/8/19	35.00
	Subtotal 52.50
	TOTAL NO GST 0.00
	TOTAL AUD 52.50

Due Date: 1 Sep 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
1 Oct 2019

Invoice Number
INV-0199

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Create & email October Rent invoices	17.50
Subtotal	17.50
TOTAL NO GST	0.00
TOTAL AUD	17.50
Less Amount Paid	17.50
AMOUNT DUE AUD	0.00

Due Date: 1 Oct 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
3 Oct 2019

Invoice Number
INV-0203

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Enter Transactions, reconcile bank to 30/9/19. Apply for Auskey for Marshall	93.10
September Reports	
	Subtotal 93.10
	TOTAL NO GST 0.00
	TOTAL AUD 93.10

Due Date: 3 Oct 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
1 Nov 2019

Invoice Number
INV-0207

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Create & email November Rent invoices	17.50
	Subtotal 17.50
	TOTAL NO GST 0.00
	TOTAL AUD 17.50

Due Date: 1 Nov 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
2 Nov 2019

Invoice Number
INV-0211

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Enter Transactions & reconcile bank to 31/10/19	35.00
Email Spencer Holdings re o/s invoice	
Issue amendment invoice to PL. Lean re fire extinguisher servicing	
	Subtotal 35.00
	TOTAL NO GST 0.00
	TOTAL AUD 35.00

Due Date: 2 Nov 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
20 Nov 2019

Invoice Number
INV-0214

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Reconcile Rates, Water Rates & Body Corp 7/12/18 - 31/1/19	52.50
Estimate Rent for period 7/1/20-31/1/20	
Create & email December Rent invoices	17.50
Enter Transactions & reconcile bank to 30/11/19	35.00
	Subtotal 105.00
	TOTAL NO GST 0.00
	TOTAL AUD 105.00

Due Date: 20 Nov 2019

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
18 Jan 2020

Invoice Number
INV-0220

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
2/1/20-Create & email January 2020 Rent invoices	17.50
14/1/20-Create & email sales invoice to 2Gen Pty Ltd for February 2020	17.50
14/1/20-Collate Sales invoices, bank statements, purchase invoices for 2019 and email to Accountant.	43.75
18/1/20-Enter Transactions & reconcile bank to 31/12/19. Amend 2Gen Pty Ltd February 2020 invoice to add Insurance to Outgoings	43.75
	Subtotal 122.50
	TOTAL NO GST 0.00
	TOTAL AUD 122.50
	Less Amount Paid 122.50
	AMOUNT DUE AUD 0.00

Due Date: 18 Jan 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
18 Jan 2020

Invoice Number
INV-0214A

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
20/11/19-Reconcile Rates, Water Rates & Body Corp 7/12/18 - 31/1/19. Estimate Rent for period 7/1/20-31/1/20	60.00
18/1/20-Finalise reconciliation of Rates, Water Rates & Body Corp to 31/1/20. Email all costs to PL Lean Pty Ltd. Create a final outgoings invoice & email.	70.00
Subtotal	130.00
TOTAL NO GST	0.00
TOTAL AUD	130.00
Less Amount Paid	130.00
AMOUNT DUE AUD	0.00

Due Date: 18 Jan 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
1 Feb 2020

Invoice Number
INV-0224

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
21/1/20 Create & email Bond invoice for 2Gen Pty Ltd	78.75
21/1/20 & 24/1/20 - Discussions and emails regarding shortfall of 1st month's rent Discussions with Marshall. Set up new Folders, answer & file emails and attachments re new Tenant	
1/2/20 - Enter transactions & reconcile bank to 31/1/20 Send February rent invoices	35.00
	Subtotal 113.75
	TOTAL NO GST 0.00
	TOTAL AUD 113.75

Due Date: 1 Feb 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
8 Feb 2020

Invoice Number
INV-0227

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
5/2/20 Send x 2 insurance Certificate from Prosek to Marshall	8.75
6/2/20 Create & email to Marshall invoice to PL Lean Training for Marshall's time re changeover of Lease	0.50
8/2/20 Calculate Rent & Outgoings for Lawrence Drive, Nerang for (1) year period	148.75
Send copies of Body Corp for Lawrence Dr - querying Admin Fee	
Conversation regarding new s/s for Rent & Outgoings for all properties and discussion of current s/s.	
Create s/s to calculate Rent & Outgoings income & expenditure	
	Subtotal 158.00
	TOTAL NO GST 0.00
	TOTAL AUD 158.00

Due Date: 8 Feb 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
13 Feb 2020

Invoice Number
INV-0228

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Create Sales invoice for PL Lean Traing for Air Conditioning R & M	35.00
Reconcile Kohl Street Bond and o/s invoices and advise of balance owing	
	Subtotal 35.00
	TOTAL NO GST 0.00
	TOTAL AUD 35.00
	Less Amount Paid 35.00
	AMOUNT DUE AUD 0.00

Due Date: 13 Feb 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
1 Mar 2020

Invoice Number
INV-0234

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
19/2/20 Advise of outstanding Bond to be repaid - Kohl St	17.50
Email to Tomoko and Marshall regarding increase in rent	
28/2/20 Reports for Dec 2019	35.00
1/3/20 Review emails, save attachments Enter Transactions, apply payments & receipts Reconcile bank statements to 28/2/20 Creat & email rent invoice	70.00
	Subtotal 122.50
	TOTAL NO GST 0.00
	TOTAL AUD 122.50

Due Date: 1 Mar 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
17 Mar 2020

Invoice Number
INV-0239

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Send MYOB file, Lease, Rent report and calculation s/s to Accountant for CPI increase - 1 Lawrence Drive. Discussion with Accountant re above Update calculation s/s & discussion with Marshall re above Create credit for (2) months and update & email March rent invoice. Email to Tenant.	80.00
	Subtotal 80.00
	TOTAL NO GST 0.00
	TOTAL AUD 80.00

Due Date: 17 Mar 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



DRAFT INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
2 Apr 2020

Invoice Number
INV-0240

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Adjust Tenant invoice (Rice Culture), delete credits and original invoices to comply with Tenant's wishes	100.00
Review emails, save attachments	
Enter transactions, apply payments & receipts	
Reconcile bank statements to 31/3/20	
Create & email rent invoices April 2020	
	Subtotal 100.00
	TOTAL NO GST 0.00
	TOTAL AUD 100.00

Due Date: 2 Apr 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
15 May 2020

Invoice Number
INV-0245

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Review emails, save attachments	106.40
Enter transactions, apply payments & receipts	
Reconcile bank statements to 30/4/20	
Create & email rent invoices May 2020	
March 2020 Reports	
	Subtotal 106.40
	TOTAL NO GST 0.00
	TOTAL AUD 106.40

Due Date: 15 May 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
2 Jun 2020

Invoice Number
INV-0246

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Create & email sales invoices x 3	20.00
	Subtotal 20.00
	TOTAL NO GST 0.00
	TOTAL AUD 20.00

Due Date: 2 Jun 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822



INVOICE

Solevtop Superannuation Fund
Apartment 26702/2
PARADISE POINT QLD 4216
ABN: 97 616 055 885

Invoice Date
7 Jun 2020

Invoice Number
INV-0248

Val Taylor
Val-You
ABN: 17 364 725 373
Mobile: 0402 785 634
Email:
val.you@bigpond.com

Description	Amount AUD
Enter purchases, apply payments. Reconcile bank Reconcile 2020 accounts	80.00
	Subtotal 80.00
	TOTAL NO GST 0.00
	TOTAL AUD 80.00

Due Date: 7 Jun 2020

Payment is due upon presentation of Invoice. Please note: This Invoice is GST Free

Please pay to:
Valerie P Taylor
BSB: 734-159
Acct: 537-822