



# TAX INVOICE

Down to Earth (VIC) Cooperative Society Ltd  
PO BOX 295  
BRUNSWICK EAST VIC 3058  
AUSTRALIA

**Invoice Date**  
13 Feb 2023

**Invoice Number**  
INV-5752

**ABN**  
18 625 942 396

Big Little Numbers Pty Ltd  
PO BOX 10  
KALLISTA VIC 3791

Description	Quantity	Unit Price	GST	Amount AUD
Bookkeeping Undertaken from October 22	16.50	70.00	10%	1,155.00
7.10.22 - Prepare FYE22 transaction review reports for Robin, all with Robin and attend group Zoom meeting re FY22 transactions review				
10.10.22 - Recode FYE22 transactions and audit work				
11.10.22 - Bkping - interest UR159-114				
18.10.22 - Calls and reports for Susie and prepare GST				
24.11.22 - Email and reviews from auditor				
12.12.22 - Uploaded missing FYE22 statements into Xero and emails				
14.12.22 - Call with Board incl Auditor re last minute reviews/adj before AGM				
23.1.23 - Set up 2 users for Dext, Call with Kathy E re bank accounts in Xero				
24.1.23 - Bookkeeping - UR241-129, b2b trfrs, interest, Dext- J Reid UR12-UR1, K Tayler UR55-UR42, B Org UR70-UR59				
25.1.23 - email with Kathy re banks, updated DTE Bank list and banking in Xero				
30.1.23 - Meeting with Board and auditor and amendments in Xero				
1.2.23 - Set up dext for users as per email request from Kathy				
3.2.23 - Set up dext for users as per email request from Kathy				
7.2.23 - Set up dext for users as per email request from Kathy				
			Subtotal	1,155.00
			TOTAL GST 10%	115.50
			<b>TOTAL AUD</b>	<b>1,270.50</b>

**Due Date: 12 Mar 2023**

Bank Transfer Details:  
Account: Big Little Numbers  
BSB: 633 000  
Account No: 162 871 842

Please include your invoice number in the reference

Email: [kristi@blnbookkeeping.com.au](mailto:kristi@blnbookkeeping.com.au)