

MEMO

Date:	22 June 2023
To:	Operations Managers and Site Managers
From:	Michelle Fitton (Head of Financial Planning & Performance) and Patience Chendume (Senior Financial Accountant)
CC:	Simon Cook, Eric Teed, Finance Planning & Analysis
Re:	End of Year Stock Take and Reporting Instructions

****Please review and cascade this information with your relevant teams ****

Hi All

To adhere to financial year-end audit requirements, we need to ensure that a stock take is conducted prior to close of business on **Friday 30 June 2023**.

Please note that all June sales must be concluded **prior** to commencement of the stock take.

The annual stock take should follow exactly the same process as the normal monthly stock take, however we do require copies of the following forms and information:

1. Each stock count must be physically signed off by the Site Manager. This is an audit requirement to verify the existence and valuation of stock as at the 30th of June 2023.
2. Stock sheets (**QF 6080.01 Stock Sheet**) can be used to help calculate the total stock values and shows a detailed listing of all stocks on hand in the location.
3. Stock summary sheets (**QF 6080.02 Stock Summary Sheet**) must be completed and submitted as part of your stock take documentation. This form is used to help calculate the total stock values and lists the Stock Sheets in numeric sequence and the total value per sheet.
4. Monthly stock return sheets (**QF 6080.03 Monthly Stock Return**) must be completed and submitted as part of your stock take documentation. The Monthly Stock Return Sheet lists the Stock on Hand per Location.
5. An annual stock certificate (**QF 6080.04 Annual Stock Certificate**) must be completed and submitted as part of your annual stock take documentation. **Please note that this is an additional requirement for this stock take.**

Please refer to the User Guide Tab of the forms listed above for illustrative instructions.

It is important that you follow company stock take and stock valuation procedures at all times. Spot checks will be carried out by KPMG (our external auditors). The Stock Take and Stock Valuation Procedure (QP 6080) must be adhered to and is attached to this email.

Please note that you will be required to provide proof (if called on by KPMG) of how you have arrived at the stock price used on the stock sheet. KPMG will select a sample of prices to check, so please be prepared to provide the information if requested.

The **QF 6080.04 – Annual Stock Certificate** provides confirmation of the final stock take values as at Friday **30 June 2023**. In addition to the normal analysis of stock values by general ledger account code, certain additional analysis is required for disclosure purposes in the Annual Financial Statements:

Analysis by category. The stock valuation needs to be analysed into one of the four inventory categories of Raw Material, Work in Progress, Finished Goods and Fundraising Stock (Fundraising stock includes the Lotteries Stock). If necessary, please provide a clear reference to the original stock sheet so that this information can be independently checked by the External Auditors.

Slow Moving Stock. The total value of any “Slow Moving”, being items of stock that have not been used or which have not sold for more than 6 months, where it is **probable that the item will still be capable of being sold** (but at a reduced price), should be valued at the lower of Cost and Net Realisable Value. This should be recorded in the “Slow Moving” column on the stock certificate. Evidence to support the determination of the Net Realisable Value should be provided.

Obsolete Stock. The total value of any “Obsolete” stock, being items of stock that have not been used or which have not sold for more than 6 months and for which there is a high probability that the item will be incapable of being sold, should be valued at nil value and excluded from the other stock sheets, unless there is evidence to support a higher value being used. This should be recorded in the “Obsolete” column on the stock certificate include definition per policy

Certification. The Annual Stock Certificate must be physically signed by the Site Manager.

Cut-off Procedures. Please ensure that the cut-off procedures are adhered to (see QP6080: Stock Take and Stock Valuation Procedure page 4)

Please refer to the User Guide Tab of the Stock Sheets for illustrative instructions.

All completed Stock Sheets, Stock Summary Sheets, Monthly Stock Return Sheets and Annual Stock Certificates must be returned to your Commercial Business Partners no later than close of business on Tuesday 4 July 2023.

KPMG will not attend any of the physical stock counts this year but and some Support Centre staff will visit the locations below. Individual sites will be contacted regarding these arrangements.

Location number	Business Unit	Location address	Site contact	Contact Details	Staff Attending
40009P	QLDSO	46 High Street, Kippa Ring QLD 4021	Mathew Punnoose	Mathew.Punnoose@endeavour.com.au PH 0403 349 535	Paul Smith - Commercial BP - EF
40015L	QLDSO	400 Bilsen Road Geebung QLD 4034	Kelli Hennessey	Kelli.Hennessey@endeavour.com.au PH 0448 550 999	TBA
40022P	SESWQ	46 Wolston Park Road, Wacol QLD 4076	Jessica Nitschke	Jessica.Nitschke@endeavour.com.au PH 0439 829 578	Joy Zhang - Commercial Business Partner Rubina Merchant - Financial Accountant
40076P	SESWQ	201-219 Ramsay Street, Centenary Heights QLD 4354	Matthew Fraser	Matthew.Fraser@endeavour.com.au PH 0428 643 091	Sonia Camanes - Management Accountant
40142P	QLDSO	2 Commercial Road, Maroochydore QLD 4558	Sarah Donoghue	Sarah.Donoghue@endeavour.com.au PH 0436 626 987	Beth Miller - Commercial Business Partner - CSG
40187P	QLDSO	17 Kingaroy Street Kingaroy QLD 4610	Mistrel Badesso	Mistrel.Badesso@endeavour.com.au PH 0400 342 826	Stuart Kerr - Commercial Business Partner

The below sites are also required to conduct a 30 June stock take.

Please advise if changes are required to the contact details provided below.

Location number	Business Unit	Location address	Site contact	Phone number	Contact Email Address
20001P	NSWVI	12-16 Leabons Lane, Seven Hills, NSW 2147	Michael Carney	PH 0404 165 458	michael.carney@endeavour.com.au
20003P	NSWVI	Unit D&E / 2 Hudson Avenue Castle Hill NSW 2154	Garry Spokes	PH 0404 201 225	Garry.Spokes@endeavour.com.au
20010P	NSWVI	59-65 Kurrajong Rd, Mt Druitt NSW 2770	Vince Bugge	PH 0459 864 018	Vince.Bugge@endeavour.com.au
30002P	NSWVI	12-14 Keon Pde, Thomastown VIC 3074	Abid Shuaib	PH 0491 224 347	Abid.Shuaib@endeavour.com.au
30004P	NSWVI	35 Hutchinson Drive Kew VIC 3101	Kedar Dastane	PH 0428 052 730	Kedar.Dastane@endeavour.com.au
30006L	NSWVI	29 Edwards St, Oakleigh VIC 3166	Nalin Arachchige	PH 0439 205 044	Nalin.Arachchige@endeavour.com.au
40009P	QLDSO	46 High Street, Kippa Ring QLD 4021	Mathew Punnoose	PH 0403 349 535	Mathew.Punnoose@endeavour.com.au
40015L	QLDSO	400 Bilsen Road Geebung QLD 4034	Kelli Hennessey	PH 0448 550 999	Kelli.Hennessey@endeavour.com.au
40022P	SESWQ	46 Wolston Park Road, Wacol QLD 4076	Jessica Nitschke	PH 0439 829 578	Jessica.Nitschke@endeavour.com.au
40051P	SESWQ	255 Dakara Drive Southport QLD 4215	Shaun Nortje	PH 0460 355 120	Shaun.Nortje@endeavour.com.au
40058P	SESWQ	46 Matilda Street Burleigh Heads QLD 4220	Shaun Nortje	PH 0460 355 120	Shaun.Nortje@endeavour.com.au
40076P	SESWQ	201-219 Ramsay Street, Centenary Heights QLD 4354	Matthew Fraser	PH 0428 643 091	Matthew.Fraser@endeavour.com.au
40099P	SESWQ	26 Activity Street, Warwick QLD 4371	Mark Turner	PH 0407 900 888	Mark.Turner@endeavour.com.au
40142P	QLDSO	2 Commercial Road, Maroochydore QLD 4558	Sarah Donoghue	PH 0436 626 987	Sarah.Donoghue@endeavour.com.au
40187P	QLDSO	17 Kingaroy Street Kingaroy QLD 4610	Mistrel Badesso	PH 0400 342 826	Mistrel.Badesso@endeavour.com.au
40194P	QLDSO	163 Churchill Street, Maryborough, QLD 4650	Scott Reed	PH 0439 260 452	Scott.Reed@endeavour.com.au
40197L	QLDSO	21 Gayndah Street, Maryborough QLD 4650	Scott Reed	PH 0439 260 452	Scott.Reed@endeavour.com.au
40236P	QLDNO	1 Fitzgerald Street Norville QLD 4670	Mark Elliott	PH (07) 4155 5701	Mark.Elliott@endeavour.com.au
40252P	QLDNO	5 Lyons Street Gladstone QLD 4680	Rachel Webber	PH (07) 4972 6026	Rachel.Webber@endeavour.com.au
40260P	QLDNO	160 Alma Street Rockhampton QLD 4700	Colin Costello	PH 0409 598 418	Colin.Costello@endeavour.com.au
40288P	QLDNO	22 David Muir Street Mackay QLD 4740	Shaun McAullay	PH 0423 022 657	Shaun.McAullay@endeavour.com.au
40306L	QLDNO	88 Eight Avenue Home Hill QLD 4806	Shaun McAullay	PH 0423 022 657	Shaun.McAullay@endeavour.com.au
40321P	QLDNO	87-93 Duckworth Street Garbutt QLD 4814	Shaun McAullay	PH 0423 022 657	Shaun.McAullay@endeavour.com.au
40337P	QLDNO	80 River Ave, Mighell QLD 4860	Joshua Vanden Driesen	PH 0418 775 883	Joshua.VandenDriesen@endeavour.com.au
40368P	QLDNO	52-54 Aumuller St, Portsmith QLD 4870	Joshua Vanden Driesen	PH 0418 775 883	Joshua.VandenDriesen@endeavour.com.au
40371P	QLDNO	13 Cobra Road Mareeba QLD 4880	Joshua Vanden Driesen	PH 0418 775 883	Joshua.VandenDriesen@endeavour.com.au

Your co-operation with this annual stock take is appreciated.

Please do not hesitate to contact Patience Chendume on 07 3246 7648, your Commercial Business Partner, Stuart Kerr on 07 3908 8998 ext 1541 or Michelle Fitton on 0451 944 277 should you have queries or anticipate issues completing the stock take by the 30th of June 2023.

Regards,



Patience Chendume
Senior Financial Accountant
Phone : 07 3246 7648 ext 1540



Michelle Fitton
Head of Financial Planning & Performance
Phone : 0451 944 277