

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



Tasks Financial Manager

Task subject	Doc	Start date	Due date
(a) Respond to Ryan van Niekerk's email by amending his notes and drafting the requested memo.	A	1/12/2021	1/12/2021
(b) Draft the PowerPoint slides for the incentive scheme as requested by Ryan van Niekerk.	B	1/12/2021	1/12/2021
(c) Respond to Ryan van Niekerk's request for constructive feedback on the document he prepared and also discuss the income tax implications of the debentures outlined in his email.	C	1/12/2021	1/12/2021
(d) Prepare a report documenting any concerns you have regarding attachment III, including areas that have been inappropriately/inadequately dealt with or omitted.	D	1/12/2021	1/12/2021
(e) Respond to Ryan van Niekerk's request by – <ul style="list-style-type: none"> documenting any concerns you have regarding the envisaged procedures; and describing any further key procedures that should be performed on the selected components (without giving lengthy lists of generic procedures). 	E	1/12/2021	1/12/2021
(f) Draft a response to Ryan van Niekerk's request in his email.	F	1/12/2021	1/12/2021
(g) Respond to Denise Twaku's email request for assistance regarding the Green Sky proposal.	G	1/12/2021	1/12/2021
(h) Respond to Ryan van Niekerk's questions in his email titled 'Parents' unhappiness'.	H	1/12/2021	1/12/2021

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