

# ***GST Work Plan***

## **Purpose and Limitation**

This document serves as a framework for an identified work plan detailing action steps to be taken by the project team. This document may draw information from previous deliverables to describe areas of review and sets out the scope in which the project will operate within.

*Penang Global Tourism  
Sdn Bhd ("PGT")*

### **Work Plan:**

#### **GST 12 – Sundry income and Miscellaneous Expenditure**

|                         |                      |
|-------------------------|----------------------|
| <b>Work Stream Lead</b> | Janice / Michelle    |
| <b>Team Members</b>     | <i>[To complete]</i> |



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# ***Work to be done***

1. Identify the type of income and expenses that are posted into the sundry receipt and general expense account.
2. Ascertain the GST treatment on each type of income and expenses identified.
3. Identify the process and system change required to account for GST appropriately.
4. Implement the process and system changes.
5. Communicate the updated process and system changes to the relevant employees.