


Before you start

Before you begin entering data into APT, you will need to have :

1. Site numbers (eg 20 cabins, 140 powered sites)
2. Per annum site nights, by site-type
3. Financial statements, including depreciation/asset schedule
4. A break-down of income by site-type (eg cabin income, powered site income etc)
5. A break-down of wage costs, into cleaning, maintenance, admin, owner, other
6. An idea of approximate costs to replace major park facilities and assets
7. Your estimation of the current market value of your park

Once you have collected the information needed above, actual data entry should take between 20 to 45 minutes.

Remember, you can print off the APT User Guide from the home page of APT; or you can use the direct link to the relevant section of the User Guide while entering data into APT, by clicking on the  icon within that section.

Information Tips

The table below gives some guidance for sourcing the information needed:

Item	Typical source	Comments
1. Site numbers	Park map, AAA Guide, Council licence	We recommend using your current configuration. If you have sites which are never used, leave them out
2. Site nights	Reservation system, ABS surveys, manual records	If your system provides occupancy percentages, multiply by site numbers and 365 (days) to get site nights
3. Financials	Your accountant	If you have a separate land-holding entity, include the rates and taxes and costs paid by that entity, exclude inter-entity rental charge
4. Income split	Financial statements, reservation system records	
5. Wage split	PAYG Summaries (group certificates)	Estimates of % cost split for some employees is usually required here
6. Replacement costs	Refer asset schedule for listing of park assets and facilities. Your industry knowledge, internet, conference brochures	Exclude GST. Ablution block, say \$250k 7 toilets + 7 showers. Apart from major facilities, most equipment and most furniture can each be combined into a single asset
7. Park Value	Your industry knowledge, discussion with other park owners, brokers and agents	If your park has a higher value in a use other than as a park, we encourage you to enter that higher value