



SERVICES HANDBOOK



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OUR SERVICES

BOOKKEEPING

We will work with a range of systems to ensure your transactions are processed correctly and on-time, giving you the most up-to-date and accurate representation of your finances. We can tailor our involvement to suit your business needs, at your discretion.

Services offered:

- ✓ bank reconciliations and cash coding;
- ✓ invoice/sales processing;
- ✓ receipt/purchase processing;
- ✓ payroll and timesheet processing;
- ✓ software setup and training;
- ✓ debtor and creditor control.

TAX AND COMPLIANCE

Our skilled accountants will review your information to minimise your tax payable within the limits of Australian Taxation Law. As well as assisting you in the preparation and lodgement of your Individual tax return(s), we will review your Australian Tax Office (ATO) notice of assessment to ensure it is accurate and that you are not paying more tax than necessary.

Services offered:

- ✓ income tax returns;
- ✓ business activity statements (BAS);
- ✓ instalment activity statements (IAS);
- ✓ capital gains calculation and advice;
- ✓ tax planning and restructuring;
- ✓ annual accounts;
- ✓ ATO registrations;
- ✓ negotiating with the ATO on your behalf.

CORPORATE COMPLIANCE

This service ensures you satisfy the regulatory requirements of the ATO and the Australian Securities and Investment Commission (ASIC). Both of these offices require timely lodgement of returns, and non-compliance can result in significant penalties and fines. Our compliance specialists will work with you to ensure that you are compliant, giving you peace of mind that your business compliance affairs are in order.

Services offered:

- ✓ company setup;
- ✓ discretionary trust setup;
- ✓ unit trust setup;
- ✓ partnership setup;
- ✓ ASIC lodgements.

BUSINESS ADVISORY AND CONSULTING

Our business advisory and consulting services will support your business by tackling a broad range of finance and business matters. These may consist of improving financial performance, business growth, or identifying and solving a business problem.

Services offered:

- ✓ performance analysis and review;
- ✓ internal reporting and key performance indicator (KPI) development;
- ✓ business process and system review;
- ✓ budget and forecast development;
- ✓ business problem analysis;
- ✓ strategy, planning and development;
- ✓ documentation development.

OUTSOURCED CHIEF FINANCIAL OFFICER (CFO)

Our outsourced CFO services provide you with senior oversight and management of your daily organisational finances. We will be your eyes and ears, and a sounding board for your business and finance matters. We will be your finance first port of call, hold you accountable and help steer your ship in the right direction.

This is a tailored service, and we will work with you to develop the package that is right for you. This is the perfect service for a business that needs senior finance leadership, without the need or budget to employ a fulltime CFO.

Services offered:

- ✓ development and production of regular financial reporting packages;
- ✓ regular financial performance evaluations and commentary;
- ✓ support with budget and strategy development;
- ✓ ongoing financial management and support to your existing finance team;
- ✓ management of debtors and creditors;
- ✓ cash flow forecasting and management;
- ✓ review organisational performance against KPI's.

WHY US?

We are qualified, skilled accounting professionals who:

- ✓ will build, strengthen and maintain our relationship with you;
- ✓ are committed to immersing and understanding your business;
- ✓ you can consider an extension of and/or compliment your team;
- ✓ will regularly keep you informed, not just once a year at tax time;
- ✓ ask the “what and why” before developing the “how”;
- ✓ filter the noise of accounting and finance so you can focus on the daily running of your business;
- ✓ understand our clients are diverse and need an accountant that can be adaptable and flexible to meet their needs;
- ✓ offer a range of flexible, customisable packages that are competitively priced due to our passion for adopting efficient accounting technology and systems.

PRICING OPTIONS

We understand not every business is the same, so we offer a range of flexible pricing options to cater to your individual needs:

MONTHLY FIXED PRICE

This option suits those that need regular ongoing services. The plans are flexible and are established based on your business volumes.

The benefits:

- ✓ **fixed monthly fee** – no surprise fees or charges, perfect for cash flow management;
- ✓ **peace of mind** – no surprises, we will manage everything for you;
- ✓ **customised** – your needs, your services, your plan;
- ✓ **flexible** – can be modified to suit your business volume.

ONCE-OFF FIXED PRICE

This option suits those requiring a specific job or piece of work, quoted against a defined scope, timeframe and output.

ON DEMAND HOURLY RATES

This is suited to those adhoc, varied and irregular services when they arise. We only charge for the time used and will keep you informed along the way.

NEXT STEPS

Engaging with us is simple and easy, so if our services or plans are of interest to you, please contact us to take the next step.

Step 1 – Initial Meeting

- ✓ a no-obligation, no-cost meet and greet;
- ✓ discuss your business needs;
- ✓ identify your personal goals;
- ✓ determine if we are the right fit for you;

Step 2 – Proposal

- ✓ prepare a proposal;
- ✓ calculate a service quote;
- ✓ draft an engagement agreement;

Step 3 – Acceptance

- ✓ review proposal;
- ✓ finalise engagement details;
- ✓ authorise the agreement;
- ✓ initiate agreement;

Step 4 – Commence

- ✓ manage the transition from your current accountant;
- ✓ liaise with the ATO and ASIC on your behalf;
- ✓ initiate a detailed review of your financial records;
- ✓ establish next steps to bring your records across;

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