

# BOOKKEEPING



We can handle and prepare:

- Monthly, Quarterly & Annual accounts
- Completing and Electronic Lodging Activity Statements (BAS & IAS)
- Annual GST returns
- Payroll
- Cashflow statements
- Superannuation calculations
- Asset Registers
- Depreciation Schedules
- Profit & Loss reports
- Balance Sheet

We also offer exclusive services:

**BAS Management Reports**, which are analytical and graphical representation of your periodical Accounts.

**Banklink**, which is an electronic data retrieval of clients bank statements for monthly bookkeeping.

A majority of our clients use MYOB and we also use this program for our own internal accounting requirements. We can set up an initial chart of accounts specific to your business.