

H Froelich

BOOKKEEPING



It adds up AND makes sense

VALUE OF USING A QUALIFIED, REGISTERED BOOKKEEPER

- Gives you back time—leave the paperwork with the bookkeeper and you are free to spend time on your business.
- Get your business information to your accountant sorted and not in a shoe box.
- Stay on top of your debtors and creditors and help with cash flow planning.
- Keep your GST and PAYG returns compliant.
- Performance snapshots to understand how your business is doing financially.
- Your staff trained appropriately.



BASE BOOKKEEPING PLAN

- Data Entry/Allocations
- Bank and Credit Card Reconciliations (up to 2 accounts)
- General bookkeeping and reconciliations
- BAS Lodgements
- Liaison with ATO regarding lodgements only
- Quarterly Reporting – Performance Dashboard and P&L
- End of Financial Year data transfer to accountant

STANDARD BOOKKEEPING PLAN

Base Plus:

- Reconcile one more bank or credit card account
- Also liaise with ATO regarding debt arrangements
- Add to the reporting—period comparison with basic analysis of information

PREMIUM BOOKKEEPING PLAN

Standard Plus:

- Budgeting and analysis
- Cash Flow and analysis
- Monthly Reporting—dashboard analysis with period comparisons and P&L with analysis commentary on items of interest
- Further reporting as negotiated at time of engagement.

OTHER ADDITIONAL SERVICES

- Payroll—process pay runs, maintain employee records, ATO lodgements for PAYG and other regulatory requirements, super reporting.
- Payroll & Super—all of the above and superannuation lodgements using SuperStream.
- Accounts Receivable Management—invoicing, debt monitoring and follow up (to stage 2 of debt recovery), reporting on receivables.
- Accounts Payable Management—keep track of supplier debt, payment planning, reporting on payables.
- Budgeting—set up and monitor budgets, regular reporting and analysis.

Specialist Consulting, Training and package items are also available on an hourly rate basis.

All plans are offered on the basis that the client has an established data file and bookkeeping systems. We offer services to assist clients to this point. All plans are a flat fee charged monthly with additional services available as required also at a monthly flat fee charge.

Our first consultation is a free service to assess the current situation and needs.

Bookkeeping

Accounts Receivable Management

Accounts Payable Management

Payroll

BAS/IAS

Business Services

Training

Consulting

DO YOU NEED A BOOKKEEPER?

- | | |
|---|--|
| <input type="checkbox"/> Do you process your paperwork at least on a monthly basis? | <input type="checkbox"/> Do you review your P&L regularly? |
| <input type="checkbox"/> Do you understand what tax codes do and mean? | <input type="checkbox"/> Do you organise your paperwork to go to your accountant at the end of the financial year? |
| <input type="checkbox"/> Do you understand what your super obligations are? | |
| <input type="checkbox"/> Do you lodge your BAS on time? | |
| <input type="checkbox"/> Do you understand the margins in your business? | |

Can you confidently tick off all of these questions? If one or more are unticked, then a qualified bookkeeper would be a significant benefit to your business. Contact us today to arrange for a full assessment.

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