



Overview of Bookkeeping Services

NOTE: The provision of bookkeeping services are customized to suit the clients needs

Weekly / Fortnightly visit:

- Enter supplier bills, payments & expenses as required
- Enter all sales, customer payments & sales, credit notes & receipts as required
- Validate expenses against bank statements & cheque books
- Validate deposits against bank statements & deposit books.
- Enter & track leases, loans, Hire purchase & chattel mortgage instruments.
- Conduct Payroll
- Bank Reconciliation where applicable
- Report on Receivables & Payables as well as cashflow where applicable
- Ensure data is backed up & verified

Monthly visit:

- Monthly financial statements. This will include Profit & Loss report, Balance sheet, Statement of Cash flow as well as customer sales report, subcontractor Activity report where applicable, Balance & sales / profitability history report where applicable.
- Monthly reporting obligations. This will include PAYG withholding Intermediate Activity Statement (monthly IAS to ATO) & monthly Superannuation accruals (employee total & Super Fund total)
- Bank & Credit card Reconciliation where applicable
- Administer & reconcile Petty Cash system including reconciliation



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- Review of data entered for the preceding month (sales & purchases) for compliance (correct use of Tax codes & General Ledger account), as well as independent check of payroll & business cash outflows.
- Ensure any Trust accounts are correctly tracked, recorded & comply with the relevant body.
- Ensure any terminated employees obligations are met & eligible termination payments (ETPs) are produced (where applicable)
- Setup any new Employees in accounting software including liabilities (PAYG, Superannuation) & Entitlements (track entitlements for sick leave, annual leave & long service leave).
- Ensure adequate backups are being produced
- Tend to any queries, issues & procedures brought up by accounts staff & Management reading awards, entitlements, parental leave etc.

Quarterly visit:

- Quarterly Business Activity Statement (BAS) created, reconciled & made ready to be sent to the ATO by the due date.
- Ensure superannuation SGC details for employees provided to be sent to applicable Superannuation companies by the due date
- Financial statements as per monthly for the preceding quarter, as well as a Quarterly financial commentary.
- Close off quarter
- Ensure procedures are working efficiently & amend if necessary.

Annual visit:

- Reconcile GST & PAYG withholding for the year with what was already reported to the ATO
- Produce annual financial reports & annual financial summary.
- Prepare the MYOB or QuickBooks data file or Xero data for Accountant presentation.
- Apply any Accountant year end adjustments (FBT, depreciation etc)
- Track & apply any software fixes, tax & software updates, rollover the payroll year, roll over the financial year & optimise the data file as appropriate.



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- Provide & reconcile employee payment summaries (Group Certificates) and ATO annual payment summary,
- Set budgets if required
- Recommend & setup backup strategy

Ad Hoc:

- Setup Chart Of Accounts, Payroll & data file for a new Business entity in QuickBooks, MYOB or Xero
- Recommend appropriate Accounting software for a new Business Entity
- Assist with various ATO registrations (GST, PAYG, FBT, FTC, LCT etc)
- Assist with Employee compliance (Superannuation, Awards, Workers Compensation, Entitlements, PAYG, HECS / HELP etc)
- Co-ordination & correction of Accounts where an ATO audit or Employee obligations audit is being undertaken
- In accounting software setup Trust accounts, Loans, Leases, Hire Purchase agreements & Chattel Mortgages in conjunction with Accountants recommendations

Castle Bookkeeping

Registered BAS Agents

Allowing you to concentrate on your business, not your books

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