

## Flexibility

We are happy to complete bookkeeping work on a fixed weekly or monthly schedule or simply as it's required in your business. Sometimes circumstances in your business may arise (such as you or your internal bookkeeper going on leave) which mean you only need bookkeeping services for a limited time. We can accommodate short-term arrangements.

Some business owners are happy to do most bookkeeping tasks themselves, but prefer us to look after specialised aspects such as payroll. We can work with you to do as much or as little bookkeeping as required.

## Affordability

Our Managed Bookkeeping clients enjoy a flat hourly rate for all work, including accounting and tax compliance work, which represents a big discount on these services.

Clients generally find having all their bookkeeping and accounting with HCA saves money when compared with splitting up traditional bookkeeping and accounting tasks between different providers.

## Client Testimonial

*"We have been using Haslam Consulting and Accounting for over seven years to look after our bookkeeping. We have found their service to be outstanding on both a professional and cost effective level. Having our accountant do our bookkeeping increases their understanding our business and frees up our time to work on growing the business. We would certainly recommend their services."*

**Craig Lloyd**  
**Craig Lloyd Painting Services**



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# Managed Bookkeeping



Small business owners can't always tend to everything themselves. Having an internal or external bookkeeper can help manage your compliance workload but it's hard to find the right one. That's why we offer our clients an alternative to the traditional division between bookkeeping and accounting services with our Managed Bookkeeping service.

## How It Works

Our in-house bookkeepers will enter your financial information to the accounting software of your choice from your source records, bank statements, etc. just like any third-party bookkeeper.

We are happy to take on as much or as little of your bookkeeping as required, whether one-off or ongoing.

## Tax Agent Backing

As Registered Tax Agents, we will give you the highest quality of information about all facets of bookkeeping and finance.

## Services

### General Bookkeeping

- Data entry
- Bank reconciliation
- Budget preparation & ongoing reporting
- Job cost, budgeting vs actuals calculations

### GST and BAS Compliance

- Track your GST and PAYG liabilities
- Ensure accurate & timely submissions to avoid penalties, late fees and interest
- Prepare and lodge BAS & IAS
- Plan & manage tax debts, including budgeting and payment plans



### Accounts Receivable

- Entry & dispatch of your invoices
- Chasing overdue clients for payment
- Implementing procedures such as credit applications, progress payments, payment installations and late fees
- Assistance with quote preparation, job costing and overheads analysis
- Reviewing your charge-out rate with relation to your industry, competitors and inflation

### Accounts Payable

- Accurate entry & tracking of all bills to ensure good cash flow
- Reconciliation of supplier statements
- Timely payments to ensure a good reputation with your suppliers

### Payroll

- Determine appropriate wages, awards & conditions
- Assistance with meeting legal requirements
- Calculation of taxes, allowances, leave, termination payments etc
- Payslips and reporting
- Payment summaries
- Timesheet implementation and job costing
- Fair Work compliance