

Bookkeeping Service

OUTSOURCE YOUR
BOOKKEEPING TO US
SO YOU CAN FOCUS
ON YOUR BUSINESS.

Skyline Accountants now offer an ongoing bookkeeping service,
for a fixed monthly fee.



Skyline
Accountants

**CONTACT ADAM TO GET A PERSONALISED
QUOTE FOR YOUR BUSINESS NEEDS.**

Call: 0455 216 861

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WWW.SKYLINEACCOUNTANTS.COM.AU

Outsource Your Bookkeeping And Focus On Your Business

As a business owner, you know that accurate and up to date financial records play an important part in the success of your business.

But have you reached the point where the daily tasks needed to maintain accurate and up to date financial records are falling to the bottom of your to do list?

Or are you spending more time on your finances than actually doing what you set out to do?

We can take away this stress and give you that time back – to actually grow your business or maybe even take a day off!



Our fixed monthly fee is based on the services you require and the individual needs of your business.

Our Bookkeeping Services

- Data Entry
- Accounts Receivable
- Accounts Payable
- Bank Reconciliation
- End of Month Reporting
- Cash-flow and Budget Reporting
- Business Performance Analysis
- Tax Preparation
- Business Activity Statement (BAS) Preparation and Lodgement
- General Ledger Reconciliation
- Credit Card Reconciliation
- Payroll/Superannuation Management and Processing

We are qualified accountants – so we can provide your tax accounting services while also doing your bookkeeping for an additional fee per month.

You won't need to brief two people or supply financial documents more than once.

We are your one stop shop for all accounting and bookkeeping services.

Why Choose Skyline Accountants For Your Bookkeeping?

Quality

- The accounting process becomes streamlined.
- The accountant who works on your monthly bookkeeping is the same one who prepares your end of year accounts and tax returns.
- We develop a true understanding of your business and can provide relevant advice.
- You are assured of your records being accurate. Our bookkeeping is completed by qualified and experienced accountants.
- You will always have the up-to-date information you need to effectively manage your business.
- We work closely with you to help you make sense of the numbers, allowing you to gain valuable insights into your business and plan for the future.

Cost

- Outsourcing your bookkeeping is a cost effective alternative to having a permanent bookkeeper on staff.
- While we take care of the paperwork, you can focus on your business.
- We offer fixed price packages tailored to your needs. You don't waste money on services you don't need, and we get to focus our energy on supporting your business in the most helpful way possible.

Trust

- We are committed to building a long-term relationship with you. We consider ourselves a part of your team and take pride in helping you achieve your business objectives.
- We are also locals in the Bayside community and want to support other businesses in the area.
- The work is done by us - we do not outsource or send it offshore.

WE LOVE NUMBERS.

**You started your business because you love what you do,
not because you wanted to be an accountant.**

Let us do it for you.

Technology And Processes To Improve The Way You Do Business

Xero

We are huge fans of Xero and recommend our clients all use this cloud-based software.

It has a simple to use interface, daily bank feeds of the previous day's transactions, the ability to attach PDF copies of your invoices to the transactions and an employee portal for leave, payslips and Payment Summaries.

Work from anywhere at any time, on any device. With a desktop computer you'll never need to update the software. Being cloud-based we are both working on the same single ledger. No need to email files back and forth and having to take up end of year adjustments.

Receipt Bank

We also use Receipt Bank, a brilliant tool which allows automated bookkeeping workflow and tackles specific compliance problems in a cost effective manner.

Receipt Bank allows you to upload your business receipts, invoices and expenses to us quickly and easily via photo on a mobile app downloaded to your smart phone or via email.

It allows you to cut down on paperwork and storage as you don't need physical documents; everything is searchable and securely stored on the cloud; you have real time information and no more lost receipts and invoices!

Is Our Bookkeeping Service For You?

- Are you spending more than 6 hours every month on bookkeeping and accounting?
- Want to grow/scale your business but don't want to hire an internal bookkeeper or accountant?
- Want to streamline your accounting?

If you answered yes to any of these questions, then give us a call for a personalised quote.



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