



Professional Bookkeeping | Small Business Support




1300 729 311

BOOKKEEPING DATA HEALTH CHECK

The benefit of us conducting a FREE Bookkeeping Health Check is to establish the nature of which you need our services as we understand that your interested in the price of our services, and we assure you we will discuss it completely, but before we consider the price we want to be sure that our practice can adequately satisfy your business requirement. There is no 'hourly rate' this is because we don't track time. We don't measure the outcome we deliver for you by the hour. What we do is not relevant to time as there are such varying degrees of expertise across what we do. Therefore, our agreement is the service delivery and outcome for a fee. *A Task Focused approach.*

Some clients get uncomfortable with perhaps these questions and with perhaps our conversation. To help overcome this we like to use the analogy in saying " *When you go to the doctor with a problem or are feeling unwell, the doctor will always ask you things so that they can understand and diagnose what's wrong and we are doing the same thing. It's the best way for us to gain a understanding so we can make the correct diagnosis and then provide a remedy*"

This is the checklist we use when we conduct a FREE Bookkeeping Health Check on your bookkeeping data

Client	Date	
ABN:	Number of employees:	
		
Nicely Done	Not Done	Needs Correction

One of these symbols once we conduct our scoping of your data will be placed next to a question in the following categories

XERO SET UP

Xero set up & configured:
 Conversion Balances:
 Import Data:
 Suppliers set up:
 ABN's Checked:
 Customers set up:
 GST set up & Basis:
 COA's set up & compatible:
 Customise templates:

PAYROLL SET UP

Set up Employee details:
 Set up Employee Time Sheet:
 Standard Pay Run W/F/M:
 PAYG Withholding Set up:
 Payslip Delivery:
 Process Payroll Payments:
 Leave entitlements tracking:
 Employee Termination Pay: ETP
 TFN lodged with ATO:
 Payroll Reports W/F/M:
 Reconcile Wages, Super PAYGW to PL and GL:
 Calculation of CHP Mthly; Qrtly Drawings; Fees grossed up, Tax & Super applied:
 Super Stream set up:
 Super Stream submission:
 Single Touch Payroll set up:
 Single Touch Payroll submissions:
 WorkCover Compensation implementation:
 STP Annual Reconciliation Report & Lodge to ATO by due date:
 Registration of PAYG Withholding:
 Keeping up with new legislations:

DATA ENTRY & RECONCILIATIONS

Bank Feeds set up:
 Bank Rules set up:
 Accounts Receivables entries:
 Accounts Payable entries:
 Record Cash Receipts & Payments:
 Input & Reconcile Trading Accs:
 Reconcile & Monitor Loans:
 Weekly Reconcile against Bank Feeds:
 Payment gateways Reconciled:
 Bookkeeping transactions are up to date:

PURCHASES & CREDITORS

Purchases inputting - Hubdoc:
 Reconcile Supplier:
 Statements:
 Supplier Remittances:
 Inventory Tracking:
 ABN Annual search & recording:
 Accounts Payable Management:
 Monthly Accounts Payables Report:

BOOKKEEPING DATA HEALTH CHECK

BILLINGS & DEBTORS

Invoicing Receivables:
Customer Receipts:
Debtors Statements:
Accounts Receivables Management:
Monthly Accounts Receivables Report:
Prepare monthly Journals on Prepayments:

IAS/BAS PREPARATION & LODGEMENT

Comprehensive Checks & Balances review:
GST coding, Tracking & apply the GST law:
Reconcile GST Accounts:
Prepare IAS/BAS:
Lodge IAS/BAS:
Monitor ATO Running Balance Account:
Schedule ATO Payments:

- ADVANCED -

END OF FINANCIAL YEAR

Validation of Payroll against GL Balances:
Review & Finalise Accounts:
Payable & Receivables Year End:
Review & Write off Year Accounts:
Prepare Letter for Accountant on matters for their attention:
Prepare End of Year Journals:
Prepare Reports for Owner & Accountant:
Prepare copies of all IAS and BAS Lodgements:
Prepare copies of Bank & Trading Statements as at 30 June:
Prepare copies of Capital acquisitions:
Prepare copies of Loan Documents:
Meeting with Business Owner and or Accountant:

SUB CONTRACTORS

Checked compatible under law:
Checked ABN's current:
Address details entered:
Checked GST registered:
Compile Taxable Payments Annual Report & Lodge to ATO by due date:

- ADVANCED -

MANAGEMENT REPORTING & CASH FLOW

Review Month Accounts:
Analyse Financial Reports:
Prepare Financial Reports:
Monitor & Report on Cash Flow Monthly:
Prepare Budgets:
Preparation of Monthly/Quarterly Performance:
Preparation of Monthly/Quarterly Cash Reports:
Balance Sheet processing - Assets, Loans, Interest, Depreciation:

BOOKKEEPING DATA HEALTH CHECK

Along with our Health Check we also ask some Questions so we understand more about where you are right now and also where you want to be

Where do you see yourself wanting to take your business in the next 12 months?

Are you expecting any big changes in the next year?

What's been your biggest frustration with the bookkeeping/financial process thus far?

How much time is it taking for you to do your bookkeeping each month now?

Do you currently have an accountant and or bookkeeper?

Who does the reconciliations?

Who does the monthly reporting?

How much are you currently paying monthly for bookkeeping services?

What is your current monthly revenue?

How much would you like to increase your revenue each month?

What emotional anxiety will be overcome if you move forward with us to work with you?

Are your books up to date?

Do you know your detailed P&L every month?

Are there any reports you use to evaluate profitability?

When are you looking to fix your current situation and what is your motivation for fixing this?

How would things be different for you if this was fixed?

Would fixing this have an impact on other areas of your life?

How savvy are you when it comes to understanding what your obligations and requirements are for your employees and your business and the ATO?

Thank you for allowing us to help you with your business

Contact us today! for your FREE Bookkeeping Data Health Check!

Let's Discover Your Business Vision Together!

Kind regards

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