

BAS Services

Accurate, compliant & lodged on time

BAS Preparation

- Reviewing GST-related transactions
- Correct GST coding for your industry
- Checking for errors, duplicates & missing entries
- Preparing clear, accurate BAS figures

BAS Lodgement

- Lodging your BAS directly with the ATO
- Meeting all deadlines
- Secure, compliant lodgement

GST Support

- Monitoring GST on sales, purchases & adjustments
- Correcting GST errors before lodgement
- Guidance on what GST you can and can't claim
- Reviewing GST treatment for unusual transactions
- PAYG Withholding and Instalments
- Reviewing ATO instalment amounts
- Adjusting instalments when appropriate
- Explaining how instalments affect tax time

Fuel Tax Credits (if applicable)

- Calculating eligible litres
- Applying correct FTC rates
- Including FTC accurately in your BAS

BAS Services

TPAR Lodgement

- Preparing & lodging your TPAR
- Ensuring contractor ABN/GST details are correct
- Meeting ATO reporting requirements

ATO Support

- Communicating with the ATO on your behalf
- Assisting with BAS-related notices or queries
- Helping you stay compliant & stress-free

Planning for Tax Liabilities

- Helping you understand upcoming GST & PAYG amounts
- Clear guidance on how much to put aside for tax
- Supporting you to stay ahead of cash-flow pressure points

Bookkeeping Services

Day-to-Day Bookkeeping

- Reconciling bank feed transactions
- Correct GST coding for your industry
- Accounts Receivable (invoicing & payment tracking)
- Accounts Payable (bills & supplier management)
- Regular reconciliations – bank, credit card, loans, clearing accounts
- Sorting personal vs business transactions
- Cleaning up incorrect or duplicated entries

Cash Flow & Reporting

- Monthly financial reports in plain English
- Cash-flow tracking & budgeting
- Helping you understand tax liabilities & how much to put aside
- Profit & Loss and Balance Sheet reviews

Software Setup & Support

- Xero setup, support & troubleshooting
- Custom chart of accounts
- Bank feed setup & bank rules
- Ongoing file maintenance

Business support

- Monitoring subscriptions & recurring expenses
- Tracking asset purchases & basic depreciation entries
- Preparing your file for your accountant at year-end
- Catch-up bookkeeping & rescue work

Payroll Services

Accurate, compliant & stress-free payroll support

Payroll Processing

- Weekly, fortnightly or monthly pay runs
- Entering hours, allowances & deductions
- Ensuring correct award interpretation
- Processing terminations, leave payouts & adjustments

Employee Management

- New employee setup (TFN, super, pay rates, entitlements)
- Managing leave balances & accruals
- Updating pay rates & employment changes
- Tracking superannuation obligations

Superannuation

- Preparing for Payday Super
- Preparing superannuation for payment
- Ensuring correct super calculations
- Monitoring missed or late super
- Reconciling Superannuation Accounts

TPAR – Simple Guide

TPAR stands for **Taxable Payments Annual Report**. It's a report that certain businesses must lodge with the ATO if they pay contractors or subcontractors for services.

The report is due by **28 August each year**.

Industries required to lodge TPAR include:

- Building & Construction
- Cleaning Services
- Courier & Road Freight Services
- IT Services
- Security, Investigation & Surveillance Services

What is included in the report?

The TPAR includes details such as:

- Contractor's name
- ABN
- Address
- Total amount paid during the year

Superannuation

- Preparing for Payday Super
- Preparing superannuation for payment
- Ensuring correct super calculations
- Monitoring missed or late super
- Reconciling Superannuation Accounts