

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