



ABN: 24 987 304 716

Bookkeeper OR Accountant?

It is essential that you understand that Bookkeepers and Accountants are not the same. Bookkeepers do not replace your Accountant; BUT they should work co-operatively with your Accountant. When you first take on a Bookkeeper they should immediately get in contact with your Accountant and discuss the set up of the Chart of Accounts and any other areas of interest, as it is the Accountant who needs your records to be accurate and fully prepared so they are in a position to focus on those activities that only the Accountant can do.

Utilizing a Bookkeeper should mean that your records are '**Accountant ready**' at all times, and as Bookkeeping fees are less than Accountant's fees, you will **save money** on your Accountancy fees, if your Accountant doesn't have to make alterations and corrections to the Chart of Accounts before he/she is able to complete the Taxation calculations.

Avatar Bookkeeping can assist you by:

- Managing Debtors
- Processing Creditors
- Inventory Control
- Completing Bank Reconciliations
- Processing your payroll if you have employees
- Working out installments for PAYG if you have employees
- Providing the details required to complete the BAS
- Providing Profit & Loss Statements
- Preparing Cash Flow Reports
- Assist with quotes



Have you got a Shoebox full of Accounts? Worried?

Colleen can get you sorted, Accountant ready and save you "hours" on Accountant's Fees. Talk to Colleen NOW on 0433 934 088 or 08 9419 4114