

step-up

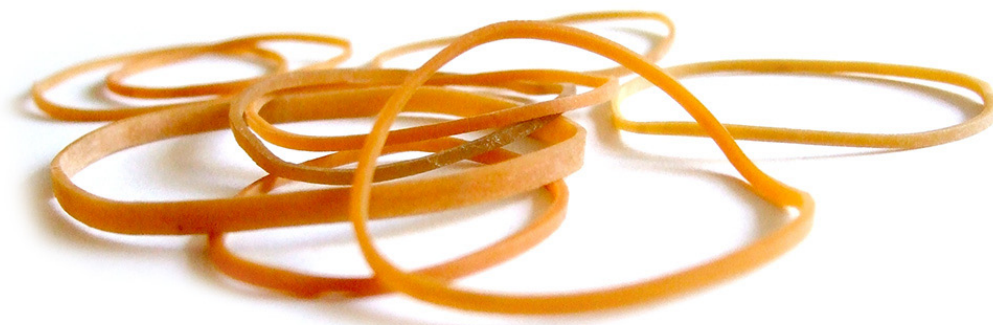


Bookkeeping Services

- MYOB & LEAP Bookkeeping
- General ledger reconciliations
- Trust account reconciliations and reporting
- Accounts payable
- Accounts receivable
- Bank reconciliations
- Multiple currencies set-up, management & training
- Inventory set-up, management & Training
- Data entry
- Reporting - Profit & Loss, Balance Sheets and Budgets
- Tailored Management reports
- MYOB & LEAP Accounting set-up
- Sales reconciliations
- Chart of Accounts maintenance

GST / Bas Agent Services

- Preparation & assistance with Business Activity Statements (Monthly & Quarterly)
- GST reconciliations
- Electronic lodgement through the Bas Agent portal
- MYOB accounts – setting up and maintaining GST tax codes and ensuring accurate calculations dependant upon industry GST requirements
- Ensuring your business systems are in accordance with the GST Legislation



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Payroll Services

- Payroll Processing - Powerpay, Wage Easy and MYOB
- Termination payment calculations
- WorkCover
- Superannuation
- Maintenance of personnel files
- Award research
- Leave Entitlement calculations
- Payroll Tax – calculation for all states
- PAYG Withholding/ IAS
- Departmental reporting of wages
- On-line payments

End of Financial Year Bookkeeping Services

- WorkCover – remuneration calculation
- Payroll Tax - annual returns (all states)
- Preparation of payment summaries (Group Certificates)
- PAYG Withholding annual reconciliation
- MYOB year end rollovers and backups
- Magnetic media reporting
- Correspondence with accounting firms to provide all required end of year information
- General ledger reconciliations
- Processing Accountants year end adjustments

Training

- MYOB Training
- LEAP Accounting Training
- MYOB Powerpay Training
- MYOB templates set-up
- Wage Easy Payroll Training

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Benefits

- Centrally located / flexible hours of operation
- Registered Bas Agent
- Registration No. 86761002
- Services can be provided on a regular or as required basis and are adaptable to suit the changing needs of your business.
- Reduce your annual accounting fees
- Ensure all legislative requirements are met
- Our tailored reports enable informed business decisions to be made by highlighting movements in turnover and percentage increases and decreases in costs.
- Step-Up can supply your Accountant with a backup copy of your MYOB data file at the end of each financial year.
- All services can be customised daily, weekly, monthly or as required

Fees

- Fees are charged on an hourly basis
- Travel costs may be incurred as part of this service
- Our trading terms are 7 days

Contact Details

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