

BOOKKEEPING SERVICES

Our Bookkeeping Services team provide professional and confidential financial services for your organisation.

We offer a service that includes a full function payroll (including superannuation, PAYG and payroll tax), creditors, debtors, bank reconciliations, provision of monthly financial reports as well as the completion and lodgement of business activity statements.

We communicate with your tax accountants to ensure services are performed efficiently, this reduces double-handling and saves you money.

Our team is also supported by a workplace relations department giving us access to current, accurate and timely HR advice when required.

As registered BAS agents, our team can provide assistance in a wide range of services to suit your practice needs.

BOOKKEEPING

- Bank reconciliation, including reconciliation of the practice management software
- Accounts receivable and payable
- Monthly financial reporting and budgeting

PAYROLL

- Staff and doctors' wages
- Locum doctor payments
- Superannuation
- Payment summaries
- Payroll tax

Our team has extensive knowledge of the *Health Professionals and Support Services and Nurses Awards*.

BUSINESS ACTIVITY STATEMENT

- GST and PAYG lodgement monthly or quarterly

ACCOUNTING SOFTWARE SET UP

- Including staff training and procedures

PRACTICE PROCESS REVIEW

Review existing practice processes to ensure legislative compliance



**FOR FURTHER INFORMATION PLEASE
CONTACT OUR OFFICE.**

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