

olsenbookkeeping.com

0412619361 - SMALL BUSINESS - INDIVIDUALS

KEEPING BUSINESS ON TRACK



- ✓ BOOKKEEPING SERVICES
- ✓ ACCOUNTING SERVICES
- ✓ TAX ACCOUNTING
- ✓ ADMINISTRATION
- ✓ CUSTOMISED SERVICE
- ✓ ACCURACY GUARANTEE
- ✓ SOLE TRADER ACCOUNTING
- ✓ PARTNERSHIPS ACCOUNTING
- ✓ COMPANY ACCOUNTING
- ✓ PERSONAL CONSULTATION

Do You Need a bookkeeper?

Short of time?



Behind in paperwork ?



BUSINESS SERVICES



- ✓ Bookkeeping
- ✓ Accounting
- ✓ Tax Accounting
- ✓ Business Planning
- ✓ Financial Services
- ✓ Ongoing support
- ✓ Business Development
- ✓ Business Administration
- ✓ Personalised Service

Bookkeeping Service



- ✓ MYOB Certified
- ✓ Payroll
- ✓ Accounts Payable
- ✓ Accounts Receivable
- ✓ Inventory Management
- ✓ Bank Reconciliation
- ✓ Business Record Keeping
- ✓ Job Costing
- ✓ Financial Reporting
- ✓ BAS Statements
- ✓ Diploma of Accounting

Accounting Services

YOUR CURRENT NEEDS

- ▣ Sole Trader Accounting
- ▣ Partnership Accounting
- ▣ Company Accounting
- ▣ Starting a new business
- ▣ Purchasing existing business
- ▣ Forming a partnership
- ▣ Forming a company

SERVICES

- ✓ Depreciation Schedules
- ✓ Financial Reports Analysis
- ✓ Tax Reporting – BAS
- ✓ Payroll Accounting
- ✓ Inventory Accounting
- ✓ Major Asset Accounting
- ✓ Budget Forecasting

Tax Accounting Services



- ✓ BAS Statements
- ✓ Goods and Services Tax
- ✓ Fringe Benefits Tax
- ✓ Payroll Tax
- ✓ Stamp Duty
- ✓ Super Guarantee Levy
- ✓ PAYG Withholding Tax
- ✓ Tax Document Records
- ✓ Tax Office liason

Business Administration



- ✓ Business Planning
- ✓ Legislation Updates
- ✓ Business Letters
- ✓ Debt Collecting
- ✓ Record Keeping
- ✓ Asset Management
- ✓ Customised Reports
- ✓ Business Research
- ✓ Business Law
- ✓ Occupation Health & Safety

Small Business Specialists



- ✓HELP Spend more time on developing your business
- ✓HELP Keep your business on track
- ✓HELP Minimise impacts on your business
- ✓HELP Reduce business anxiety
- ✓HELP Build business to the next level



Performance Reports

FINANCIAL REPORTS

- ✓ Income Statements
- ✓ Profit and Loss Statements
- ✓ Balance Sheets
- ✓ Financial Position Statements
- ✓ Manufacturing Statements



MANAGEMENT REPORTS

- ✓ Stock to Sales reports
- ✓ Inventory reports
- ✓ Payroll Reports
- ✓ Accounts Payable reports
- ✓ Accounts Receivable reports
- ✓ Cash flow Reports
- ✓ Budgets



Call us today for a free quote



- ✓ Best Practice Bookkeeping
- ✓ Accounting Services
- ✓ Budget Friendly Rates
- ✓ 100% satisfaction guarantee
- ✓ Help meet financial commitments
- ✓ Customised Reporting
- ✓ Financial Professionals Network
- ✓ Payroll Accounting
- ✓ Financial Accounting
- ✓ Management Accounting
- ✓ Depreciation Schedules
- ✓ BAS Statements

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