



Business Allsorts

Providing assistance to Individuals and Small Businesses

Account Keeping/Bookkeeping By a Registered BAS Agent

**Let us do all your bookkeeping,
so your time can be spent building your business.**

Using MYOB, we can take care of any or all of the following:

- Debtors and Creditors
- Goods & Services Tax (GST)
- Payroll and PAYG
- Superannuation Guarantee Contributions (SGC) payments
- Maintenance of Staff Entitlements
- Payroll Tax Reporting
- Profit & Loss Statements, Balance Sheets
- Bank & Credit Card Reconciliations
- Business/Instalment Activity Statements (BAS/IAS) to the ATO
- Spreadsheets and Financial Reports as required
- Prepare financials for your Accountant's Tax Return preparation.

Upon completion, your data can be returned to you as printed reports, by email, or on CD in MYOB or Microsoft Excel format.

Also available: Word Processing, Résumé Preparation,
Data Entry, Administration, Proof Reading

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ABN: 54 559 669 870

Judy Breasley is a Registered BAS Agent #92782 006
Professional Indemnity Insurance

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