

# DJ & M Bookkeeping Solutions

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## Services and Rates

At DJ & M Bookkeeping Solutions, we offer a full range of bookkeeping and compliance services.

### Bookkeeping services

- Company file setup using MYOB & QuickBooks
- Data entry
- Reconciliations
- Stock control

### Financial reporting services

- Monthly financial & management reports – completed within 4 weeks
- Analysis of monthly reports
- Fixed asset register maintenance
- Cash flow
- Leases
- Excel spreadsheets (including graphs and comparisons)
- Forecasting / budgeting

### Tax compliance services

- BAS and FBT
- Tax preparation (lodged by associated tax agent)
- Payroll, including PAYG and superannuation compliance

We **guarantee** lodgment by due dates for BAS and tax (provided source received 1.5 weeks prior to lodgment for BAS, and 6 weeks prior for tax).

Our bookkeepers will visit your office at your convenience as often as required. We respond promptly to phone or email queries.

## Our Rates

We offer bookkeeping services either **on site** (minimum 5 hours per visit pickup and delivery).

Our rate for both on site and off site services is **\$44 per hour** including GST.

We offer a **free** initial consultation, which we use to get an idea of your situation, and to recommend a service package that suits your needs.

[Contact us](#) to arrange your **free** initial consultation.