

BUILDON[®]

BOOKKEEPING

SYDNEY • MELBOURNE

*The professional & permanent
bookkeeping solution*





Hi, we're BoB.

WE ARE THE TRUSTED BOOKKEEPING PARTNER TO ACCOUNTING FIRMS.

WE ARE THE PROFESSIONAL, RELIABLE BOOKKEEPING SOLUTION FOR BUSINESS.

WE PREPARE ACCURATE AND TIMELY SALES, DEBTOR AND CASHFLOW DATA.

AND HERE ARE 7 MORE REASONS TO ENGAGE US TODAY:

- 1.** Unlike the 'one-man-band' bookkeeping setups, when you sign up to BoB, you sign up to a comprehensive bookkeeping support network from the entire BoB team. This means you are never left without a reliable bookkeeping solution.
- 2.** While many other bookkeeping firms send work offshore, all tasks undertaken by BoB are performed here, by our full-time employees. Therefore you can be confident in the quality of work provided to your clients, and also be able to put a face to the name.
- 3.** We tailor our services to exactly what your clients need. This includes onsite services at the client's office, with a laptop supplied if resources are limited. Alternatively we have a selection of remote login set-ups available to provide high quality service to any local, national or international clients.
- 4.** Start improving your recovery rates today, with the high-quality, accurate data we provide you. We can answer any queries from your clients, while keeping them happy with affordable rates.
- 5.** Every BoB staff member is degree-qualified and have attained their CPA or CAANZ or are actively working towards certification. We are also registered BAS agents. These advanced qualifications are complemented by a rigorous procedures-based system, guaranteeing high quality and consistently reliable service.
- 6.** With so many accounting software packages on the market, you need someone who is flexible enough to adapt to new programs and is familiar with the popular brands like MYOB, Xero and Quickbooks. We are professional partners of Xero and MYOB, and specialists in building industry software, such as Timberline and Buildsoft.
- 7.** We are interested in fostering long-term relationships with our clients and theirs. Our primary objective is to provide excellent services based on the scope of work that you and your clients require.



How we work

OUR STAFF

We (proudly!) have the most qualified team of bookkeepers in Australia.

We have a unique group of bookkeepers with a few things in common; they are dedicated, experienced, friendly, professional and competent beyond just completing the task. They are constantly examining the procedures behind your paperwork and looking for ways to increase the efficiency of your business.

We assign one bookkeeper dedicated to your account, which means they become a valuable part of your team. As an added advantage, if they are sick or take leave, we always have a qualified team to step in and keep your accounts function operating smoothly. We have quality control and mentor teams who ensure your books are always completed on time and to a high quality standard.

OUR RATES

Our rates are dependent on various factors such as:

1. The services required (from data entry through to financial analysis)
2. The volume of work (from 1 hour per quarter through to five days per week)
3. Remote or on-site
4. Monthly package or hourly rates

For this reason we offer a completely free, no-obligation initial meeting to understand you and your business and accurately tailor our service offering to you. Remember you will save on the super, annual leave and recruitment costs that you would have to fund if you hired your own bookkeeper. You will also be able to increase the value you are getting from your accountant, as we will make their job quicker and easier by providing them with accurate books.

Plus we are fast, because bookkeeping is what we do every day. Our staff are highly experienced which means that your work will be done faster and with more accuracy which we know will save you in the long run.

Our Accounting Partners



LARGE ACCOUNTING FIRMS

Michael is a Senior Private Enterprise Tax Manager at a top tier accounting firm. All of Michael's clients are on a fixed fee retainer. He is constantly under pressure from the firm to keep recovery rates as high as possible and from the client to keep their fees as low as possible. Every small MYOB query and incorrect data entry that Michael and his team encounter from their client eats into the firm's recovery rate. Ultimately Michael will have to raise his rates, potentially losing clients.

Michael has managed to solve this problem by recommending that his clients use Build on Bookkeeping for their regular bookkeeping needs. His clients pay an hourly or fixed monthly rate for all of their data entry, reconciliations, payroll and BAS preparation. Each quarter Michael and his team receive an accurate and complete file to efficiently process the accounts in a minimal amount of time.



SMALL ACCOUNTING FIRMS

Ian runs a small accounting firm in the outer western suburbs of Sydney. He is a Chartered Accountant with a staff of three other accountants and one receptionist.

New clients often come to Ian because they are unhappy with their previous accountant. Ian doesn't have the time and resources to sort through the mess of receipts, un-reconciled accounts and missing paperwork to get to a point where he can even begin to compile the year end accounts. Even if he did have the time, he knows that his client will not be willing to pay his usual hourly rate for the time that it would take him, and he obviously does not want to drop his rates.

Ian refers his clients to Build on Bookkeeping because he knows that they have the resources to turn this mess into a logical and correct system that he can work from and won't cost his client a fortune. At any point in the future he also knows that any information he needs can be obtained directly from BoB without having to chase his client, which saves everyone time and hassle.

Ian can now generate his fees from his high-level, complex tax issues and advice. Ian's clients are happy because they are saving money by not paying accounting fees for their book work.

Our Services

Bookkeeping

Management accounts and reporting
Month end reporting
Month end dashboards
Customised chart of accounts
Prepare foreign parent report packs
Cloud accounting
Debtor chasing and management
Remote access to accounts
Business Activity Statements (BAS)
Cash-flow forecasts
Payroll tax
Fringe Benefits Tax (FBT)
GST registration and planning
Instalment Activity Statements (IAS)
Job costing
Invoice preparation
Financial statements
Contract Administration
Superannuation reconciliation and lodgements
ATO payment summaries
Multi currency account management
Account reconciliation of all accounts, (credit cards, bank accounts, Paypal etc)
Expense Processing

Training

Xero training
Bookkeeping best practices
MYOB training
Quickbooks training
Sage Timberline training
Debtor chasing best practise training
Saasu training
Reckon training
Quickbooks training

Accounting Software Conversions & Setup

Xero conversions
MYOB conversions
Reckon conversions
Cloud software integrations
Training on all software can be provided for your team

Compliance

Superannuation reconciliations and contributions
BAS lodgements
Tax/legislation compliance
Workers Compensation Compliance
Subcontractor insurance register
ABN searches on vendors
LSL industry returns
TPAR lodgement
Subcontractor statements

Payroll

Timesheets collation
Prepare and issue payslips
Process payroll payments
Assist employees with their enquiries
Prepare and issue annual payment summaries
Commencing and terminating employees
Superannuation reconciliations and contributions
Workers Compensation Compliance and annual declaration
Paid Parental Leave processing
Leave accruals/registers
Weekly, fortnightly and monthly payroll processing
TFN declarations
RDO register
IAS preparation and lodgement
Calculate and process bonus payments



Your Privacy

OUR COMMITMENT

We want all our clients to feel confident in security of their personal documents. The security of your financial information is important to us too.

Build on Bookkeeping (BoB) collects and holds a wide range of sensitive personal and commercial information and from time to time, we may request such information from you. We want to assure you that when we do, it is purely to allow us to provide the best possible service to you as our clients and to ensure that we are complying with our own legal obligations as well.

WHAT INFORMATION DO WE COLLECT?

- Company & individual names, addresses and contact details
- Employees' details including date of birth and tax file number
- Financial information including payroll information, bank statements, credit card statements, employee files, superannuation details, wage details, ATO correspondence (BAS, tax returns), lease agreements and cheque books.

These details may be collected directly from you (in person or electronically), or otherwise obtained from a third party with whom you have a business relationship, such as a work colleague.

Of course, you are not obligated to provide all the information requested by BoB, however we would strongly encourage you to do so because the information will only be requested if it is in your best interest. Wherever possible, we will seek your consent (verbal or written) for the collection and use of your personal information.

WHY YOU CAN TRUST BUILD ON BOOKKEEPING

BoB has strict measures in place to protect your confidential information while it is in our possession. We will never share, sell or distribute any client information.

Your current and archived files will be stored in a secure area and on password-protected computers with appropriate on and off site back-up systems. While a number of bookkeeping firms elect to send your confidential information overseas for processing in order to cut costs, BoB promises that your private details and accounts will only be accessed by our qualified and trustworthy team.

Our staff are required to respect the confidentiality of personal information and the privacy of individuals. We will take all reasonable steps to protect against the loss or misuse of personal information under our control - including both physical and electronic security measures to ensure the safety of your personal data.



Carly Chant, Owner and Manager of Build on Bookkeeping

Bookkeeping not your thing? Contact us!

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OUR SERVICES:

- Software conversions
- BAS preparation & lodgement
- IAS preparation & lodgement
- Payroll
- Payroll tax
- Job costing
- Invoicing
- Debtor control
- Account system setup
- Online access to your accounts
- Superannuation
- Financial statements
- Workers compensation compliance
- Processing backlog
- Processing supplier overhead expenses
- Bank reconciliations
- Credit card reconciliations
- Management reporting
- System reports