



At BG Private, we offer a range of bookkeeping services to take care of the financial administration side of running a business that you can focus on increasing growth and profitability.

## Why choose us

- ✓ **We're good at what we do.** We are a local Melbourne-based team of highly qualified and experienced bookkeepers. We have worked with countless businesses across a range of industries, giving us invaluable experience from other clients that can help your business succeed.
- ✓ **We're responsive.** Our growing team of almost 10 Melbourne-based bookkeepers ensure your bookkeeping is done on-time and to a high standard. And because every business is unique, we can tailor our service package to your needs.
- ✓ **We value long-term relationships.** We value long-term client relationships as we know this allows us to get to know you and add more value year-on-year. That's why many of our clients have remained with us for 5, 10 or even 20 years!
- ✓ **We offer integrated advice.** We can also connect you with our colleagues: Tax Advisors, Accountants and Business Advisors, Auditors, Corporate Advisory and Private Equity professionals, and Financial & Wealth Advisors so that all your financial matters can be handled by the one team.
- ✓ **We offer reassurance.** We can give you the peace of mind that the financial administrative aspects of your business are taken care of and give you value-added insights so that you get the most out of your business.

## What can a bookkeeper do for your business?

A bookkeeper can ensure you stay on top of your tax and compliance obligations. They can also handle payroll, invoices and record-keeping so that you have an accurate overview and historical record of your financial position. Plus, a good bookkeeper can help you with strategy, cashflow and forecasting so that you have confidence in where you're at and where you're going.

We can give you  
confidence in where you're  
at, and where you're going



## Who we help

Our bookkeeping services are used by hundreds of businesses throughout Australia. Here are just some examples:

- Small to medium sized businesses with a turnover of up to \$20 million
- Not for profits
- Family businesses
- Sole traders
- Start-ups

## What we do

- ✓ Accounts payable and receivable
- ✓ Payroll and super guarantee contributions
- ✓ Budgeting and cashflow management
- ✓ Bank reconciliations
- ✓ GST setup
- ✓ ATO correspondence
- ✓ BAS and IAS preparation & lodgement
- ✓ Invoicing, payments, debt collection
- ✓ Forecasting including profit and loss
- ✓ Accurate and on-time monthly reporting
- ✓ Accounting software selection, implementation and integration
- ✓ Management accounting including tracking key performance indicators, analysing data, forecasting and modelling to help you make better commercial decisions
- ✓ Desktop and cloud-based financial management
- ✓ Xero and MYOB training
- ✓ Database management and data entry, as well as file backup
- ✓ Virtual CFO including financial strategy (for profitability and growth), operations optimisation, and systems reviews
- ✓ Tax planning review to help you minimise tax within the legal limits

For Today, Tomorrow & Beyond.

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