



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

Why choose us

- ✓ **We're good at what we do.** We are a team of highly-qualified and experienced bookkeepers. We have worked with countless businesses across a range of industries, giving us invaluable experience that can help your business succeed.
- ✓ **We're responsive.** Our growing team of almost 10 Melbourne-based bookkeepers ensures your bookkeeping is done on-time and to a high standard. We pride ourselves on responding quickly to phone calls and emails.
- ✓ **We value long-term relationships.** This allows us to get to know you and add more value year-on-year. As a testament to this, 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 in accounting, tax, audit, corporate advisory, management accounting, private equity, financial planning and property advisory so that all your financial matters can be handled by the one team.
- ✓ **We offer reassurance.** We can give you peace of mind that the financial administrative aspects of your business are taken care of. We can also give you value-add insights so that you make the most out of your business.
- ✓ **We offer tailored solutions.** Because every business is unique, we can tailor our service packages to your needs.

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:

- SMEs with a turnover of up to \$20 million
- Not-for-profits
- Family businesses
- Sole traders
- Start-ups
- Our industry expertise includes:
 - » retailers
 - » wholesalers and manufacturers
 - » trades and builders
 - » professional service providers
 - » charities and community organisations

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 and lodgement
- ✓ Invoicing, payments and debt collection
- ✓ Forecasting including profit & loss
- ✓ Accurate and on-time monthly reporting
- ✓ Accounting software selection, implementation and integration
- ✓ Desktop and cloud-based financial management
- ✓ Xero and MYOB training
- ✓ Database management and data entry, as well as file backup
- ✓ Tax planning reviews to help you minimise tax within the legal limits

For Today, Tomorrow & Beyond.

+61 3 9810 0700

info@bgprivate.com.au

801 Glenferrie Road, Hawthorn VIC 3122

bgprivate.com.au

© BG Private Pty Ltd

BG Private is an association of separate firms that operate in Melbourne and Sydney under the same trading name. The Melbourne firm and the Sydney firm are not partners or agents of each other, and shall not be liable for any act or omission of each other. Liability limited by a scheme approved under Professional Standards Legislation. Financial advice is provided by advisors who are Authorised Representatives of BG Wealth Management Pty Ltd (ABN 14 127 520 558, AFSL No. 496348). BG Private Clients Pty Ltd (ABN 72 621 816 466) is a Corporate Authorised Representative of BG Wealth Management Pty Ltd.