

Why you should choose Hawke's Business Services for your bookkeeping needs:



- Get control of your GST/BAS and compliance needs.
- Be confident that your bookkeeping is always accurate and up to date
- Enjoy doing what you do best—running your business—without worrying about the paperwork
- Allow you more time to develop and grow your business
- Give you more family time—no more spending your quality family time doing the books—we do it for you
- Help you to clearly see and understand the financial status of your business
- Simplify your business systems
- We are S251L compliant BAS Service Providers

Services Provided in detail:

Free Initial Consultation

We meet with you and discuss your bookkeeping needs. Our free consultation will also include reviewing existing methods and practices and recommending improvements or changes that may be needed.

General Bookkeeping Services

We provide data entry services for both Quickbooks and MYOB clients. Accurate data entry is essential as this impacts your GST obligations and financial reporting. Our staff are highly trained in the correct tax coding and account coding of entries to ensure the highest accuracy possible.

Advanced Bookkeeping Service

This goes beyond the general data entry. Many industries have transactions and requirements specific to their industry, eg: Vineyards and WET Tax. HBS staff will always check ATO legislation for these needs and ensure your business is compliant with the law. Likewise we will endeavour to ensure all union regulations are met and complied with.

GST Management

HBS staff are continually updating their knowledge of GST and BAS regulations. We maintain extensive reference material on all areas of BAS that affect our bookkeeping services.

Bank Reconciliations

Reconciling your bank accounts and credit cards is an integral part of the bookkeeping process. We ensure all accounts are checked against your bank statements and reconciled accurately.

Debtors & Creditors Management

Controlling your debtors and creditors is an essential role of all businesses. If you are not being paid by your customer then you can't pay your supplier. HBS can assist in putting into place systems that will control your debt collection process. We can also assist by developing creditor payment systems. These areas can be extensive – please ask us for more information and we will be happy to discuss your specific needs in detail.

Payroll Services

We are experienced in weekly payroll management. From setting up your payroll system to doing the pays for you, we can assist. HBS can customize a payroll service to suit your needs.

Superannuation & Workcover

Along with payroll services HBS can maintain your superannuation and workcover obligations. We can calculate your SGC and ensure this is paid to the super funds on time.

BAS & IAS Preparation & Electronic Lodgement

As an ATO registered BAS Service Provider we can calculate and prepare your Business Activity Statements and lodge these directly to the ATO using their ECI facility.

MYOB & Quickbooks Set Up & Training

We can install either program and provide on site basic training to your staff. Please note that this training is in the use of software only and does not include training in taxation law, BAS or GST obligations.

Datafile Customisation

HBS can customize your MYOB or Quickbooks accounts to suit your industry. Rather than using the generic chart of accounts we can create one that is unique and specific to your needs, thus making your financial reporting easier to understand and apply to your business needs.

On Site or Off Site Services

HBS can provide bookkeepers to attend your office and assist in the weekly data entry and maintenance of your bookkeeping systems. Alternatively we offer an Off Site service where you bring the paperwork to us and we process the bookkeeping in our office.

Secure Encrypted Datafile Transfer Service

Through our association with Australian Bookkeepers Network we have access to a secure datafile transfer program. This enables us to transfer datafiles from your office to ours or to your accountant with a minimum of fuss. No more having to back up onto disc and post the datafile or use unsecured email to transfer the file. Our datafile transfer system is fully encrypted to ensure privacy and security.

Liaison with your Accountant

We aim to make the task of dealing with your accountant less painful!! Our staff are happy to liaise with your accountant to ensure they understand your business and provide you and us with all necessary information to make tax time less of a burden.