

Bookkeeping & Payroll Packages



Running your business can be stressful and your time is best served working on your business. Let ELS Accountants assist you in all things bookkeeping and payroll.

We can tailor a Bookkeeping and Payroll Program for you and your needs

- **Record Keeping** - receipts and invoices everywhere? Piles of paper on your desk? We can assist you in moving your record keeping to cloud based software which will remove your need to spend hours processing and calculating your expenses
- **Weekly Bookkeeping Update** - Each week we will send you an email including ongoing projects, any ongoing queries as well as key information including sales, large expenses comparing previous months and years. The aim of this email is to ensure you understand your numbers, how you are progressing and further talking points
- **Employees & Wages** - Does your business have employees? Allow ELS Accountants to assist and educate your business on the correct tax, insurances, superannuation and record keeping that will make onboarding 1 to 100 employees for your business an easy and documented process
- **BAS** - ELS Accountants will ensure that all your tax obligations are lodged in time with the ATO with extended payment dates and amounts known well in advance
- **Quarterly Business Meetings** - In person meetings to discuss the business goals and time frames. Business performance (comparing periods, budgets) and cashflow. These meetings will be tailored to ensure you receive the information you need to move your business forward

Allow ELS Accountants to help you reach your business goals and have up to date financial information for you to make the best decisions for you and your business. Packages start from \$220 per month – A detailed quote and fee structure will be provided before any work is undertaken.

To discuss further please contact Liz on 0410 111 801 or liz@elsaccountants.com

