



Are you a business owner?

- Are you pulling what is left of your hair out with the amount of paperwork and compliance you need to do?
- Are there just not enough hours in the day for work and family or play?
- Here is where we come in, like little Bookkeeping fairies ready to HELP and give you your life back.
- We can HELP streamline your business workflow, implement software, train you and your staff on these new sparkly systems and processes.
- Oh, and we love Bookkeeping rescue work – that is when you are so over doing paperwork that you just do not do it or throw everything in your van glove box or shoe box under the bed.

Contact us for a free chat over a coffee and see how we can HELP you get your life back; you have nothing to lose and everything to gain.

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WHAT WE OFFER

Services

Bookkeeping Services

Our Bookkeeping Services will save you loads of time (and we all know time is money!).

What we do:

- Take all your receipts, invoices and other transaction details.
- Record the information in accounting software using proper accounting methods
- Work with you to make sense of the numbers, for example assigning costs to specific clients
- Save you and your accountant loads of time by taking care of your books for you!
- GST returns - checking and filing with IRD

As well as looking after your books, we can also help you with:

- Solutions to streamline your business workflow
- Payroll services to simplify the way you pay your staff
- Bookkeeping rescue work, tidying up mistakes made, setting up systems so these mistakes stop happening
- Training for small businesses on using accounting software.

Systems & Procedures

We'll come in and sit down with you and your team to work through your operational, logistical and financial processes. Once we understand how your business works, we can then give you helpful suggestions!

Things a Office System Review can help with:

- Key processes in your business, and seeing where you could make improvements
- Assigning roles and responsibilities – so it's clear who does what, and when
- Collating everything into an operational document – providing a system to work from and refer back to
- Reviewing, enhancing and digitising your processes and systems to help you drive your business goals
- Making sure you're using the right tech to enhance your system – and helping you get set up with the correct tech if you're not!

Software Used

Xero –Silver Partner
Workflowmax (WFM) & Practice Manager (XPM)
MYOB - Partner
Simpro
Receiptbank
Ezzybills

If you work with us, we'll become part of the team by offering day-to-day support for your business and helping to keep things running smoothly.