



2024

Scope of Work



EMMACC.COM.AU



About You

Business Name

Contact

Address

City

Zip

Phone

Email

Business Structure sole trader partnership company

what do you do?

Industry

ave monthly turnover

number of employees

estimated hours you currently spend on accounts

have you engaged a bookkeeper before? Yes No





Tell me about

People In
your
business &
their roles:

Your
Customers

Your
Suppliers

Your Payroll
Process





Accounts & Banking

ABN

Accounting Software

BANKING

Bank

Bank Accounts:

Type

Number

Type

Number

Credit Cards

Type

Name

Type

Name

Other

PAYROLL

When do you process payroll

weekly

fortnightly

monthly

Day:

How do employees lodge their hours?

Do you use Payroll Software:

Single Touch Payroll

Quick Super



PACKAGES *checklist*

GENERAL BOOKKEEPING

NOTES

Accounts Receivable

- Process Job Cards
- Prepare Invoices
- Send Invoices
- Process Payments Received
- Prepare Statements
- Debt Collection

Accounts Payable

- Process Purchase Orders
- Enter Supplier Invoices
- Reconcile end of month statements
- Prepare Accounts for payment
- Prepare ABA Bank file
- Process Payments
- Send Remittance Advises



Banking

- Allocate Bank Feeds
- Bank Reconciliation
- Prepare Payments for approval
- Process Payments after approval

End Of Month

- Accounts Receivable Reconciling
- Accounts Payable Reconciling
- Payroll Reconciling
- Bank Reconciling
- GST Reconciling

Reporting

- Cash Flow
- Profit & Loss
- Trial Balance
- Balance Sheet

Notes:

Credit Cards

- Process Credit Card Transactions
- Reconcile Credit Cards
- Prepare Credit Card Payment
- Process payments after approval

Payroll

- Check Time Sheets
- Process Weekly/Fortnight Pays
- Weekly Wages Reporting
- Prepare Payments for approval
- Process Payment in bank

Payroll Reporting

- Month End Balancing
- Prepare Liabilities Report
- Process Superannuation Payment
- Process Deductions Payment
- Quick Super lodgements
- Prepare RTWSA payments

Thank-you



Contact:

emma@emmac.com.au

Ph: 0488 993 449