



DEDICATED
BOOKKEEPING
Smart numbers for Smart Businesses

Avoid Cashflow Stress

Don't measure your business success by how much or little you have in your bank account.

A great deal of stress is created by bills coming out of left field leaving you scrambling to cover payroll / mortgage payments etc.

- Utilising the services of a bookkeeper will give you absolute clarity on how much profit you are actually making and tell you exactly where your cash is. Once you know exactly where you are you can take action!
- Invoice your clients as soon as you can, don't leave too much in work in progress or in stock. At the very least make invoicing your clients a weekly task.
- Offer only 7 day terms if at all and follow up promptly if accounts aren't paid. You have done a great job, make sure you are paid promptly for your goods or services.
- Keep your bookkeeping up to date and ask your bookkeeper to give you an estimate of your BAS, superannuation or tax commitments each month.
- Open a bank account and transfer the funds for the BAS, superannuation / tax into this account monthly. Avoid the temptation of withdrawing the cash by opening a short term interest bearing deposit. Add to the account monthly and keep rolling over the account each month until the due date. You earn the interest and relieve yourself of the stress of trying to find large sums at the end of a quarter.
- Keep an eye on your expenses, ask your bookkeeper to produce profit & loss statements each month. They may be boring to many people but there is gold in looking at which costs you can reduce or eliminate all together.
- Get the most out of your financial reports by speaking to your bookkeeper on how to tailor your financial reports to avoid accounting jargon. This will make it easy for you to identify the information you need. It is your business, make sure you have your finger on the pulse.

Dedicated Bookkeeping can help you make the most out of your business by giving you the information you need when you need it. Over 8 years of experience running our own small business and helping many businesses from a wide cross section of industries has given us an invaluable insight into what business wants & needs to achieve their financial objectives.

For an obligation free discussion on how we can help your business please contact Ed or Margaret on: 07 3871 3333 or info@dedicatedbookkeeping.com.au

Recommended reading: Understanding the Bottom Line (Business Desk Reference) Available from Amazon.com



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