

IN FOCUS

By Buddy Bookkeeping Solutions

BUDDY BOOKKEEPING  SOLUTIONS

HELPING YOU GET BACK TO BUSINESS



ISSUE 5, 2026

IN THIS ISSUE

THE BUDDY BOOKKEEPING SOLUTIONS DIFFERENCE



0475 883 428

www.buddybookkeepingsolutions.com.au
contact@buddybookkeepingsolutions.com.au

I hope you have been enjoying the recent issues of **In Focus** by Buddy Bookkeeping Solutions.

This edition is a little different.

Rather than focusing on a specific bookkeeping problem, I want to walk you through how I work, and how my structured process is designed to make bookkeeping easier, clearer, and compliant for you.

Many business owners feel nervous about handing over their books. They worry about control, costs, mistakes, or whether everything is being handled properly.

A clear process removes that uncertainty.

1. Initial Consultation & Assessment

Every new client begins with:

- A structured onboarding questionnaire
- A review of current bookkeeping systems
- Identification of any backlog or compliance risks
- Clarification of responsibilities between Bookkeeper, BAS Agent, and Accountant

This ensures:

- You know exactly what is included
- There are no hidden surprises
- We establish clear service boundaries

If historical issues exist, they are identified before work begins — not halfway through.

2. Engagement & Compliance

Before accessing your financial information:

- Engagement documentation is signed
- Scope of services is clearly defined
- Compliance boundaries are outlined
- Privacy / Confidentiality agreements are in place

Where required, collaboration is established with our BAS Agent and your Accountant to ensure proper supervision and review of statutory obligations. This structured approach protects you, your business and the integrity of your financial records.

3. System Review & Set Up

Your bookkeeping software is reviewed to ensure:

- Chart of Accounts structure is appropriate
- Bank feeds are functioning correctly
- Payroll settings are accurate
- GST settings align with BAS professional instructions
- Superannuation and payroll liabilities reconcile correctly

If systems are messy, they are cleaned before ongoing work begins. Good bookkeeping starts with clean foundations.

4. Ongoing Work

Depending on your business needs, services may include:

- Transaction processing
- Bank and credit card reconciliations
- Accounts receivable and payable
- Payroll processing (where engaged)
- Superannuation reconciliation (where engaged)
- Preparation of management reports
- BAS preparation and handover to our BAS Agent (if applicable)

Work is documented and structured — not reactive.

5. Escalation & Professional Collaboration

If uncertainties arise:

- Transactions are flagged
- Documentation is requested
- Matters are referred to our BAS Agent or your Accountant where required

I do not guess. I do not assume. And I do not make independent tax determinations.

This ensures compliance is maintained at every stage.

6. Ongoing Communication

- Estimates are provided prior to engagement
- Out-of-scope items are discussed before action
- You are updated if unexpected issues arise
- Priority plans can be structured to suit budget

There are no surprises.

My Commitment to you

My goal is to:

- Make bookkeeping simple
- Keep your records accurate and organised
- Work collaboratively with professional advisers
- Maintain compliance boundaries
- Provide clarity without jargon

Bookkeeping should feel manageable — not overwhelming.

If you would like to understand how this process could work for your business, I welcome a conversation.

Antoinette Pelle, Founder
Buddy Bookkeeping Solutions



BUDDY BOOKKEEPING SOLUTIONS

HELPING YOU GET BACK TO BUSINESS

*Disclaimer: This information is general in nature. Buddy Bookkeeping Solutions is not a registered Tax Agent/BAS Agent and does not provide Tax, BAS, Financial, or Legal advice.