

**N e e d h e l p ?**

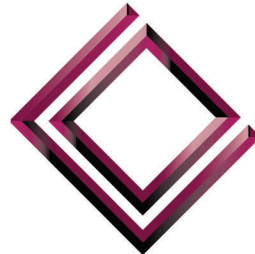


If your desk looks like this picture, let Abcom be of assistance with our professional bookkeeping services.

For further information about Abcom's Professional Bookkeeping services please contact Abcom via the methods listed in this brochure.

Abcom Pty Ltd  
Unit 7, 30 Mudgeeraba Road  
MUDGEERABA, QLD, 4213

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**ABCOM**

Did you want to reduce  
your administration costs?

Or

The work load exceeding  
your available time?

**Abcom  
Bookkeeping  
Services**



**Abcom**

## Abcom Bookkeeping Services

Abcom is pleased to announce due to expanded resourcing in all of our offices throughout Australia, we are able to provide in-house Bookkeeping services to the Quick Service Restaurant Industry Licensee environment. Bookkeeping can be a challenge, with it often too much to handle for yourself, but not enough to justify a full time



employee.

Abcom Pty Ltd is committed to providing complete, accurate, reliable and on-time bookkeeping, transaction processing and management reporting. Abcom Pty Ltd is committed to excellence in service delivery, by providing an alternative to resourcing and managing your own bookkeeping personnel. Abcom Pty Ltd enables our clients to concentrate on their core business success at a cost lower than the monetary and management costs of employing full time staff.

**“Get back to business and let us take care of the Basics”**

The Financial Statements, which we prepare, will be exclusively for your use and after your approval.

# Abcom Bookkeeping Services

## Gold Service

1. Weekly processing of Creditor Invoices ( Each week the licensee sends all available invoices/ credit notes to Abcom Pty Ltd for processing)
2. Weekly/ Monthly processing of Creditor payments
3. Weekly processing of remittance advices
4. Weekly bank reconciliations
5. Monthly Superannuation Contributions
6. Monthly preparation of Payroll Tax returns
7. Preparation of your BAS/ IAS worksheets on a Monthly / Quarterly basis
8. Monthly preparation and electronic lodgement of your Financial statements as per McDonalds requirements
9. Monthly provision of Financial statements
10. Liaising with Licensee Accountants
11. Storage of all records for up to 12 months

## Silver Service

1. Monthly bank reconciliations
2. Monthly preparation and electronic lodgement of your Financial statements if required.
3. Monthly provision of Financial statements

## Short Term Services

1. Short Term Bookkeeping Services - Available for Licensees when they are

on holiday/ conventions or when regular bookkeeper is unavailable. Any or all of the above Bookkeeping services are available as a Short Term service. Charged on an hourly basis.

2. Short Term Payroll Services - Available for Licensees when they are on holiday/ conventions or when regular bookkeeper is unavailable. Payroll services are available as a Short Term service. Charged on an hourly basis.

## Additional Services

1. Monthly/Quarterly BAS/IAS preparation. Charged on an hourly basis.
2. Monthly preparation and electronic lodgement of your Financial statements. Charged on an hourly basis.
3. Weekly and Monthly processing of your payroll.

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