



BOOKKEEPING · REPORTS · TAX-READY

Your books, clean and tax-ready. Every single month.

Bookkeeping and management accounting for Australian small businesses — reconciled, GST-coded, and handed to your accountant ready to go.

WHAT'S INSIDE

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- 02 How it works — three steps
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Numbers you can actually run the business on

Most small businesses see their real position once a year — at tax time, when it's far too late to act on it. We close your books every month, so the decisions happen while they still matter.

- ✓ Transactions reconciled and GST-coded, every month — not reconstructed in October
- ✓ Monthly profit & loss, balance sheet and budget-vs-actual reporting
- ✓ Tax-ready books and a year-end pack your accountant will thank you for
- ✓ BAS-ready figures each cycle, prepared for your registered agent to lodge
- ✓ Receipts and documents captured against the transactions they belong to
- ✓ Questions answered in the portal chat — not in six weeks

From messy to monthly in three steps

1

A free books check

A 30-minute call. We look at where your books actually are, what shape the records are in, and quote you a fixed monthly fee — no timesheets, no surprises.

2

Setup and catch-up

We clear the backlog, design a chart of accounts that suits your business, and connect your records. Behind on the books? That's a fixed-fee clean-up.

3

A monthly rhythm

Reconciled books, your report pack, and BAS-ready figures delivered to your portal every month. You always know your position; your agent always gets clean books.

Who this suits. Sole traders and small companies who are past the spreadsheet stage — tradies, consultants, online sellers, allied health, and service businesses that need their numbers to be right and current, without hiring someone in-house.

Fixed monthly fees. No timesheets, no surprises.

Every plan includes the client portal — dashboards, a secure document vault and chat — and every plan delivers books that are reconciled, GST-coded and tax-ready.

GET THE BASICS RIGHT

Bookkeeping

\$199

per month +GST, from

- Bank & credit card reconciliation, monthly
- Transaction coding with GST treatment
- Monthly P&L and balance sheet
- Receipt & document capture
- Tax-ready books at year end
- Chat support with your bookkeeper

MOST POPULAR

Bookkeeping + Budgeting

\$399

per month +GST, from

- Everything in Bookkeeping
- Annual budget built with you
- Budget-vs-actual every month
- Cashflow tracking and alerts
- Quarterly check-in call
- Priority chat response

RUN ON NUMBERS

Management Accounting

\$699

per month +GST, from

- Everything in Budgeting
- Management report pack with commentary
- BAS-ready figures each cycle
- FBT record keeping & working papers
- Year-end pack to professional standard
- Monthly review call

Behind on the books? Start with a clean-up — from \$499 +GST

A fixed-fee catch-up, quoted before we start: historical bookkeeping brought up to date, chart of accounts designed properly, Xero or portal setup and migration, and a clean handover into a monthly plan — or back to you, if you'd rather run it yourself.

Prices are from-pricing and exclude GST. Your fixed quote comes out of the free 30-minute books check, once we've seen the actual state and volume of your records.

A portal, not an email chain

Every client gets a secure portal. Your documents, your numbers and your accountant all in one place — on the web and on your phone.

Secure document vault

Upload receipts, invoices and statements. Everything filed, searchable, and access-logged — never a lost email attachment.

Live dashboards

Profit & loss, balance sheet, budgets and your tax position, updated as the books are done — not once a year.

Chat with your bookkeeper

Ask a question where the records are. No email chains, no wondering whether it was received.

Approvals and e-signing

Review and approve activity statements and engagement letters in the portal, with a full audit trail.

Free tools, no sign-up: income tax and take-home pay, GST and ABN checker, capital gains, Division 7A, and FBT — plus a downloadable vehicle logbook workpaper. All at apexledger.com.au/calculators.html

BEFORE THE CALL

What we'll ask you for

Nothing needs to be tidy — that's our job. Having these to hand just makes the first conversation faster and the quote more accurate.

- ✓ **Your records, as they are** — the last few months of bank and card statements, or read-only access to your accounting file. Shoeboxes accepted.
- ✓ **Your entity details** — ABN, business structure, whether you're registered for GST and how often you report it.
- ✓ **Any software you already use** — Xero, MYOB, QuickBooks or a spreadsheet. We work with what you have, or set something up properly.
- ✓ **Who lodges for you** — your registered tax or BAS agent, if you have one. If you don't, we can point you to good ones.

We prepare. Your registered agent lodges.

ApexLedger is a bookkeeping and management-accounting practice. **We are not currently a registered tax or BAS agent, and we do not lodge.** What we do is make lodgement easy — GST-coded books, BAS-ready figures and a year-end pack prepared to professional standard, handed to the registered agent of your choice. If you don't have one, we can point you to good ones. Tax and BAS lodgement services are on our roadmap, pending registration.

Your data is held encrypted in Australia (Sydney), with row-level isolation so each client can only ever reach their own records, and sensitive details such as tax file numbers are vault-encrypted — never stored in plain text.

06 · GETTING STARTED

Book a free 30-minute books check

Bring your current books in whatever state they're in. We'll tell you honestly what needs doing, what it will cost as a fixed monthly fee, and what you'd get back for it. No obligation, and no jargon.

apexledger.com.au/contact.html

ApexLedger — bookkeeping & management accounting for Australian small business. This document is general information about our services and does not constitute tax, legal or financial advice. Pricing is indicative from-pricing and excludes GST; your fee is fixed in writing before any work begins.