

# TCG Administration & Accounting

**ACCOUNTING** 

**ADMINISTRATION** 

**IT&C SUPPORT** 

## Our Services

### Accounts Receivable

- Customer Invoice Input
- Debtors Collections
- Daily Banking
- Customer Receipt Input
- Monthly Debtors Statements to Customers

### Accounts Payable

- Suppliers Invoice Input
- Supplier Payments
- Payment Vouchers Input

### Payroll

- Monthly Payroll Processing
- Pay Slips Generation
- PAYG and Superannuation Payments
- Year End PAYG Payment Summary
- Workers Compensation Claims

### Financial Reporting

- Weekly Cash Balances
- Monthly Bank and General Ledger Reconciliation
- Monthly Debtors and Creditors Trial Balances
- Monthly Profit & Loss and Balance Sheet
- New Bank Accounts Opening
- Monthly & Quarterly BAS&GST Reporting

### Budgeting & Forecasting

- 2 Monthly Rolling Cash Flow Budgeting
- Yearly Profit & Loss and Cash Flow Budgeting

### IT&C Support Services

- Project Management of IT&C Design, Sourcing, Installation, Management and Upgrades
- On-site First Port of Call IT Support
- On-site Maintenance of Customer IT Systems
- Charge Back Systems for Telephone and Internet Usage