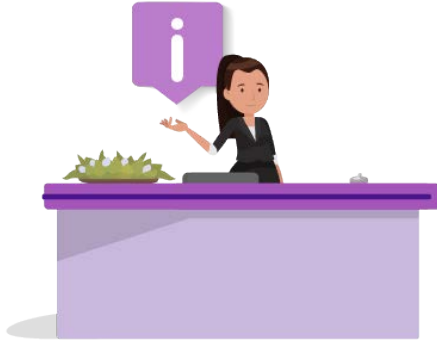


Record keeping

QUICKSNAPS - How do you stay on top of your record keeping?



**Records you can
rely on**



**An accounting system that
makes you more efficient**



Help with record keeping



**Records to meet financial
commitments**

Record keeping

QUICKSNAPS - How do you stay on top of your record keeping?

Things you need to know

Considerations

Records you can rely on

- Can you make informed decisions from the information you have?
- Is the information accurate and complete?
- Your cash flow budget is based on your planned Cash In and Cash Out and allows you to allocate funds for specific purposes that are known in advance.

An accounting system that makes you more efficient

- Do you have an accounting system that suits your needs?
- Are you using all of the available features of your accounting system to help you maintain accurate and complete records and make more informed decisions?
- Could a different system streamline the different tasks and functions within your business?
- Could you automate some of your accounting and reporting?

Help with record keeping

- Do you have enough time to keep your books and records up to date or do you require the specialist skills of an accountant or a bookkeeper?
- Could you outsource some of the accounting functions to free up your time to spend in other areas, such as obtaining or engaging in new work?

Records to meet financial commitments

- Does your record keeping meet the regulatory requirements?
- Are your records sufficient to allow the business to meet its regulatory obligations in a timely manner?

More information

- Find a system and process that suits your needs
- For further information, please refer to <http://www.asic.gov.au/for-business/your-business/small-business/compliance-for-small-business/small-business-what-books-and-records-should-my-company-keep/>
- <https://www.ato.gov.au/General/Other-languages/In-detail/Information-in-other-languages/Record-keeping-for-small-businesses/>

or contact your local industry group or your business or tax facilitator.