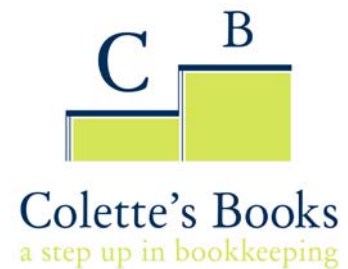


14th February 2009



What is 'Colette's Books'?

'Colette's Books' is a brand new bookkeeping business aimed at providing bookkeeping and accounting support to small businesses in the Ballarat area. Currently, 'Colette's Books' consists of the principal, Colette O'Donnell. Colette is a fully qualified accountant with over twenty years experience across a range of areas including, public practice, industry, higher education and the not-for profit sector.

Mission Statement

'To provide superior bookkeeping and accounting services to small business. Colette's Books will provide support that is timely, cost effective and conducive to improving overall cash flow and profitability.'

Services Offered

- ☐ A full suite of bookkeeping services, ranging from complete system set up, invoicing, debt collection, cash books, profit and loss and balance sheet preparation.
- ☐ Review of processes, with recommendations for improvement, aimed at improving business performance and profitability.
- ☐ Liaison with external accountant/auditor with a view to having all accounts ready for year end tax and audit procedures.
- ☐ A source of accounting knowledge when making business decisions with financial implications.

Why choose 'Colette's Books'?

- ☐ Colette's Books is operated by a fully qualified accountant with the expertise to understand the implications of the information that is being processed.
- ☐ Colette's Books provides a more economical way to have an accountant on board with the everyday running of the business. This means that opportunities and threats can be identified earlier in the reporting period and appropriate action implemented.
- ☐ Colette's Books provides the perfect conduit between the 'bookkeeper' and the external accountant.
- ☐ Colette's Books is committed to providing a friendly, professional service that fully supports small business operators.

Contact Colette's Books

Phone: 03 53322380
Mobile: 0458112848
Email: colettesbooks@ncable.net.au