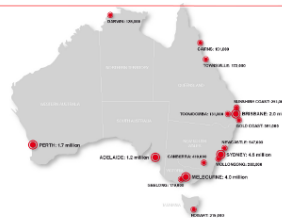


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frustrated & annoyed  
because you know  
your books need to  
be done?

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Is your paperwork in a mess?  
Do you need to get organised for the end of financial year?  
Are you sick & tired of endless amounts of paperwork & BASs?  
Do you feel frustrated & annoyed because you know your books need to be done?  
Do you lack the time & patience to get your paperwork done?  
Do you wish you had more time to do the things you enjoy doing?  
Contact Taylor & Moore today and we will transform your chaos into order.





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The beautiful Yarra Valley

## About Us

Our office is based in the beautiful Yarra Valley - Victoria, Taylor & Moore is a family business named after its founders Sharron Taylor & Sarah Moore who in May of 2001, identified and discussed the need for commendable, experienced, skilled & knowledgeable bookkeeping within the Australian market.

We Sharron & Sarah have spent a large percentage of our careers owning and operating many businesses & working for Certified Accountants. We both have exceptional knowledge to help people "think outside the square" when it comes to their bookkeeping.

Taylor & Moore is a ATO Registered BAS Agent, Full Practising Member of the Institute Of Certified Bookkeepers, Platinum Member of the Australian Bookkeepers Network and Quicken Professional Partner.

We are big on customer service and committed to each individual client. We believe that a reputation as an honest and reliable business is the recipe for our success.

We will structure your books to maximize the tax benefits that you are entitled too. This is achieved by: working with a team of elite accountants and wealth creation professionals who coach us on: Up-to-date tax strategies, Tax Structures (and the best tax savings) and Asset protection.

We are more than just bookkeepers, as we will consult with you on how to better optimise your business and cash flow.

As clients of Taylor & Moore have experienced, you're not just getting a team of bookkeepers, but a switched on team of elite accountants, tax strategists and wealth creation experts who can assist you.

The services that Taylor & Moore provide are well sought after and are now being recognized by many businesses and major accounting firms as one of the most creditable and best bookkeeping service providers in Melbourne.

### Mission Statement

The mission of Taylor & Moore is to make a positive difference in the lives of business owners, primarily through a professionally supported team of Bookkeepers, who will alleviate the processes of administrative responsibilities & burdens. Taylor & Moore is an organization who is dedicated & committed to each individual client, and will assist them & their business to reach & achieve their full potential by providing committed service with standards of excellence through well organized and efficiently prepared books, reports and processes thereby ensuring they receive the most accurate view of their business at all times.

We seek to enhance the lives of all our business associates and to our staff by encouraging values such as, honesty, caring, helpfulness, kindness, respect for others, equality, integrity, & personal responsibility. We will work together with openness and trust; empowering others and respecting differences; while encouraging innovation, personal development & the enjoyment of our families & our work.

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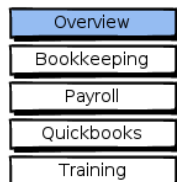


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## Taylor & Moore offers



- ☒ Process your paperwork. (Data entry Accounts Payable &
- ☒ Reconciliation of Debtors & Creditors.
- ☒ Reconciliation of Bank, Credit Card & Loan Statements.
- ☒ Prepare Financials (Weekly, Fortnightly, Monthly).
- ☒ BAS & IAS preparation & lodgement to the ATO.
- ☒ Process payroll
- ☒ Prepare & process Superannuation.
- ☒ Process Workcover.
- ☒ Prepare End of Financial Year Financials for your accountant.
- ☒ End of Year PAYG Payment Summaries (Group Certificates)
- ☒ Your paperwork comes back to you all filed
- ☒ QuickBooks Setup & Training.

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As a professional bookkeeper, we offer you more than just data entry to satisfy the ATO requirements.

We can help improve cash flow by keeping track of sales invoices, customer payments and debt management, monitor payroll requirements including sick and annual leave accruals as well as superannuation and payslips & prepare financials in preparation to go to your accountant for the end of financial year tax return.

We are bookkeepers who are fully qualified, experienced and trained to manage your accounts.

### Accounting & Confidential Reporting

We work closely with you and your accountant to ensure that your books are up-to-date and systems are in place. You will be able to access current financial data at all times. This ensures that come BAS and Tax time you're prepared and won't need to rush.

We do not offer accounting or tax services therefore we do not compete with your accountant. We complement your accountant's services, and create efficiencies which should reflect in reduced costs due to our efficient bookkeeping service.

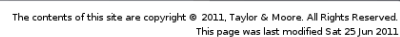
Taylor & Moore specialise in identifying common errors that even the best accountants might miss.

Taylor & Moore reviews your accounts and recommends methods and systems that will save you money.

Taylor & Moore provide confidential reports of your current systems to ensure that it is fully compliant with current ATO legislation.



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## Payroll

Overview

Bookkeeping

Payroll

Quickbooks

Training

Pay your staff on time. Let Taylor & Moore calculate every detail from wage figures to superannuation and leave accruals.

If you are Country Victorian or an interstate client, we have systems in place to process your payroll, to ensure that we provide you with everything you need.

You will experience peace of mind that your payroll is fully managed allowing you to focus on your core business.

We offer full payroll services including:

- WAGES: Weekly, Fortnightly and Monthly processing of wages and reporting.
- PAYG: Month end or quarterly processes and reporting for PAYG Withheld.
- SUPERANNUATION: Month end and or quarterly processes and reporting for Superannuation, meeting ATO regulations and requirements.
- END OF YEAR PAYROLL PROCESSING & REPORTING:
- Print PAYG Payment Summaries for all employees.
- End of Financial Year electronic reporting to the ATO.
- WORKCOVER
- MANAGE EMPLOYEE DETAILS:
- Employee Tax File Declaration completed and sent to the ATO.
- Manage all leave types. Such as: Annual Leave, Sick Leave and Holiday Leave and loading.
- Manage all deductions & allowances.
- EFT of Salary & Wages.

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## Software

Overview

Bookkeeping

Payroll

Software

Training

The [July 2011 edition of PC User Magazine](#), QuickBooks 2011/12 has been awarded a "PC User Best Buy".

We've been using Quicken products for years & the software has been one of the best investments we've made. We've used other bookkeeping software, and we have seen all kinds of bookkeeping messes, but QuickBooks surpasses the rest.

QuickBooks is accurate and reliable. It has been pressure-tested by millions of small businesses and accountants, and can be trusted to deliver consistent and reliable performance. That is one of many reasons why more accountants & bookkeepers recommend QuickBooks than all other accounting software combined.

- Save time on everyday tasks.
- It's easy to create estimates and invoices.
- Enter customer information only once.
- Quickly move from one task to another.
- See the Big Picture at a Glance.
- No more hunting through files and spreadsheets.
- Easily customize QuickBooks for the way you work.
- See key customer, vendor, and employee information at a glance.
- See how your business is doing.
- Accurately Manage Your Financial Data.
- Complete tasks with familiar forms and automatic updates.
- It's easier at tax time.
- It's Easy to Learn and Use.
- QuickBooks accounting software works the way you think.
- Easy setup interview gets you started right.
- QuickBooks makes all of your everyday financial tasks easy.
- It's easy to complete accounting tasks with familiar forms and automatic software updates.
- More help is available, in case you need it.
- You can always talk to a live person.
- We will help you get started.

Taylor & Moore can provide installation of QuickBooks software. To order your software or discounted upgrades simply call us on: \*03 9739 0866 or email your orders to [info@taylormoore.com.au](mailto:info@taylormoore.com.au)\*

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## QuickBooks Training

- Overview
- Bookkeeping
- Payroll
- Software
- Training**

Taylor & Moore offers comprehensive training for QuickBooks (either by telephone conference or onsite if local), to make sure that you & your staff reach a level of competence that reduces the possibility of error and increases efficiency.

Training is conducted by a qualified bookkeeper, meaning that you are instructed by someone that knows the job and has real world experience using QuickBooks.

Follow up support is also available should you have any additional questions after training.

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<http://www.cashdoctors.com.au/testimonials>

## Testimonials

Adrian Hill  
Accountant  
Superior Tax  
Solutions  
Victoria

Our Accounting practice utilises the professional services of Sharron Taylor from Taylor & Moore. We can highly recommend Sharron as an extremely professional, highly efficient and knowledgeable bookkeeper who is meticulous in her work. We have always found the information she presents to us on behalf of her client to be organised and accurate. Sharron is always pro-active with advice for her clients, and ensures she maximises every entitlement for them that she can. She is a pleasure to deal with, and the feedback from our clients has been extremely positive and appreciative of our recommendation of Sharron. Anyone considering utilising Sharron's services will not be disappointed.

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Jordy Bligh  
Client  
ABC Company  
New South Wales  
22/06/2011

We have been using Taylor and Moore's services since July 2010 and I must say we have never felt so comfortable working with a company. After several issues with our last bookkeeper, Sharron and her team have restored our faith in businesses and people. The warm emails you receive from Sharron make her a pleasure to deal with. Nothing is ever too much trouble and emails are never left unanswered. Sharron is always happy to listen to our concerns and is always looking for a way to make us happy.

Our accountant (NSW) originally referred Sharron to us and he is very happy with not only the work she has done for us but for his other clients as well. The great thing about Taylor and Moore is that they not only try and get to know you in a professional manner but also on a personal level which we love. It is that personal attention that will make us clients of Taylor and Moore for years to come.

Leo & Terri Love  
Client  
DEF Company  
Victoria  
23/06/2011

I was talking to a customer of mine last week. He was saying how his book keeper was a bit slack and not very efficient.

The first thing that come to my mind was, he should be using Taylor Moore. I told him how you operate and I was very happy with the way you conduct your business. I told him how you are very particular in looking after your clients interests and help them minimise paying tax and also the care and scrutiny you use in balancing our money.

I think you have picked up on at least four errors in our favour this financial year.

I run my business on my own and I do not want to have to do work that someone else is better at than me. Another customer of mine is a house fencer. He was telling me last week how he is going to start doing his own books, including the BAS and some accounting. I was amazed how he was going to clog up his mind doing work that someone else can do better and cheaper.

Thanks for all your help.





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## Articles

### The New BAS Agent Laws And What They Mean To You

Thursday 7th July, 2011

Why does a bookkeeper need to be a BAS Agent? Overview of the New Laws. From 1 March 2010, new legislation known as the Tax Agent Services Act 2009 took effect. The laws have seen the introduction of a national Tax Practitioners Board who, among other things, oversee and regulate the supply of BAS Services to the public.

### 10 Questions To Ask When Hiring A Bookkeeper

Wednesday 6th July, 2011

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### How To Save \$\$\$ On Your Bookkeeping Bills

Wednesday 6th July, 2011

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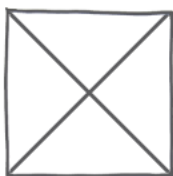
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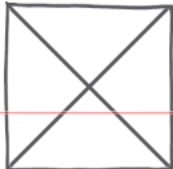
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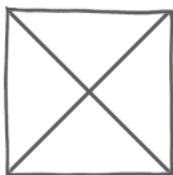
Mr. Adrian Hill  
 Superior Tax Solutions  
 P.O. Box 922  
 Mt Eliza VIC 3930

Ph: 03 9787 8906  
 Email: [stsadmin@superiortax.com.au](mailto:stsadmin@superiortax.com.au)  
 Website: [www.superiortaxsolutions.com.au](http://www.superiortaxsolutions.com.au)



Mr Patrick Ch'ing  
 PB Business Solutions  
 Ground Floor  
 192 Bayswater Rd  
 Bayswater VIC 3153

Ph: 03 9723 8044  
 Email: [patrick@pbbs.com.au](mailto:patrick@pbbs.com.au)



Ms Natalie Dawson  
 Treyvaud Sheard Partners Pty Ltd  
 5 Station Street  
 Mooroolbark VIC 3138

Ph: 03 9726 8988  
 Email: [natalied@treyvaud-sheard.com.au](mailto:natalied@treyvaud-sheard.com.au)

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- [Tax Practitioners Board](#)
- [ATO PAYG Withholding Tax Tables](#)
- [ATO Valid Tax Invoices](#)
- [ATO Superannuation for Contractors](#)
- [ATO ATO Business Travel Expenses](#)
- [Privacy ACT](#)
- [Fair Work Australia](#)
- [Australian Bookkeepers Network](#)
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## Contact Information

### Hours of Operation

Office: 9:00am - 5:00pm

After hours by appointment only.

### Days of Operation

Monday to Friday with the exception of Victorian State and National Public Holidays.

Closed for the December/January Holiday Period. The exact dates of this period will be published on this page of our website. Alternatively you can check [our Facebook page](#) and [Twitter account](#) for the most recent information.

### Postal Address

Taylor & Moore  
P.O. Box 582  
Lilydale Victoria 3140  
Australia

### Telephone / Fax

Phone : 03 9739 0866  
Fax : 03 9739 0239

### Email Addresses

Sharron Taylor <[smltaylor@taylormoore.com.au](mailto:smltaylor@taylormoore.com.au)>  
Kim Stewart <[kjstewart@taylormoore.com.au](mailto:kjstewart@taylormoore.com.au)>  
Kerry O'Brien <[klobrien@taylormoore.com.au](mailto:klobrien@taylormoore.com.au)>  
Pamela Boyle <[peboyle@taylormoore.com.au](mailto:peboyle@taylormoore.com.au)>



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