



# Keystone

Business Solutions

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## Capabilities

Unlock your  
business potential.

# Business Solutions

Unlock your business potential.

## Bookkeeping

**We understand that keeping your financial records accurate, organised, and up-to-date is essential for the success of your business.**

With our comprehensive range of bookkeeping services, we strive to provide you with the peace of mind and confidence you need to focus on what you do best – *growing your business*.

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- Book keeping and set up MYOB/Xero (tailored to how we run)
  - Setting up of templates and processes for company
  - Charts of accounts and opening balances as per financials
  - Accounts receivable ledger
  - Accounts payable ledger and payment runs
  - Bank reconciliation and bank register
  - Payroll ledger and payroll process
  - Data base and contacts
  - Set up of balance Sheet for assets and liabilities
  - Filing for auditing reasons
  - Setup of accounting base (cash or accrual)
  - Ensuring how companies are treated if by inter-company or invoicing
  - Inventory
  - Equipment hire and charge out
  - Quarter Positions
  - Monthly Management Meeting
  - Review of Internal Reporting and Analysis Budget vs Actual
  - Commitment Schedules for Financial obligations

# Financial Management

**Managing your workforce's financial well-being is crucial for the overall success of your business.**

With our comprehensive range of HR services tailored specifically for financial management, we are committed to helping you navigate the complexities of employee financial matters with ease and precision.

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- Employment Agreements and Detailed Roles and Responsibilities
  - Prepare detailed Roles and responsibilities with organisation charts of our proposal
  - Set Key Performance Indicators (KPI) for existing and future staff in the business
  - Source the required roles (If necessary)
  - Provide a template of roles and tailor to suit the business through brain storming

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# Financial Reporting

**Accurate & transparent financial reporting is vital for making informed business decisions, maintaining compliance, and building trust with stakeholders.**

With a keen eye for detail, we are committed to providing you with reliable, and customized financial reporting solutions.

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- Set of Budgets
  - Job Costing e.g. actual transactions
  - Forecasting e.g. cost to complete
  - Commitment of contract
  - Separate each division
  - Report individual divisions
  - Variance report e.g. budget VS actual (monthly)
  - Superannuation reports and payments (monthly)
  - Payroll reports
  - Cash flow projections
  - Overhead cost and reporting
  - Gross profit ratio
  - Net profit ratio
  - Programming

# Construction Management Services

**Successful construction projects require meticulous planning, precise execution, and comprehensive financial management.**

With our expertise in the financial services industry and deep knowledge of the construction sector, we are here to help you navigate the complex financial landscape of your construction projects from implementation of document management and procedures, including the following:

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## Admin

- Delivery dockets process and procedures
- Purchase orders & supplier invoices
- Site meetings and minute meetings required
- Off hire equipment's procedures
- Understand and implement OH&S requirements
- BCA compliances

## Client

- Outstanding CRFI's, purchase changes
- Manage EOT
- Bank requirements for the client e.g. interest & productivity

## Contracts

- Construction Contract e.g. sub-contracts
- Claim Schedule's for the banks e.g. clients
- Variations procedures e.g. trades/clients
- Document management e.g. standard forms
- Sub-contracts – investigation folders
- Invoices – payment schedule's and payment advices process
- Commitments and job costing e.g. cost to complete
- Checklist for execution of contract
- Invoices/Security Payment Act 1999 procedures and process
- Deadlines for SOPA e.g. tracking tools
- Monitor the disputes after 1st rejected under Act
- Sub-contract filing
- Outstanding sub-contracts insurance/work comp
- Sub contracts insurance/work comp procedure
- Sub-contract licence procedure

## Procurements

- Procurement schedule – stages
- Checklist for scopes
- Checklist for execution of contract
- Sub-contracts/suppliers comparison List
- Tendering suppliers/pricing – estimating procurement
- Tendering sub-contracts/pricing – estimating procurement

## Defects and Retention

- Defect procedures and defect management
- Retention and final payment process
- Deed of release for final payments
- Defects management systems

## Design

- Design process procedure
- Load drawing register
- Checking drawing register on site
- Ensuring subcontractors are issued with the updated drawings
- Update subcontractors document transmittal

## Programs

- Master programs and productivity
- Material handling plans
- Planning ahead – fortnightly timeframe and short term programs
- Programming – Status/Critical path deadlines

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