

# What does having a Bookkeeper who is a Registered BAS Agent mean for you?

PEACE OF MIND knowing that your bookkeeper is a professional.

Your bookkeeper must be a Registered BAS Agent to service your BAS requirements.

Anyone providing a BAS service must, by law, be a Registered BAS Agent.

This requirement now imposes professional standards on bookkeepers.

**No longer can someone just put up a sign and call themselves a bookkeeper.**

Your BAS Agent must meet many qualifying conditions such as:

- » **QUALIFIED** bookkeepers with a minimum level of Certificate IV Financial Services – means we get it right the first time and know enough to ask the right questions
- » **EXPERIENCED** bookkeepers who are skilled and competent - means minimum time wastage, accurate decisions resulting in reduced costs for you.
- » **PROFESSIONAL INDEMNITY INSURANCE** held by the BAS Agent means that if you are exposed to risks of financial loss because of an Agent's conduct you are adequately protected and compensated.
- » **CODE OF PROFESSIONAL CONDUCT** sets out the professional and ethical standards required of BAS Agents – bookkeepers have responsibilities to their clients and are accountable for their actions.
- » **ONGOING TRAINING REQUIREMENTS** means that your bookkeeper must remain up to date with what is happening in the bookkeeping world and can use that knowledge to better assist you.
- » **MEMBER OF A PROFESSIONAL BODY** (Recognised BAS Agent Association) keeping the bookkeeper up to date with changes to tax regulation requirements which allows them to serve you better.
- » **LETTER OF ENGAGEMENT** outlines the rights and obligations of both the BAS Agent and the client in relation to the work that the Agent is engaged to do. You know what, who and how the work will be done and how much the work will cost – no unexpected surprises.
- » **ACCESS TO SAFE HARBOUR CONCESSIONS** means extra time to meet your BAS obligations and the possibility of a waiver of administrative penalties.

**For an obligation free consultation of your Bookkeeping requirements please call Diane at Direct Management on**

**0407 226 515**  
**[www.directm.com.au](http://www.directm.com.au)**

The logo for Direct Management features a stylized grey arrow pointing right, followed by the word "Direct" in a large, orange, serif font, and the word "Management" in a smaller, grey, serif font below it.