

# 4 Bookkeeping Top Tips for SME Businesses

## Save time with these 4 Top Tips

### 1# Do it now, not later! - It will save time

Leaving things to the last minute, will bring stress!!  
Reports, returns & submissions will soon be due  
Keep records safe  
Account for every transaction  
Stay on top of bookkeeping  
Don't spend hours sorting it out

**DO IT NOW, NOT LATER!!**



### 2# Have organisation - Locate data quick & easy

Are the files in a mess?  
Are invoices and expenses in sequential order?  
Does it take time to find something  
Wasting time looking through files?

**HAVE ORGANISATION, SAVE TIME**

### 3# Keep Business & Personal Finances Separate, make life easier

It takes time to split business & personal finances  
Time better spent on other things  
Keep business finances in one place, separate from personal finances  
When finances are split, reports can be quickly produced.

**KEEP THINGS SEPARATE AND FREE UP TIME!**



### 4# Delegate - It will save you time

There is so much to do when running a business  
Some do everything themselves  
Every task takes time  
Decided what is important  
How long does bookkeeping take?  
Have time to do the things that matter the most.

**DELEGATE, DELEGATE, DELEGATE**

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# Wallace Accountancy & Bookkeeping

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## 4 BOOKKEEPING TOP TIPS

- 1# Now, not later
- 2# Organisation
- 3# Separate business & personal
- 4# Delegate



**Have more time to do important things!**

**Have you implemented the 4 top tips but bookkeeping is still taking too long?**

**It is a legal requirement to keep accurate financial records.**

**But it doesn't have to be done by you!**

**Providing business owners with MORE TIME AND LESS STRESS,  
by managing your business finances**

**Want to know more, get in touch**

**Experienced – Professional – Versatile – Personable – Responsive**

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