



o YOUR COMPLETE BOOK-KEEPING AND ADMINISTRATION SOLUTION o YOUR COMPLETE BOOK-KEEPING AND ADMINISTRATION SOLUTION o YOUR COMPLETE BOOK-KEEPING AND ADMINISTRATION SOLUTION o YOUR COMPLETE BOOK-KEEPING AND ADMINISTRATION SOLUTION o

Filing out of control?
Invoicing always behind?
Uncertain of your true financial position?
Dreading BAS time?
We Can Help!

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About Miles Ahead Bookkeeping



Matthew Miles has been operating Miles Ahead Bookkeeping (formerly known as "MCA Services") for more than fifteen years and began with specialising in MYOB training and support. Matthew's accounting background saw the business expand with a loyal client base into business advisory and management accounting work. Miles Ahead's small but very able team provides specialised bookkeeping and administration services to a number of clients in the Clare Valley, Mid-North and Adelaide – but with our off-site service, our clients can be anywhere!

CALL 13 000 MILES

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MCA Management Services Pty Ltd
ABN 97 935 286 962 | BAS Agent 84560009

Bookkeeping Services On-Site

Miles Ahead has a long history of visiting clients to provide bookkeeping services ranging from full service data entry and reconciliation down to quarterly BAS lodgement and checking clients files.

Bookkeeping Services Off-Site

Our off-site service has been successfully developed in recent years to provide clients with a cost effective solution to their bookkeeping and administration needs. Access to email and a fax machine or scanner is all you need and Miles Ahead can take care of data entry, bank reconciliation, BAS, and even document filing! Your account administrator is available every work day for any queries or requests.

Paperless Filing Solutions

Lost and misplaced documents and files are a thing of the past when you move to a paperless solution! Using electronic fax technology as well as cloud storage systems, we can help you be rid of your overflowing filing cabinet. Documents are stored securely off-site and can be synchronised on to your computer for instant access at any time. It may sound scary, but these systems have been used by large companies for 20 years and are now available to any size business at a very low cost.

Debtor Management & Follow-Up

We all know that the sooner you send your bill, the quicker you get paid – not to mention that the squeaky wheel gets the most oil! Miles Ahead can design a procedure to enable prompt and professional invoicing – via email or post – and can follow up on outstanding accounts. This keeps you working on the next job and improves your cash-flow.

Payroll Management & Processing

The time book is just the start – Payslips showing correct rates, overtime & allowances, PAYG With-holding tax, SGC superannuation, workcover, PAYG Payment Summaries and more can be organised and processed by Miles Ahead. We can also track sick, annual, and long service leave as well as arranging direct credit of wages and emailing of payslips.

ATO Registered BAS Agent

MCA Management Services Pty Ltd (trading as Miles Ahead) holds BAS Agent License No. 84560009. We are required to carry professional indemnity insurance as well as adhering to specific qualification standards. As a registered BAS Agent, we are able to access the ATO Portal to lodge clients' BAS and make other amendments. It is now illegal for a person or entity to provide BAS services without being registered.

Software Support & Training

Miles Ahead can provide specifically tailored on-site MYOB, QuickBooks & Xero training for your staff at all levels from getting started through to high-level procedure design to improve efficiency. We have also had a large amount of experience in fixing "disasters"!

Management Accounting & Reporting

Standard accounting software is able to deliver excellent reports but Miles Ahead can setup specific procedures and customised reports to maximise the information you can obtain to meet the needs of your business. This can also include design and input using computer spreadsheets. Imagine knowing how each section of your business is going on a monthly basis!