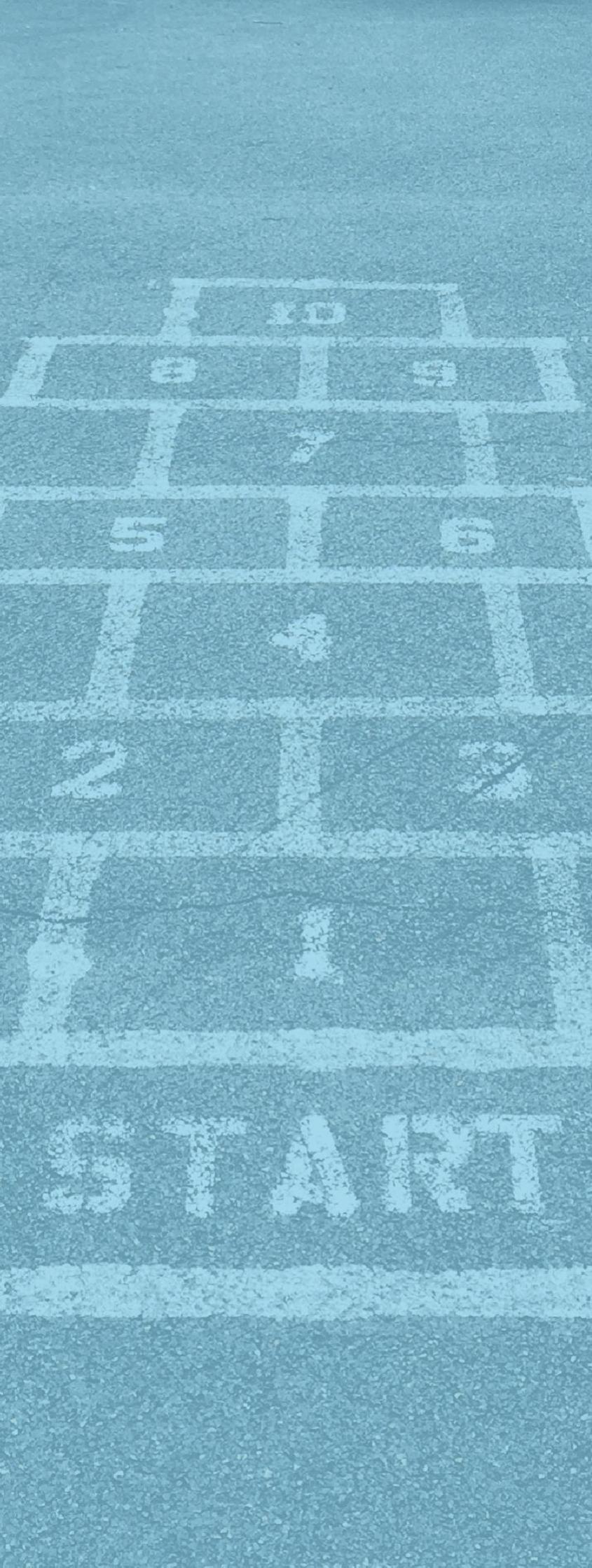


# SchAccounts

*Keeping You in the Good Books*

Tailored Solutions for School Accounts





# Helpful, Reliable School Financial Services

## Who we are

*Introducing ourselves* 3

## Standard Services

*How we can help you* 4

## Specialist Services

*How we can help you* 5

## Why Choose Us?

*What makes us different* 6

## Testimonials

*Our Client's messages* 7

## Contact Us

*We would love to help you* 8

# Who We Are

Need Financial Services for Your School? Look No Further!

School Accounts Limited mission is to support schools of all sizes (preschool through to high school) to keep in the good books by providing user-friendly, quality and efficient financial services.

With our 24 years' combined experience in school financial accounting and a 'warm' approach, School Accounts Ltd can quickly become part of the success team in support of your Board and Management.

 XERO ADVISOR CERTIFIED

 XERO PAYROLL CERTIFIED

 XERO MIGRATION CERTIFIED



**Nicola is the Manager of School Accounts Ltd.**

She has spent 17 years providing financial services for schools - 10 years in front line school accounts and 7 years providing financial services for schools as an Account Manager and Team Leader.



Nicola has a passion for integrating people, processes, and technology to ensure your school accounts are managed to a high standard. She offers Xero, Cloud and School accounting expertise which, along with her warm and people-friendly approach will make all the difference to your school team.

Having been involved with the accounts of over 50 schools, she with her knowledgeable and passionate team can help you.

## TEAM

We have three account managers and a Director working with us, who each bring fantastic skills and resources to the School Accounts team.

All are Xero Certified Advisors and hold diverse backgrounds between them, from Chartered Accountant to Board Member.

A sense of humour is our unifying x-factor!

**Nicola Edie**, Manager  
Xero Partner Adviser  
NZBAI Certified Member  
Dip. Acc/Grad Dip NFP Management



# Our Standard Services

- General Ledger Control
- Management Reports
- Annual Report
- Budget Support
- Fixed Assets Support
- Project Accounting

What are your pain points in School Finances right now? Is it:

- The annual report process?
- The skill levels of your accounts or data entry staff?
- The quality of financial board reports?
- Maybe just the level of service and relationship with your current provider.

If you have been thinking about a change of service, we are letting you know of another option – **School Accounts Ltd.**

## What we can do for you

### Data Management

Including general ledger control such as cashflow, bank reconciliation, payments, transaction reviews, GST returns, and also support and training.

### Accounting Services

Monthly or regular management reports, budget and fixed assets support, project accounting, and a seamless annuals process.



# Our Specialist Services

- Xero Conversion
- Xero Training
- Add Ons Training
- Process Review
- Tidy Me Up
- Payroll



Providing an outside ‘fresh eyes’ perspective on how things are operating can sometimes give you the resource you need to make changes. Here are three reviews that School Accounts Ltd offer for example:

## **Processes Review**

We ‘follow the dollar’ both from an accounts payable and accounts receivable point of view and let you know if there are any processes that can be practicably improved to benefit the school. This includes handling of locally raised funds.

## **Xero Review**

We take a look at how internal staff are using Xero and provide feedback and training if relevant (and keep it fun!).

## **Specialist Review**

Whether it is your budget, fixed assets, cyclical maintenance or school building projects, we can help.



# Why Choose Us?

**At School Accounts Ltd it is our passion to help schools achieve efficiency and accuracy.**

Our point of difference: **SERVICE.**

We are small enough to really care about your school individually, and big enough to give you confidence.

**We talk Xero** (we live and breathe and work Xero!) and have created school monthly and annual reports templates that can be tailored to your school. We can up-skill your key staff in technology or efficiency improvements that can release them to better use of their time.

It can be as simple as updating the accounting software you are using, or just using what you are using to the best of its ability.

**We are pretty excited about our annual reports processes.** No more gathering up papers, photocopying, putting folders together for auditors, or being asked to repeat work you've already done.

**We show you how to store in the cloud** at the time of the transaction, and provide you with online folders to drop extraneous information throughout the year. You simply give auditors access at year end and we can manage their queries for you. School Accounts Ltd are keeping up with cutting edge ways to improve methodologies with minimal disruption.

**We like to make sure you have everything sorted ahead of time to minimise delays, or stress when it comes to school reporting deadlines.**

We pride ourselves on going the extra mile to serve our school clients through the **audit process.** This includes being onsite or available when it counts.

Our staff are handpicked for their friendly natures. Dealing with us is like having someone on your crew who is willing to understand your quirks and passions and get the job done without creating unnecessary waves.

**What works in your favour is the way we treat people, our love of developing great systems, and our adaptability when it comes to technology.**

**Upskilling your accounts staff.**

What can you outsource? What is the best use of staff time?

Investing in professional development for internal staff who handle key processes, can make all the difference to efficiency, quality of services, or delivering on compliance.

**How can we help you?**

**School Accounts Ltd can be a great source of assistance when budgets, software, financial processes or skills of support staff need assessing.**

We have your back when it comes to locally raised funds, property projects, asset management, Board member education, cyclical maintenance, and budget setting. As well as that, one of our favourite things is to train staff in school financial processes (and Xero tips).

We offer tailored school accounts solutions that can include Xero based, customised management reporting, department reporting, one off projects, as well as general monthly assistance.

Our people have been helping schools stay in the good books for years - it's what we know inside out!

*For user friendly, quality and efficient school financial services, choose School Accounts Ltd.*

# Testimonials

## Our Client's Messages

*"Thanks so much for coming in for our budget meeting today. Lots of progress and it sure makes things easier when we have everyone together around the business table."*

**Marshall Laing Primary School**

*"Thank you for taking time to come to visit me yesterday.  
I found your information and tips are very useful and practical.  
You are very professional and approachable.  
I look forward to attending your next workshop."*

**Jane Huang B.Com, TESOL**

Executive Officer, Finance

*"Thanks for hosting, it is always a pleasant surprise to leave a course and actually put changes into action straight away!"*

**Cherie Lovatt**

Administration Officer, Hay Park School

*"Hobsonville Point Schools initially contacted School Accounts Limited in 2017 to assist them with the completion of the 2017 school annual report. It was after then we decided to use School Accounts Limited as our ongoing service provider."*

*Not only does Nicola and her team assist with year end, but are available throughout the year with other financial requirements. With their strong knowledge of school accounts and Xero, they have been extremely beneficial to our school."*

*I also have attended several professional development classes with Nicola, learning more about Xero the accounting programme and advising on better systems."*

*Nicola and her team are always around to suggest great ideas to make it easier, this comes with years of knowledge and their expertise in this area."*

**Jill Gatum**

School Business Manager,  
Hobsonville Point Schools



Our Mission is to support schools of all sizes (preschool through to high school) to keep in the good books by providing user-friendly, quality and efficient financial services.



**Call Us Today**

**Nicola Edie, Manager**

M: 021 116 4747

[office@schoolaccounts.co.nz](mailto:office@schoolaccounts.co.nz)

[www.schoolaccounts.co.nz](http://www.schoolaccounts.co.nz)