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About APT

APT is an Outsourcing company founded in 2009 specialising in the Australian professional services environment. We are based in Ahmedabad, India - recently awarded 'Best City' in India, with a representative office in Brisbane

Our team members have over 550,000 hours of on the job experience. Our staff have been trained and qualified in India, Australia, USA and UK. Among our team we have CPAs, CAs, lawyers, CFAs and other graduates. All of this experience gives APT the ability to understand your needs better and achieve higher client satisfaction.

What gives us the edge !

- Australian presence
- Expertise in process definition, migration and implementation
- We develop & monitor staff who work for your business only
- Customised solutions

Our management team, consisting of Jeet Parikh (CEO) and non-executive directors Paul Wood and Tim Sheehan all have extensive experience in professional services environment.

Jeet has over 15 years experience within the Outsourcing industry giving him extensive knowledge of what systems and processes need to be implemented to make Outsourcing successful. He has worked on multiple major contracts including for KPMG.



Legal Process Outsourcing

We provide Legal, Paralegal, Secretarial and Financial Services to law firms ranging from sole practitioners to large practices. This allows our clients to boost productivity, increase volumes, reduce cost, improve margins and stay competitive.

Our Legal/Paralegal/Secretarial Services include:

- Litigation Support
- Preparation of monthly worksheet summaries of different cases to lawyers
- Dictations
- Compliance Filing with various authorities
- Drafting of letters, contracts and agreements
- Conveyancing Support Services & Land Registry Searches

Our Financial Services include:

- Account Payables/Receivables
- Bank & Credit Card Reconciliations

- Payroll Management
- GST - Business Activity Statements
- Disbursements/Invoices – Adjustments & Write offs
- Periodic Reporting to Principals
- Management Accounting Reports

Software Acquaintance:

The logo for Aderant, featuring the word "Aderant" in a red, sans-serif font.



Bookkeeping Services

Our Outsourced bookkeeping services can provide accurate and timely reporting for any business. Focus on running your business while we reconcile your accounts. Our proficient, professional and reliable business bookkeeping team will remove the reliance of one person managing your finances.

Our Outsourced Bookkeeping Services include:

- Bank Feeds Coding and Reconciliations
- Accounts Payable/Receivable Maintenance & Ageing Reports & Summaries
- Assets/Equipment Ledger Maintenance
- Invoice Processing Services
- Inventory Maintenance Services
- Interim Financial Reportings for Management Analysis, Forecasting & Budgeting
- Data Indexing, Storage & Retrieval
- Cash Flow management
- Budgeting

Software Acquaintance:



Taxation and Compliance

Our tax compliance services are built on proven excellence in delivery and solid expertise. APT's comprehensive team of tax experts focus on streamlining processes, cutting costs, and ensuring that our clients derive maximum impact from our country-specific knowledge.

Our annual Taxation & Compliance Services Include:

- Finalisation of Year End Accounting & Preparation of Tax Returns for all entity types - Companies, Trusts, Partnerships & Individuals
- Maintenance of Depreciation Schedules & Asset Registers
- Preparation of fully referenced Electronic Working Papers ready for Audit
- Tax Planning

BAS, GST, and PAYG:

- Helping you with your regular Business Activity Statement (BAS) preparation including GST and PAYG
- Lodgement of your BAS on ATO portal

Software Acquaintance:

sage HandiSoft



Assistant



Self Managed Superannuation Funds

SMSFs are becoming increasingly onerous for accountants to maintain. Many accounting firms are running at losses with the superannuation segments of their practice after write-offs are accounted for but are not confident to Outsource as they wish to maintain control. Our SMSF Outsource Solutions provides a truly high quality yet cost-effective service to firms who would like to outsource their SMSF accounts preparation. Our SMSF service includes preparation of financial statements, preparing the minutes, deduction notices, applying for actuary certificates etc. Our deliverables are of superior quality and is directly given to the SMSF auditor appointed by you.

Our annual SMSF compliance services include:

- Preparation of Annual Financials & Tax Returns
- Preparation of Fully Referenced Electronic Workpapers ready for Audit
- Preparation of Trustee Resolutions, Minutes & Other SMSF Compliance Documents
- Procuring Actuarial Certificates
- Preparation & Electronic Lodgement of quarterly BAS/IAS returns

Software Acquaintance:





Payroll Solutions

We know payroll management can be very difficult to stay on top of, with tax rates changing every year and all the complexities of leave accruals, entitlements, superannuation and long service leave making things even harder. That's why we try to take the stress out of payroll for our clients.

Our Payroll Services include:

- Payroll Calculation including gross tax and net pay
- Superannuation Calculation and fulfillment
- Termination and redundancy calculations
- Annual, sick and long service leave accruals
- Cost Centre and departmental allocations
- Employee access to online payslips and leave requests
- Management and statutory reports

Software Acquaintance:





Management Reporting

Our management reporting services can help you take informed business decisions. Outsource management reporting services to us and benefit from expert services. At APT, we can prepare statements and reports to give you a detailed analysis of the performance of your organisation. We can assess the financial reports of your organisation and give you a report of the overall profitability of your organisation.

Our management reporting services include:

- Data Trend Analysis
- Forecasting, Interpolations & Budgeting
- Job Turnaround Time & Transaction Time Analysis
- Project/Activity Tracking & Compliance Reporting
- Identifying Metrics and Drivers to measure Activity Costs and Time consumption
- Employee/Cost Centre Productivity Reporting
- Errors/Accuracy Reporting



Property & Strata Management Services

Property & Strata Management market is becoming very competitive and with growing competition the profit margins have declined. Our team is highly experienced in delivering accounting, secretarial and administrative services related to the industry. Our Outsourcing services will help you reduce administrative cost and increase profitability.

Our Property & Strata Management Services Include:

- Accounts Payables
- Accounts Receivables
- Rent Reconciliations
- Debt Collection
- Body corporate year end reconciliations
- Preparation of year and financials and audit packs
- Preparation and lodgement of BAS and Tax returns
- Preparation of Meeting Agendas
- Transcription of Minutes
- Contractor Compliance
- Various other secretarial and administrative services

Software Acquaintance:



A photograph of a person's hand pointing at a desk covered with papers and sticky notes. The image is overlaid with a blue gradient and green decorative shapes on the left and right sides. The text 'CASE STUDY' is written in white, bold, uppercase letters at the bottom left.

CASE STUDY

CASE STUDY

MANAGING STAFF ATTRITION, KNOWLEDGE RETENTION AND SYSTEM MIGRATION

An Accounting Firm based at the Gold Coast wished to streamline their domain of operations by managing staff attrition and also optimising their knowledge base by eradicating the knowledge gaps caused by staff attrition. To embrace the future, they also were looking at moving their Accounting Operations from the conventional desktop-based accounting software to a more dynamic cloud-based accounting software.

What APT offered:



APT, before embarking towards developing a solution, did a SWOT Analysis of the problem. APT decided to provide the client with a dedicated FTE (Full time employee) on a long-term basis which would not only resolve their concerns of knowledge retention but would also help them to reduce their costs. The resulting benefit of the dedicated FTEs would also be visible in the medium to long term which would go on to provide consistency in the quality of work and services being delivered.

APT put another fail-safe in place by ensuring that the work being done by the staff is reviewed by qualified and experienced Chartered Accountants before it is sent back to the client. APT, in their quest to leave no stone unturned, not only managed the migration of their Accounting Software from the desktop based

CASE STUDY

MANAGING STAFF ATTRITION, KNOWLEDGE RETENTION AND SYSTEM MIGRATION

MYOB to the cloud based Xero but also went the extra mile and obtained a certification for Xero so that the client's confidence levels in the competence, capability and adaptability of our staff became absolute.

Results/Accomplishments:

APT first implemented the solutions for providing outsourced book-keeping services. After achieving the highest standards of consistency and accuracy in the provision of book-keeping services, as a testament to results, the client decided to outsource the work of Self Managed Super Funds, BAS and Tax Returns.

With APT's tailor made solution, client received the benefits of,

- Higher standard of consistency and accuracy in work
- Minimal staff turnover
- Knowledge retention
- Reduction in training cost
- Achieved cost saving by 50% compared to earlier business model with onshore operation
- Higher productivity and increased profitability

Our client, enjoying the benefits of our services, was able to concentrate on more important goals like developing their business using newly freed up resources and proceeded to grow.

CASE STUDY

BUSINESS EXPANSION AND PROCESS STANDARDISATION



To focus on new acquisitions in different geographical areas they needed to free up their resources and replace them with APT's off-shore resources. However, the continuity of work had to be maintained at all times. At the same time they wanted to standardise the processes being implemented in the new businesses; and all this with a cost effective business model.

What APT offered:

APT provided qualified and experienced Chartered Accountants as dedicated FTEs (Full time employees) to ensure that the work being done was consistent and achieved the highest benchmarks of quality and accuracy. As soon as competency was established and continuity in consistency and accuracy were observed, the team at APT started handling the Self Managed Super Funds. APT also successfully standardised the processes of the firms the client had acquired in different geographical areas.

They then proceeded to take over the tasks of preparation and review of Financial Statements, BAS and Tax Returns as well as company and individual tax planning. This process was interspersed with the preparation of financial planning letters; all of which was reviewed in detail by qualified and experienced Chartered Accountants.

CASE STUDY

MANAGING STAFF ATTRITION, KNOWLEDGE RETENTION AND SYSTEM MIGRATION

Results/Accomplishments:

After receiving consistent quality of work on Self Managed Super Funds, the client decided to pass on further processes of

- Tax Planning
- Review of Individual Tax Returns for walk in clients
- Preparation of BAS
- Assistance in transition of work from newly acquired accounting firms

By putting their trust in APT's services, the client received the benefits of

- Standardisation in processes across all acquired firms irrespective of geographic locations
- Consistency in the quality of work due to review by qualified and experienced Chartered Accountants
- Higher productivity and efficiency
- Higher profitability and cost saving
- Utilizing their freed up resources in acquisition of new firms



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