

10 February 2020

RE: Office News

We have some exciting news to share with you regarding Geelong Accounting and some upcoming changes we are currently working through.

Firstly, it is with some sadness that we inform you that after 10 years with Geelong Accounting, Barbara is retiring in late March. Our new receptionist will be starting within the next month.

Secondly, we now have a bookkeeper in the office every day named Tamara. Tamara will also be handling some office administration items, along with any bookkeeping needs our clients may have. She has her Certificate IV in Accounting and has experience in data entry, payroll and all other aspects of bookkeeping. This means we are now able to offer bookkeeping solutions throughout the year alongside your yearend requirements.

Thirdly, as some may know, Graeme is taking a step back from face to face client contact in Mid-March. He is intending to take a long break over the next few months and as such has employed Kelly Jenkins to take over the forefront running of Geelong Accounting.

Kelly has been a CPA Member for over 10 years and has spent over 15 years in public practice in both larger and smaller firms. Alongside this employment, she has spent the last 10 years running her own bookkeeping/public practice from her home while she was having children. Along with her CPA, she also has a Certificate IV in Small Business, an Advanced Diploma of Business Accounting and the CPA Public Practice Program.

Both Helen and Sandy will remain in their current roles and along with Graeme are happy to welcome the new changes to our office. We believe this is a positive move forward for not only Geelong Accounting but for our clients.

With these changes we are now in a position to offer you some other business and accounting services, like interim financials for tax planning purposes, regular business analysis and reports for those who would like more in depth information on a consistent basis along with the as mentioned above bookkeeping services.

If any of these new services interest you, please let us know. Kelly's business card has been included for your information.

If you have any questions regarding any of these changes, please let us know.

Sincerely

The Geelong Accounting Team