

Exciting news, updates and insights await you in this edition of our Key Admin newsletter. From exciting new partnerships to our team's latest news, there's something for everyone. It's designed specially for you, to stay connected with us and get inspired together!

INTERNATIONAL WOMEN'S DAY 08 MARCH 2024

Let's celebrate women and reflect on their invaluable contributions within the workplace and beyond. At Key Admin, we strongly believe that our success is built on the dedication, strategic vision and leadership of remarkable women and we will continue our efforts in empowering and uplifting women in every aspect of our company and beyond.

How to empower women in your workplace:

- Offering a flexible work schedules and working from home
- Assigning women in leadership positions to make them feel empowered.
- Provide opportunities to improve their skills and education
- Review your company policies to make women feel safe in your workplace



We are proud to introduce our partnership with XBert!



XBert is an AI-powered work intelligence Accounting automation tool, which benefits both our clients and Key Admin in many ways by increasing efficiency, productivity, and profitability by running 80+ algorithms over the data in search for errors, inconsistencies or opportunities for improvement. It's a constant health check on your data to prevent problems later which take longer to investigate. This collaborative approach ensures better service and advice for business growth. By leveraging tools like AI Audit and intuitive workflow automation, manual tasks are eliminated, allowing more time for analysis and interpretation of critical data.

- One of the many supplier checks carried out by Xbert is that it will recognise (via ASIC) if a supplier is/is not registered for GST and can warn against incorrect claims for GST.
- Similarly, Xbert checks payroll data and can raise warnings such as when an employee under the age of 21 has a birthday, to ensure that they are paid the correct award rates.

XBert can also provide better access and visibility by our clients through a dedicated portal, more to come on this later!

Timely Submissions are Important!

We want to express our gratitude to our clients for consistently responding promptly to our inquiries and providing necessary information in a timely manner. Your efficiency greatly contributes to the smooth functioning of our work and enables us to serve you better

KEY DATES

7 March
February Payroll Tax is due

21 March
February BAS & IAS (for monthly BAS & IAS lodgers) – final date for lodgment and payment.

21 April
March BAS (for monthly BAS lodgers) – final date for lodgment and payment.

28 April
Superannuation - Due date for super guarantee (SG) contributions, for quarter 3, (January–March)

26 May
Quarter 3 (January–March) BAS – final date for lodgment and payment

KEY ADMIN TEAM PROFILES

JANE MCCURE

Jane is a Chartered Accountant, with over 13 year of experience in the Building & Land development industry. Initially trained in audit, she loves digging in to the data to solve our clients problems. She was a Physiotherapist few years ago, but her passion for numbers never left so she jumped ship to Finance world & has never looked back. In her spare time Jane loves hiking & fulfilled her dream of hiking to Anapurna base camp in Nepal in 2017.



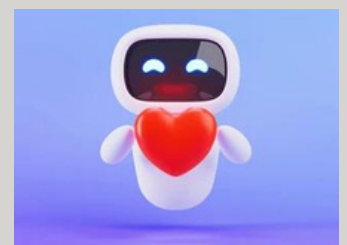
MAERYN BIRD

Maeryn had an evolving role in Key Admin since June 2023. She works along side Sherpa Works (Robotic Process Automation software) to program our robot - Bob. By writing out the processes, Bob is able to help our team by completing mundane yet time consuming tasks. She also do process mapping diagrams for our clients. Currently studying Bachelor of Arts at the University of Melbourne & she is a well trained Muay Thai Kickboxer. She loves to travel the world & settle down in the UK, where her passion for Tudor history will thrive.



BOB

Hi! My name is Bob and I am the first robot to work at Key Admin. My specialty is Robotic Process Automation and at Key Admin, I am programmed to carry out basic data entry tasks and my colleagues love me because I run at 100% accuracy!



CLIENT PROFILE OF THE MONTH



Accelerating eCommerce growth through funding & insights

cogsflow is the perfect solution for online retailers and wholesalers who want to be more flexible with their inventory and variable costs. With **performance-based funding**, cogsflow gives your business the freedom to pursue **opportunities** and **grow** without being limited by capital.

With our **simple easy-to-use platform**, you can get the funds you need quickly and without hassle.

"cogsflow has been instrumental in giving us the confidence to grow our business, making it much easier for us to go national."

Bec
Co-Founder

Jonny.

"The access to capital to grow our business and the ease of understanding the deal proposition. cogsflow buys the product, we sell the product, we pay cogsflow."

Laura
Co-Founder / CEO

IDA

How we power your eCommerce store?

Access to Inventory

cogsflow covers your inventory cost which allows you to invest that money back into your business and ultimately grow your business.

Shared risk partner

Our repayment is dependent on your businesses sales. We want to support businesses in the low times and win together in the good times.

Focus on growth

Switch from reactive "do we have product" to all the exciting parts about growing your business

How does cogsflow help you?



Connect your accounts

All you have to do is plug your point of sale (POS) into our systems and we do all the work from there. Yes, it's as simple as that!



Sustainable growth

We are able to make a indicative offer with a **fixed fee** from just looking at your POS data. We look at your data in a sustainable way to to set your businesses on a **growth trajectory**.



Performance based finance

We look to **share risk** with your businesses by taking a percentage of daily sales. There is **no locked in repayment figure**, it all depends on how much sales are made that then drives the repayment. This occurs daily.



Coming soon ...

We don't just want to provide your business with inventory, we want to improve **all aspects** of your businesses. This includes breaking down your data and feeding information such as when you need a certain item in stock and how to take control of your marketing.

Join our Waitlist today!

Join

www.cogsflow.com

in @