partner for performance

GOVERNANCE • PEOPLE • PROCESS • SYSTEMS

outsourcing services

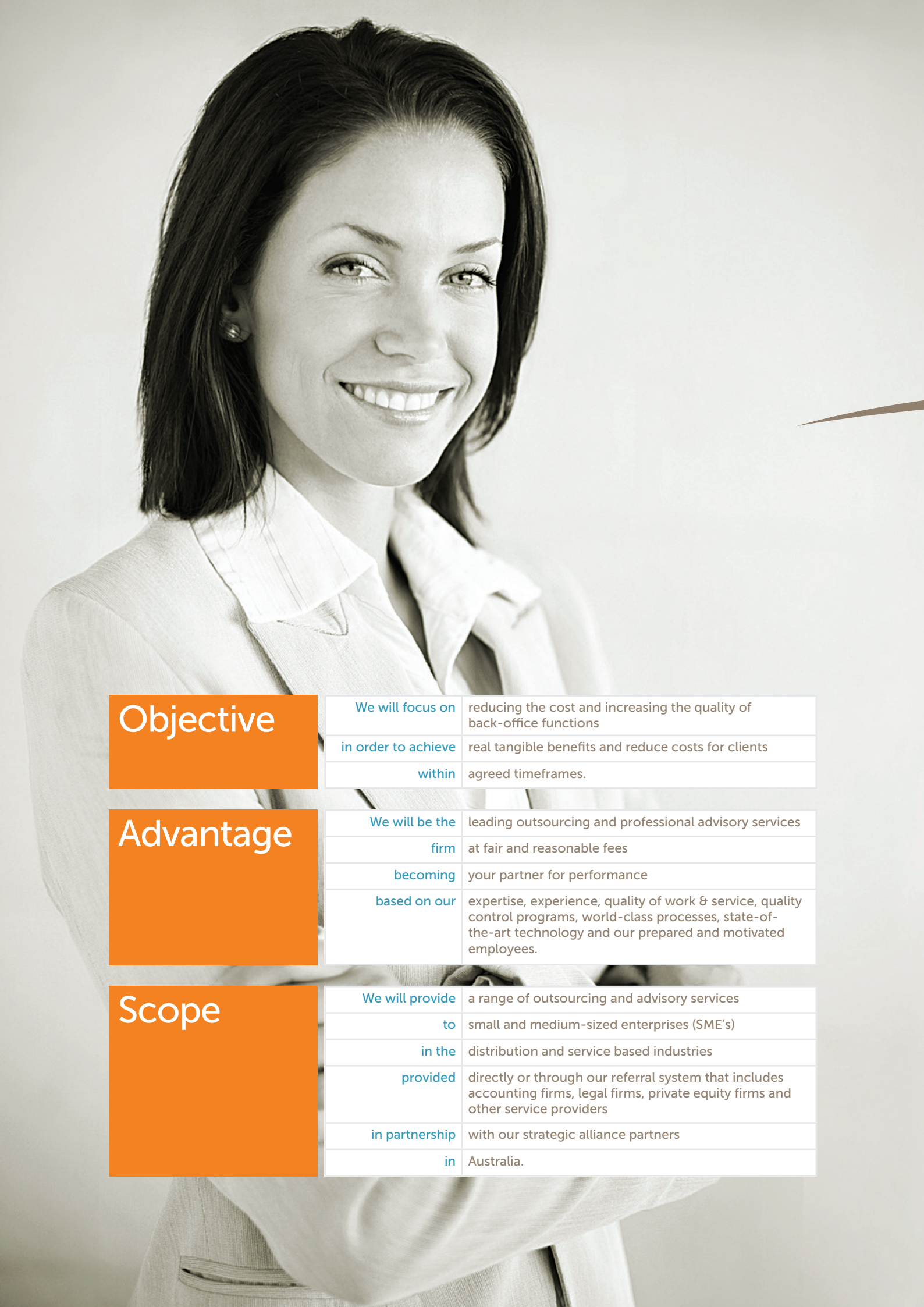
- financial accounting
- management accounting
- taxation
- payroll and related services
- internal controls
- audit
- technology

advisory services

- strategic frameworks
  - > financial
  - > customer
  - > internal processes
  - > learning and growth
- risk management
- corporate governance

btoGROUP®

BUSINESS TRANSFORMATION OUTSOURCING



Objective

We will focus on	reducing the cost and increasing the quality of back-office functions
in order to achieve	real tangible benefits and reduce costs for clients
within	agreed timeframes.

Advantage

We will be the	leading outsourcing and professional advisory services
firm	at fair and reasonable fees
becoming	your partner for performance
based on our	expertise, experience, quality of work & service, quality control programs, world-class processes, state-of-the-art technology and our prepared and motivated employees.

Scope

We will provide	a range of outsourcing and advisory services
to	small and medium-sized enterprises (SME's)
in the	distribution and service based industries
provided	directly or through our referral system that includes accounting firms, legal firms, private equity firms and other service providers
in partnership	with our strategic alliance partners
in	Australia.

Business alignment creates beautiful things

We work with Directors who understand that people, processes, systems and governance provide the foundation for success in any business.

People

WILL SHARE A PASSION FOR EXCELLENCE...

People need ideals that give meaning to their actions. Your staff will understand how their role and tasks contributes to the overall purpose and strategy of your business.

Systems

WILL MEET ALL YOUR SPECIAL BUSINESS NEEDS...

Your world-class business systems will be designed to work coherently they will be sustainable, efficient and resilient.

Processes

WILL SUPPORT YOUR CUSTOMERS AND YOUR BUSINESS BETTER...

Best practice processes will support the activities of your staff. Your people, processes and systems are inextricably linked and processes will become mutually reinforcing.

Governance

WILL BECOME ROUTINE IN YOUR BUSINESS...

Your people will embrace a framework or rules, relationships, processes and systems that are embedded across your business. These mechanisms will encourage your business to maximise its full potential.

Our approach

- We establish if outsourcing is the right answer for you
- We listen to you, determine your needs and help you identify objectives
- We do our homework and invest time in getting to know your business
- We offer independent, objective and commercial business advice
- We communicate openly and honestly
- We are responsive and make ourselves available
- We guarantee confidentiality
- We document and formalise our engagement
- We deliver on commitments and look to exceed your expectations
- We seek long-term, enduring and mutually beneficial relationships

"I have just started a business"

"I'm thinking about selling the business"

"My business systems are no longer capable of supporting my business"

"A Private Equity firm has just made an investment in an under-performing business and seeks to exit the investment within 12-36 months"

"My business has grown so quickly that my back-office functions are no longer efficient or cost effective"

We focus on making the most of your bright ideas...

Let's focus on performance and together build your ability to execute.

1. We deliver fast, successful and enduring business transformations.
2. Our approach makes a world of difference. Because BTO seeks deep, day-in, day-out, long-term relationship with its clients we are able to dedicate ourselves to the continual improvement of your business.
3. Our proven methodologies and tools future-proof your business.
4. By taking a holistic approach to the services we provide our results are more comprehensive and complete. BTO understands the functions of a Board and the role and responsibilities of Directors.
5. Essentially, we help a board discharge its role more effectively. Most professional services firms are engaged for one-off assignments or to meet compliance obligations. Compliance is an obligation, but the relationship with BTO becomes a *partnership for performance.*

"Business Transformation Outsourcing (BTO) is a key strategic initiative that attempts to align governance, people, process and systems... more closely with business strategy & vision to support & help clients integrate, innovate & grow".

Steven Skinner, 2009

"My business has already implemented a business system"

Outsourcing Services

We believe quality of service is just as important as quality of work – goods are consumed, services are experienced.

Most professional services firms are engaged for one-off assignments or to meet compliance obligations. However, BTO seeks deep, day-in, day-out, enduring relationship with clients.

Our services are complementary to the role of your auditors and other advisers. BTO works 'in' your business, while you work 'on' your business. Depending on your needs BTO can either work with your existing team or provide services to you.

On a simple level, BTO can help with all back-office functions - payroll, payroll tax, PAYG, superannuation, bank reconciliations, debtors, fixed assets, creditors, general ledger, GST and BAS, FBT, general ledger maintenance, financial and management accounting, reporting and hosting your business application.

Outsourcing some or all your back-office functions brings the following benefits: economies of scale, people expertise, best practices and processes and advanced technology. At the same time it frees your organisation to focus on your core business. BTO will provide you with independent, objective business insights and relevant and reliable information so your organisation can make better decisions. We will also assist your organisation in meeting its statutory, regulatory and compliance obligations.

improving our client service index (CSI) measures our success

FINANCIAL ACCOUNTING

General ledger, accounts receivable, accounts payable, fixed assets, bank, inventory, accrual accounting, financial year end

MANAGEMENT ACCOUNTING

Budgets, forecasts, performance reporting, variance analysis, balance score card (BSC), key performance indicators (KPI's)

TAXATION

Fringe benefits tax, PAYG, Income tax and GST

PAYROLL AND RELATED SERVICES

Payroll processing, payroll tax, superannuation, workers compensation

INTERNAL CONTROLS

Develop and implement policies and procedures, assurance and compliance and embed a risk culture

AUDIT

Assist with tender and appointment of auditor, scope and facilitate audit process and participate on the audit committee

TECHNOLOGY

Help establish business requirements, evaluate and selection your business application, design test and implement and ongoing IT governance

Advisory Services

On a more complex level, BTO helps you manage and govern your organisation more effectively.

We are both performance and compliance orientated, we help with accountability, monitoring and supervising functions, and we can also help with policy and strategy formulation.

BTO does take a holistic approach to the services we provide, but we understand we can't be everything to everybody. But, when we make a commitment to a client we seek to exceed expectations on every engagement, every time. As a partner for performance our advisory services are designed to enhance and maximise the performance of your business.

BTO's advisory services helps increase the efficiency and effectiveness across your business. Using our understanding and knowledge of strategic frameworks, risk management, corporate governance and IT, we help clients identify profit improvement initiatives, improve the way clients govern and manage, improve internal controls and manage risk.

STRATEGIC FRAMEWORKS

- Establish and maintain fundamental principles of strategy
- Develop a strategic framework and share a common language of strategy
- Take a systematic approach to strategic development
- Create readiness
- Execute strategy and turn great strategy into great performance

RISK MANAGEMENT

- Establish policies for the oversight and management of risk
- Design and implement the risk management and internal control system to manage risk
- Ensure that the board receives assurance from the CEO that a sound system of risk and internal control is operating effectively
- Embed a risk management culture

CORPORATE GOVERNANCE

- Lay solid foundations for management and oversight
- Structure and the board and the organisation to add value
- Promote ethical and responsible decision-making
- Safeguard integrity in financial reporting
- Make timely and balanced disclosure
- Respect the rights of shareholders
- Recognise and manage risk
- Remunerate fairly and responsibly

our clients share a passion to become the best they can be!

About Us

BTO Group was established by its Managing Director, Steven Skinner in 2009. Steven created BTO to achieve a simple goal: to make back-office functions great and more cost effective, so clients can focus on their customers.

The outsourcing market at the big-end of town is well served by large global organisations like Accenture and Gapgemini. But the SMB market is not well served and we think BTO is well positioned to serve this market.

We want to become your partner for performance. BTO have done the hard work for clients. Trust is earned through meeting expectations and doing what you say you will do with a constant concern for the good as a whole. By taking a holistic approach BTO is dedicated to the continuous improvement of a clients business. BTO will deliver faster more successful and enduring business transformations for clients.

We can help your organisation create excellence by creating a work environment that is fun and meaningful so people are satisfied knowing their efforts matter in the bigger scheme of things.

OUR MISSION

To deliver outstanding quality of work at the lowest possible cost to clients through our own efforts and in collaboration with clients, BTO will establish a leadership position in outsourcing for SMB's.

It is a mission that requires dedication, hard work, continual investment in governance, people, process and systems and an absolute commitment to our clients.

OUR VISION

Our vision is to be the finest outsourcing and professional advisory services firm in the world.

OUR VALUES

Our values are the fundamental principles of professional ethics that guides BTO and provides a conceptual framework for applying those principles on a daily basis. Our values include:

- Highest ethical standards
- Client-focused
- Integrity
- Objectivity
- Professional competence & due care
- Confidentiality

OUR BELIEFS

We believe that corporate governance encourages entrepreneurialism, innovation and creativity, providing accountability and controls whilst managing risks. Governance is about performance, maximising opportunities and value creation - NOT compliance.

People share a passion for excellence in delivering what we promise. Our people achieve this by fostering a learning and growth perspective through: culture, leadership, alignment and teamwork.

Best practices processes come from a deep understanding and the requirements of our clients business. This requires continual improvement of financial, operational, customer, innovative and regulatory processes.

The design and the implementation of integrated systems must support process and day-to-day activities of what people do. The use of governance, transformational, analytical and transactional systems are essential in executing strategy.

"There are those that see, those who see when they are shown, and those who do not see."

Leonardo da Vinci

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If you're serious about transforming your business our reports will help you get started, please visit www.btogroup.com.au. Feel free to download and read them at your leisure. You will automatically be subscribed to our monthly Business Transformations eNews filled with useful insights.

ARRANGE A TIME TO TALK

If you've read through our website and would like to know more please complete the on-line form on the contact us page. Leave a suitable time to call you back so we can discuss your needs, objectives and priorities to see whether our services can assist.

CALL US DIRECT ON +61 425 210 249

If there's a good fit, we'll set-up a meeting either by phone or in person, to conduct an in-depth 'discovery interview' in which we gather information that allows us to provide you a suggested scope of work, outlining issues and recommend possible solutions.

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www.btogroup.com.au

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BUSINESS TRANSFORMATION OUTSOURCING

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COVER OF EXCELLENCE®

BTO Group Pty Ltd is a CPA Practice

CPA