

***Australian &  
New Zealand Edition***

***Bookkeeping***  
FOR  
**DUMMIES®**



***Australian &  
New Zealand Edition***

***Bookkeeping***  
FOR  
**DUMMIES®**

**by Veechi Curtis and Lynley Averis**



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## Bookkeeping For Dummies®

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## About the Authors

**Veechi Curtis** has a degree in Accountancy and Business Management from Charles Sturt University, and has worked as a business consultant for more than 13 years, including several years running a contract bookkeeping service. As a journalist, she has written for many publications including *Australian PC World*, *Australian Personal Computer* and *CCH Australia Limited*, and has also been a columnist for *The Sydney Morning Herald*.

Veechi is also the author of *Small Business For Dummies*, *MYOB Software For Dummies* and *QuickBooks QB<sup>i</sup> For Dummies* and co-author of *Business Plans For Dummies*.

Veechi has three children and lives with her husband in the beautiful Blue Mountains of NSW. Feel free to send Veechi a message, or ask a question about this book, via her website at [www.veechicurtis.com.au](http://www.veechicurtis.com.au).

**Lynley Averis** has a degree in Commerce from the University of Canterbury. She is a qualified teacher and has worked in education, training and business consulting for much of her career.

She currently runs her own company, Accounting Training Ltd, specialising in accounting, retail and payroll systems and training. Before this, Lynley formed an MYOB training company, JumpStart, which was subsequently acquired by MYOB NZ Ltd, where she was employed in Training & Education.

In addition to writing various accounting and MYOB workbooks, Lynley is one of the original members of the MYOB Certified Consultants panel and has provided consulting services to hundreds of small and medium-sized businesses over the past 14 years. She is also a Business Mentor with Business Mentors NZ, a voluntary agency under the auspices of NZ Trade & Enterprise.

Lynley is an enthusiastic skier and snowboarder who prefers the outdoors to the indoors. She lives in Auckland with her husband Mark and daughters Emily and Imogen. Feel free to send Lynley a message via her website at [www.accountingtraining.co.nz](http://www.accountingtraining.co.nz).

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# Foreword

I first met Veechi Curtis more than ten years ago at an MYOB accounting software conference. I was the technical presenter and Veechi was there in her capacity as a bestselling author of numerous accounting software and small business titles. Since then — many years, many conferences and many chats later — it has become obvious to me that Veechi has a passion for sharing her knowledge about bookkeeping and small business in a creative and committed way that always sheds new light on the topics.

*Bookkeeping For Dummies* provides an intelligent but easy-to-follow approach to helping you understand what you have to do to ‘keep the books’. Veechi starts by explaining the basics, introducing the essential bookkeeping concepts, but she also embraces more complex and advanced bookkeeping topics, including the latest on the rules and regulations regarding working as a contract bookkeeper. At the time of writing, the new Australian legislation regarding what services a contract bookkeeper can provide is just coming into force. The public’s perception of bookkeepers is set to change, with increased recognition being given to bookkeeping as a profession.

I helped found the Institute of Certified Bookkeepers (ICB) in Australia in 2006. ICB is the largest bookkeeping institute in the world and aims to promote and maintain the standards of bookkeeping as a profession. All kinds of people, with different backgrounds, experiences and qualifications, are involved in ‘keeping the books’. Although some people seek out bookkeeping as a profession, others end up working as bookkeepers almost by accident — which is fine, but without training, they often lack the skills to do the best job possible.

My vision for ICB is to help bookkeepers find information and resources, and access insurance and quality support. Given ICB’s aim to provide bookkeepers with information of the highest quality, I’m very proud to write this foreword for Veechi’s book.

Good luck — and happy bookkeeping!



Matthew Addison  
Executive Director, Institute of Certified Bookkeepers  
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