



5ELK



5 ELK is the outsourcing solution for Bookkeepers looking for **scale**, **growth** and **increased profitability**.



DO WORK LOVE

Running a business is hard. There are clients to see, advice to give, and a back-office to run.

But the joy you get from helping clients can quickly get buried under piles of paperwork and a never-ending to-do list.

You feel like a hamster in a wheel.

I know because I've been there. I've tried to push through it, and work around it. I've tried to drag a team along with me, continuing to do the same work - just more, and more and more of it.

Until one day, I looked deeply and strategically at our business, and decided to make a change.

I examined our processes and matched the skills and interests of our team with the job to be done.

I built a highly skilled international team that helped our business thrive.

In 18 months, I eliminated dependence within the business and freed up my head space to work on strategic projects... and my tennis game.

Our team was now doing the work that excited them. They were learning more, progressing faster, happier and more engaged.

And most importantly, I had more capacity to deliver exceptional outcomes for our clients.

This path to success wasn't easy. In fact, it was slow and quite frustrating.

And that's why I created 5 ELK - an outsourcing solution for professionals looking for scale, growth and increased profitability - without all the headaches along the way.

Danielle Cornelissen
Danielle Cornelissen
Founder 5 ELK

FAST FACTS

Three offices in the
Philippines

Over 300 university-
educated team
members

Supporting over 150
Financial Services
Businesses

"Focus on what brings your clients the most value and outsource the rest. It's the only way to grow your business."

- Danielle Cornelissen

As seen in

THE ADVICE
MOVEMENT



We strip back your workload so that you can concentrate on the more important tasks that **impact your bottom line.**

We save you valuable time and money - **crucial resources that can be better spent** developing your strategic advice partnerships, wooing clients and growing your business.

With **5 ELK**, you can create an international team to enhance your service offer, keeping you ahead of the game without adding to your workload.



IMAGINE if you had a team who could save you **TIME, MONEY** and **YOUR SANITY.**

COST ANALYSIS

When analysing the cost of any hiring decision, you need to consider both the salary you'll be paying, as well as the extra direct and indirect cost of employing a new team member.

At 5 ELK, we take care of these 'extra costs' on your behalf, meaning you have month-to-month certainty of what your team member will be costing your business.

We've crunched the numbers for you and as you'll see, the economics of a 5 ELK team member are pretty compelling.



TOTAL EMPLOYMENT COST

Administrative Role

Salary Administration Role \$51k - \$71k	\$	61,000
Superannuation 11% of salary	\$	6,710
Payroll Tax 4.85% of salary plus super	\$	3,254
Workers Compensation 1.27% of Salary	\$	853
Long Service Leave Allowance of 2% of Salary	\$	1,220
Annual Leave Loading	\$	820
Total Employee Benefit	\$	73,857
PLUS Additional Seat/Admin Costs: estimated 20% i.e office space, computer, training, phones etc.	\$	14,649
Total Annual Employment Cost	\$	88,506

This equates to



Compared with



*As per Comparison Calculation refer to page 8

Source:
Hays Salary Guide 2021/2022

Not to mention the **recruitment costs** which based on a salary of \$61,000 you could expect to pay approx. \$12,500

TASKS THAT BUSINESSES LIKE YOURS ARE OUTSOURCING

We all know that there are some tasks that we are just not good at or we put off because they don't inspire us. In fact, spending time doing some of these jobs could be inadvertently sabotaging your business rather than helping it thrive.

The opportunities for outsourcing are endless; anything that is not client facing should be outsourced.

Here are some of the most time-consuming bookkeeping tasks that are ready for you to outsource.



1. Record financial transactions in accounting software
2. Maintain and update general ledgers
3. Reconcile bank statements
4. Process accounts payable invoices
5. Generate and send customer invoices
6. Follow up on overdue accounts receivable

7. Prepare and make bank deposits
8. Assist in preparing financial statements
9. Handle petty cash
10. Track and categorise expenses
11. Monitor and manage inventory records
12. Calculate and record depreciation
13. Assist with budget preparation
14. Assist in tax preparation

15. Generate financial reports
16. Perform data entry for financial records
17. Assist with payroll processing
18. Maintain organized financial files
19. Verify and reconcile vendor statements
20. Assist in auditing financial records
21. Provide support during financial audits

ACTION PLAN FOR SUCCESS

Outsourcing will redefine how you do business and supercharge your productivity. However, it can be daunting knowing where to start.

5 ELK is here to help you get your business outsource ready and prepared to take on the world. We will hold your hand through the transition process and keep tabs on your progress along the way.



THE SETUP

To ensure that your 5 ELK team member can perform at their very best, we provide them with a fully equipped workstation, including a PC with the following capabilities:

- 7th Gen core i3 Processor
- DNS (5 ELK Server)
- 1TB HDD
- Asus Motherboard
- Dual 19" LCD Monitors
- A4 Tech HD 1080P Webcam
- GeForce GPU (video Card)
- Windows 10 Pro (with licence)
- Cisco provided network and firewall
- Two (2) internet service providers (one for backup)



SECURITY MATTERS

The risk of sensitive information being compromised is real for any business regardless of whether they outsource, use a cloud solution or host their data locally.

We understand that client data privacy and security is critical for any advice business.

We have taken a number of steps to ensure the security of your data, including:

- Completing due diligence and background checks upon recruitment
- Supervising all staff in a dedicated work area that requires security access
- Using specialist password protection software so that we never require your external log-in details.
- No printers or USB ports are connected to our PC terminals and use of portable devices such as smartphones or iPads are prohibited from the designated workspaces, restricting downloads
- Surveillance software that can be used to track activities and emails



OUR COMMITMENT

5 ELK is committed to providing security to the confidentiality, integrity, and availability of all the information assets- physical or electronic, of the organization and to effectively managing the risks associated with these assets.

YOUR INVESTMENT

It's important to us that you are 100% clear on all costs before you get started, so there are no nasty surprises in future. Here is an example of your investment for an Administration role, based on a salary of 30,000 Filipino pesos per month.

EMPLOYMENT COST

+

MANAGEMENT FEE

=

YOUR INVESTMENT

EMPLOYMENT COSTS

Gross Salary (Assumed 30k Php)	\$	902
Compulsory Benefits	\$	105
Private Health Insurance <small>for your team member and dependent</small>	\$	91
13th Month Allocation	\$	75
Holiday & Severance Allowance	\$	196
Culture Building Activities	\$	30

Total Employment Costs \$ 1,400

MANAGEMENT FEE

Managed Operations	\$	1,000
Cyber Security Package (Optional) <small>includes Amazon Web Server and weekly cyber security training</small>	\$	150

YOUR MONTHLY INVESTMENT \$2,550

Assumed Exchange Rate PHP to AUD 0.03006700

* All prices are in Australian dollars and subject to GST

WHY CHOOSE 5 ELK?

1) You'll have your own dedicated team member

By developing and nurturing a relationship with a team member over time, you'll be able to train them in your way of doing things and generate an ever-increasing return on the time you invest in them.

2) We will take care of your team member

We provide our team with extra benefits such as free private health insurance for themselves and a dependent, a personal trainer and an in-house nutritionist. A happy, healthy and comfortable team member performs at their best and stays around for longer.

3) We take your security very seriously

Privacy and security are critical for any business. Through rigorous staff background checks, sophisticated surveillance measures, secure password management and world-class web servers, we protect your business and minimise the risks of outsourcing. We also have onsite IT, meaning that 'system downtime' is minimised.

4) You're buying a relationship, not a transaction

We won't be 'sailing into the sunset' once your team member starts in your business. Our regular check-ins will help solve problems and ensure that your team member is constantly adding value to your business.

5) We will intimately understand your business

Our speciality is Financial Services, so we know the systems, structures and challenges that are unique to your world.



CLIENT EXPERIENCE

Our clients are all unique but they have one thing in common; building their team with 5 ELK was one of the best business decisions they've ever made! To hear from more of our happy clients, take a look at our [Google Reviews](#).



We couldn't recommend 5ELK highly enough. The culture within the 5ELK team is extremely professional. Above all, the staff members are happy and are clearly well supported in their working environment. We could not hope to replicate the level of training that is provided to our off-shore staff members for the roles that they perform. We will be working with 5ELK for many years to come.

Tim Henry
ASPIRE PLANNING



We had heard about the benefits of offshoring and specifically 5 ELK, and somehow 5 ELK managed to exceed the expectations that we had of them. They are the epitome of a well-oiled machine, delivering an incredible client experience. We would give 6 stars out of a possible 5 if we could.

Leong Tang
CALLAGHANS



I am completely loving the outsourcing solution offered by 5 ELK. They recruited and trained a lovely new team member for me who has now taken over many of the tasks and at a fraction of the cost, allowing me to put on a new adviser to further grow my business. They took all the pressure of training off me and found someone that truly suits how we do business. The ongoing education options for the staff is also brilliant and super helpful. I can't recommend Danielle and the team enough.

Amanda Cassar
WEALTH PLANNING PARTNERS

YOUR SUPPORT TEAM



DANIELLE CORNELISSEN
Chief Executive Officer



DANIELLE CAREY
General Manager



ANDY WILLARD
Business Development Manager



SHAYNE SANTILLAN
Senior Manager - Client Experience



MARIA ASAURO
Senior Manager - People and Culture





Elks are one of the most resilient mammals on earth. They survive in new environments.

They're incredibly adaptive to change.

Good businesses are the same. Those that don't adjust, transform, rework and reorganise quickly become extinct.

Is it time for your business to evolve?



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