



# BOOKKEEPING PACKAGE

- Initial Discovery Session
- Get advice when you need it
- Collaborate with your Accountant to maximise claims
- Data Entry of your transactions
- Preparation of your Bank Reconciliation
- Preparation of your BAS
- Lodgement of your BAS
- Preview of all your necessary registrations
- Year End Procedures including reconciling GST against BAS
- Preparation of your Business Budget
- Amendments to your Business Budget
- Reports, Graphs & consultation explaining your business numbers for you
- Preparation of your Investors Budget
- Amendments to your Investors Budget
- Reports, Graphs & consultation explaining your investor numbers for you
- Maximising Tax Deduction consultation and training

**Payroll Packages.. see overleaf**

LAUNCH PACKAGE	PROPULSION PACKAGE	EXPLOSION PACKAGE
\$270/month <small>(Up to 100 transactions p.m.) # excludes payroll - refer below</small>	\$340/month <small>(Up to 100 transactions p.m.) # excludes payroll - refer below</small>	\$550/month <small>(Up to 100 transactions p.m.) # excludes payroll - refer below</small>
At the start	At the start	At the start
Unlimited email & phone support	Unlimited email & phone support	Unlimited email & phone support
When needed	When needed	When needed
Monthly	Monthly	Monthly
End of each month	End of each month	End of each month
Quarterly	Quarterly	Quarterly
Quarterly	Quarterly	Quarterly
As required	As required	As required
End of year	End of year	End of year
Not included	Annually	Annually
Not included	Semi-Annually	Semi-Annually
Not included	Quarterly	Quarterly
Not included	Not included	Annually
Not included	Not included	Semi-Annually
Not included	Not included	Quarterly
Included if using our Bookkeeping & Business Packages	Included if using our Bookkeeping & Business Packages	Included if using our Bookkeeping & Business Packages





# BOOKKEEPING PACKAGE

**PAYROLL PACKAGE**  
\$55/month  
(Up to 5 employees p.m.)

We process payroll based on information supplied by your employee's approved timesheets in Xero.

Processing pay runs based on a fortnightly payroll cycle.

As required

Preparation & lodgement of an IAS.

Monthly or as required

Tracking of standard leave entitlements.

Monthly or as required

Calculations of Superannuation Guarantee Contribution payments for all employees.

Quarterly

Assisting you to ensure that all payments of Superannuation Guarantee are made by the due date.

Included

We will reconcile your Payroll against your BAS.

End of Year

We prepare PAYG Payment Summaries for all employees.

End of Year

We lodge all relevant payroll documents to the ATO electronically.

End of Year

We will complete your annual WorkCover Remuneration forms.

End of Year

We will attend to your annual payroll tax obligations.

End of Year

For Terms & Conditions please see separate T&C's page.

