BOOKKEEPING PACKAGE

SUPERIOR ACCOUNTING GROUP
— more money, more time, less tax —

	LAUNCH PACKAGE $270/month (Up to 50 transactions p.m.) # excludes payroll - refer below	**PROPULSION** PACKAGE $340/month (Up to 50 transactions p.m.) # excludes payroll - refer below	**EXPLOSION** PACKAGE $550/month (Up to 50 transactions p.m.) #excludes payroll - refer below
Initial Discovery Session	At the start	At the start	At the start
Get advice when you need it	Unlimited email & phone support	Unlimited email & phone support	Unlimited email & phone support
Collaborate with your Accountant to maximise claims	When needed	When needed	When needed
Data Entry of your transactions	Monthly	Monthly	Monthly
Preparation of your Bank Reconciliation	End of each month	End of each month	End of each month
Preparation of your BAS	Quarterly	Quarterly	Quarterly
Lodgement of your BAS	Quarterly	Quarterly	Quarterly
Preview of all your necessary registrations	As required	As required	As required
Year End Procedures including reconciling GST against BAS	End of year	End of year	End of year
Preparation of your Business Budget	Not included	Annually	Annually
Amendments to your Business Budget	Not included	Semi-Annually	Semi-Annually
Reports, Graphs & consultation explaining your business numbers for you	Not included	Quarterly	Quarterly
Preparation of your Investors Budget	Not included	Not included	Annually
Amendments to your Investors Budget	Not included	Not included	Semi-Annually
Reports, Graphs & consultation explaining your investor numbers for you	Not included	Not included	Quarterly
Maximising Tax Deduction consultation and training	Included if using our *Bookkeeping & Business Packages*	Included if using our Bookkeeping & Business Packages	Included if using our Bookkeeping & Business Packages

Payroll Packages.. see overleaf

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
Preperation & 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 seperate T&C's page.