





# TERMS & CONDITIONS

1. Packages have their annual fee paid monthly over the current financial year. For all subsequent years your package will be renewed and agreed upon for the next financial year (ie. 12 months). At no stage during this agreement will there be any reimbursement for fees paid.
2. Amounts per Month: the work for the financial year 20XX will be paid for by the end of 30th June 20XX.  
Eg: If you sign up in December 20XX on the Business Essentials Package then the monthly amount would be \$942.86 per month for 7 months and then change to \$550.00 per month for the next financial year.
3. Superior Accounting Solutions have assumed that they are NOT preparing a "Capital Acquisition Statement" for any investment properties you currently own. Your previous accountant should be able to provide a copy to forward on to us. This document will have been used to ascertain purchase costs and borrowing costs for your property to ensure that you receive all legal deductions you are entitled to. If borrowing costs have never been claimed in your tax returns, you may well have been missing out on money you were entitled to.
4. No consideration has been allowed for unknown events that may have transpired globally such as company mergers which affect your shares, changes in ATO rulings, ATO audit requirements, etc.
5. Amendment to prior years' tax returns are not included in this fee estimation.
- 6a. Superior Accounting Solutions ASIC support services are included for one company held at your premises. Each additional company is priced at \$23.00 per month including GST.
- 6b. Superior Accounting Solutions ASIC support services are included for one company held at our premises. Each additional company is priced at \$46.00 per month including GST.
7. Please note the package excludes the annual regulatory payment levied by ASIC and the ATO.
8. Investment property – the depreciation has been calculated using a quantity surveyor's report.
9. No consideration has been allowed for any additional business entities and would therefore incur an additional charge.
10. No consideration has been allowed for share trading, above 5 purchases/sales per year/ options/CFD's or adding and therefore may incur an additional charge.  
Purchase \$55.00 per share inc.GST per annum  
Sales - \$82.50 per share inc.GST per annum  
Dividends - \$65.00 per share inc.GST per annum
11. Additional investment properties are priced at \$41.25, including GST, per month.
12. If your rental properties are held under a Trust structure you will incur an additional fee where the number of trusts exceeds what the package provides for.  
All other additional Trusts are priced at \$760.00 including GST, being \$63.34 per month
13. Information for personal tax return(s) is provided in one of the following formats:
  - Utilising our Tax Data Collection form and/or an Excel spreadsheet file containing summarised/totalled data.  
Software data files must be provided by the client, that is:
    - Quicken
    - Xero
    - MYOB, etc.
    - It is assumed that all business bank accounts, loan accounts, credit cards and GST accounts are fully reconciled and account allocations have been made on a reasonable basis.
    - It is also assumed that all year end payroll (ie. wages, payment summaries, superannuation and work cover) are fully completed and reconciled.
    - It does not include an audit of your accounts nor tax returns.
14. Adjustments to tax returns and financials made after they have been sent for signing, which are due to an omission by the client, may incur an additional fee.
15. Advice provided outside the allocated package time will be charged at respective hourly rate.

\*INVESTMENTS include:

Shares	Managed Funds Foreign	Term Deposits
Gold, Silver, Bullion Foreign	Accounts Man: OM-IP	Foreign Shares
Managed Funds Insurance	Investments Artwork	Forex Group Investments
Policies Listed Trusts	Unlisted Trusts	Collectables
		Unrelated Loans