

FOUNDATION PACKAGE

- Initial Discovery Session
- Preparation of Business Financial Statements - 1 entity
- Preparation of Business Tax Return & Electronic lodgement - 1 company
- Preparation of Personal Tax Return & Electronic lodgement - 2 people
- Attending to corporate secretary requirements with ASIC
- Communication with your accountant - 2hrs per annum
- Tax Planning Session - Annually
- Review of wages/PAYG/Superannuation reconciliations - Annually
- Review of Business Activity Statements - Annually
- Preparation of Funds Statement - Annually
- Communication with your bookkeeper - 2hrs per annum
- Data Entry of your transactions - Monthly
- Preparation of your Bank Reconciliation - End of each month
- Preparation of your BAS - Quarterly
- Lodgement of your BAS - Quarterly
- Year End Procedures including reconciling GST against BAS - End of year
- Maximising Tax Deduction consultation and training
- Processing your pay runs - Fortnightly
- Preparation & lodgement of an IAS - Monthly or as required
- Tracking of standard leave entitlements
- Calculations of Superannuation Guarantee Contribution payments for all employees - Monthly or as required
- Assisting you to ensure that all payments of Superannuation Guarantee are made by the due date - Quarterly
- Reconciling your payroll against your BAS - End of year
- Preparing PAYG Payment Summaries of all employees - End of year
- Lodge all relevant payroll documents to the ATO electronically - End of year
- Complete all your annual WorkCover Remuneration forms - End of year
- Attend to all of your annual payroll tax obligations - End of year
- Access to our wealth creation team including:
 - Finance broker
 - Insurance Broker
 - Solicitor

ADDITIONAL ADD ON'S

- Preparation of Investment Trust Financial Statements
- Preparation of Investment Trust Tax Return & Electronic Lodgement
- Preparation of FBT Return & Electronic Lodgement
- Capital Acquisition Statement for all new Investment Properties
- Investment Properties
- Preview of all your necessary registrations
- 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
- Additional communication with your accountant
- Additional Business Tax Return & Electronic Lodgement
- Additional Personal Tax Return & Electronic Lodgement
- Additional Investment Trust Tax Return & Electronic Lodgement
- Additional Preparation of Business Financial Statements
- New Entity Structure
- Re-Structure of Entities
- Preparation of a Finance Letter



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, then the total amount of your package will be divided by the remaining months left of the 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. Investment property – the depreciation has been calculated using a quantity surveyor's report.
6. No consideration has been allowed for any additional business entities and would therefore incur an additional charge.
7. 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/totaled 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.
8. 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.
9. 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 | - Foreign Shares |
| - Managed Funds Insurance | - IP Investments Artwork | - Forex Group Investments |
| - Policies Listed Trusts | - Unlisted Trusts | - Collectables |
| | | - Unrelated Loans |

10. When you go over the number of monthly transactions allowed in your Package there will be an additional monthly fee charged. This will be reviewed after the completion of each quarter's books. At the end of each quarter there may be a one-off credit or payment made, and your monthly direct debit adjusted accordingly.
11. A transaction is deemed to be any item that is paid or received into / from a bank account or credit card or a loan account. (Transactions do not include the regular pays that we process for your employees.)
12. Information such as tax deduction invoices, bank statements and credit card statements are transferred electronically directly into Xero in a timely manner.
13. The monthly fee for payroll covers processing only. We accept no responsibility for setting pay rates for your employees and process pay runs based on the information you provide to us with respect to pay rates, penalty rates and hours worked. If you require additional assistance in this area we can refer you to external bodies that will provide industry specific advice.
14. We reserve the right to increase the monthly package fee charged if the aforementioned terms and conditions are not satisfied as required.
15. Payroll must be provided to us using an automated timesheet system such as Deputy or an administration fee will be charged following the first month of processing. Payrolls are processed on a Monday or Wednesday.
16. Superior Accounting Group reserve the right to amend and update these terms of service as they see fit to do so. If changes occur, your terms of contract will remain for the current financial year and will be updated at the commencement of the next.
17. We will take all reasonable precautions to ensure that any electronic data that contains your private information is securely stored and that any email transmissions are protected and are not able to be intercepted by third parties. However, we cannot be held liable for any loss that you might incur as a consequence of any third party intervention that accesses, procures or copies any data that contains your private information from any medium or device we use to store or transmit such information.
18. In the event that, despite our firm having taken reasonable precautions to securely store your private information, you suffer any losses arising from unauthorised cyber-activity, you agree to forever release us from any claim for your losses.

