

BOOKKEEPING FOUNDATION PACKAGE

- Renaming transactions
- Allocating transactions
- Coaches report
- Communication with your bookkeeper - 1 hour
- Reporting - [Quarterly](#)
- Preparation and lodgement of your BAS - [Quarterly](#)
- Processing your payruns - [Monthly](#)
- Preparation & lodgement of IAS - [Monthly](#)
- Preparation of your bank reconciliations - [Monthly](#)
- Assisting you to ensure that all payments of Superannuation Guarantee are made by the due date - [Monthly](#)
- Tracking of standard leave entitlements - [Ongoing](#)
- Reconciling your payroll against your BAS - [Annually](#)
- Preparing PAYG payment summaries for all employees - [Annually](#)
- Lodge all relevant payroll documents to the ATO electronically - [Annually](#)
- Attend to all of your annual payroll tax obligations - [Annually](#)
- Reconciling GST against BAS - [Annually](#)



ADDITIONAL ADD ON'S

- Additional monthly transactions
- Additional communication with your bookkeeper
- Standard employee termination
- Complex employee termination
- Employee additions
- Additional employees for payroll
- Fortnightly / weekly payroll processing
- Additional BAS preparation & lodgement
- Additional IAS preparation & lodgement
- Preparation of annual budget in Xero
- Accounts receivable
- Accounts payable
- TPAR
- Processing your SFA - weekly / fortnightly / monthly
- Complete all your annual WorkCover remuneration forms
- Reporting
- Xero set up
- Xero training
- Bringing Xero account up-to-date
- Set up chart of accounts in Xero
- Set up of payroll in Xero



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. Advice provided outside the allocated package time will be charged at respective hourly rate.
3. 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.
4. 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.)
5. Information such as tax deduction invoices, bank statements and credit card statements are transferred electronically directly into Xero in a timely manner.
6. 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.
7. We reserve the right to increase the monthly package fee charged if the aforementioned terms and conditions are not satisfied as required.
8. 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.
9. 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.
10. 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.
11. 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.

