

## ACCOUNTING SERVICES PACKAGES *(Please tick one box for package required)*

### Base Package

<b>Starter</b>	<b>\$220</b>	<input type="checkbox"/>
<b>Standard</b>	<b>\$286</b>	<input type="checkbox"/>
<b>Advanced</b>	<b>\$385</b>	<input type="checkbox"/>

- Provision of Xero system subscription up to 5 employees \*
- Training and support on Xero system as required
- Preparation of annual financial statements
- Preparation and lodgement of activity statements
- Preparation and lodgement of annual Trust income tax returns
- Preparation and lodgement of up to two annual individual income tax returns
- Preparation of annual trust distribution minute, based on your determination (where applicable)
- Provision of income tax & GST advice as required

### Compliance Package

<b>Starter</b>	<b>\$286</b>	<input type="checkbox"/>
<b>Standard</b>	<b>\$374</b>	<input type="checkbox"/>
<b>Advanced</b>	<b>\$506</b>	<input type="checkbox"/>

- Provision of Xero system subscription up to 5 employees \*
- Training and support on Xero system as required
- Preparation of annual financial statements
- Preparation and lodgement of activity statements
- Preparation and lodgement of annual Trust income tax returns
- Preparation and lodgement of up to two annual individual income tax returns
- Preparation of annual trust distribution minute, based on your determination (where applicable)
- Maintenance of ASIC compliance records, including annual company statement review requirements, preparation of minutes etc as required (where applicable)
- Completion of annual tax planning, including income estimate generation, meeting to discuss results and assistance with implementation of strategies
- Preparation and lodgement of fringe benefit tax returns (where applicable)
- Preparation and lodgement of payroll tax returns (where applicable)
- Assistance with the preparation of PAYG payment summaries, WorkCover obligations and superannuation guarantee obligations
- Provision of income tax & GST advice as required

### Management Package

<b>Starter</b>	<b>\$506</b>	<input type="checkbox"/>
<b>Standard</b>	<b>\$660</b>	<input type="checkbox"/>
<b>Advanced</b>	<b>\$891</b>	<input type="checkbox"/>

- Provision of Xero system subscription up to 5 employees \*
- Training and support on Xero system as required
- Preparation of annual financial statements
- Preparation and lodgement of activity statements
- Preparation and lodgement of annual Trust income tax returns
- Preparation and lodgement of up to two annual individual income tax returns
- Preparation of annual trust distribution minute, based on your determination (where applicable)
- Maintenance of ASIC compliance records, including annual company statement review requirements, preparation of minutes etc as required (where applicable)
- Completion of annual tax planning, including income estimate generation, meeting to discuss results and assistance with implementation of strategies
- Preparation and lodgement of fringe benefit tax returns (where applicable)
- Preparation and lodgement of payroll tax returns (where applicable)
- Assistance with the preparation of PAYG payment summaries, WorkCover obligations and superannuation guarantee obligations
- Provision of income tax & GST advice as required
- Preparation of cash-flow budget
- Provision of management accounting assistance, including monthly/quarterly budget to actual performance reviews
- Provision of general income tax & GST advice

<b>Starter</b>	a trust with under \$150,000 turnover per annum or less than 2 years old
<b>Standard</b>	a trust with a turnover greater than \$150,000 but less than \$2million per annum
<b>Advanced</b>	a trust with a turnover greater than \$2million per annum

\* The cost of Xero package upgrade for additional staff is passed on based on RRP

#### Other Information

1. All prices based on an annual fee for a financial year and payable via 12 monthly payments.
2. All prices are guaranteed for 3 financial years unless agreed by both parties.

## BOOKKEEPING SERVICES PACKAGES *(Please tick boxed below for packages required)*

### Bookkeeping Package

**Standard**   
**\$88 per 50 Transactions per month**

- Processing bank and credit card business transactions
- Processing invoices on behalf of the business to clients
- Processing invoices from suppliers and advice you when they fall due for payment
- Creation of ABA for you to process payments electronically
- Reconciling bank and other selected accounts monthly
- Liaise with your XO accountant to ensure on time lodgement of your BAS reports

### Payroll Package

**Standard**   
**\$22 per employee per month**

- Processing staff payroll as required
- Issue payroll slips to staff
- Provide staff with Xero access for leave and timesheet lodgement
- Manage staff pay queries as required
- Manage staff leave entitlements
- Processing superannuation contribution payments as required
- Complete Workers Compensation Returns as required
- Ensure compliance with state payroll tax requirements
- Issue PAYG Summaries to staff by the due date
- Ensure compliance with other Award based requirements

Please provide me with a proposal and letter of engagement as follows

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

#### Confirm Packages

Accounting Package (circle One)	BASE	COMPLIANCE	MANAGEMENT
Business Type (circle One)	STARTER	STANDARD	ADVANCED
Bookkeeping	Avg Number of transactions per month _____	Not Required (Please tick if not required)	<input type="checkbox"/>
Payroll	Number of employees _____	Not Required (Please tick if not required)	<input type="checkbox"/>

Please note proposals will be sent to you via email. See the following link on how our proposal system works.

<https://support.practiceignition.com/create-and-send-a-proposal-step-7/creating-proposals/client-acceptance>