

Monthly Bookkeeping Packages on a Fixed Fee

Benefits of Moving to a Fixed Fee?

A known commitment | No large end of year bill | Services are clearly known
Select a package for 12 months and we will provide the initial setup for free*

	BAS Package	BAS Package +	Bookkeeping Package	Just Get on with Business
Packages from:	\$219 /Month*	\$389 /Month*	\$589 /Month*	\$1089 /Month*
<i>Unlimited Xero email support</i>	✓	✓	✓	✓
<i>Review data for errors</i>	✓	✓	✓	✓
<i>BAS Preparation + Lodgement</i>	✓	✓	✓	✓
<i>Bank reconciliations</i>		✓	✓	✓
<i>Enter and match customer deposits</i>		✓	✓	✓
<i>Enter and match supplier expenses</i>		✓	✓	✓
<i>Supplier invoice processing (electronic)</i>			✓	✓
<i>Receipt Bank subscription included</i>			✓	✓
<i>Processing of customer invoices</i>				✓
<i>Creditor Payments (electronic)</i>				✓
<i>Debtor & Creditor Management</i>				✓
<i>Payroll processing for up to 5 employees</i>				✓
<i>Emailing of employee payslips</i>				✓
<i>Superannuation payments (electronic)</i>				✓
<i>Annual payroll reconciliation & summaries issued</i>				✓
<i>Review of your accounts by an accountant</i>			Quarterly	Monthly
<i>Management reports –profit & loss & balance sheet</i>			Quarterly	Monthly
<i>Reconciling of balance sheet items for provision to your tax accountant with work papers</i>		✓	✓	✓
			Most Popular	Best Value

Startup

	Xero Setup New business set up on Xero
	From \$399*
<i>First month Xero subscription free</i>	✓
<i>Customised Chart of accounts</i>	✓
<i>Automated bank feeds</i>	✓
<i>Historical bank transactions imported</i>	✓
<i>Customised dashboard</i>	✓
<i>Setup for up to 5 employees and payroll records</i>	✓
<i>Invoice template setup with logo</i>	✓
<i>No lock in Contracts</i>	✓
<i>Training included at our office</i>	1 hour

ADDITIONAL SERVICES

<i>Xero Health Check</i>	\$295
<i>End Of Financial Year reconciliation with workpapers</i>	from \$349
<i>General Work and one off assignments</i>	Fixed POA

*All prices are exclusive of GST

Prices Effective 1st July 2018