



BUSINESS
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LEARNING

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Bookkeeping Package Proposal

Our Bookkeeping Packages allow you to completely outsource your data entry and accounting functions to a reliable year round source, making it easy for you to do what you do best. Let our team look after your finances and be there for you to support you to run your business.

Want to set and forget the bookkeeping aspect of your business? We will set standard days to work on your books, and book dates in to prepare your BAS and Tax, with piece of mind that your books are going to be up to date every month, with regular reviews by our qualified accountants. You will receive monthly or quarterly reports from us as we do everything for your books, from data entry to lodgements.

We will work with you to make sure that you don't pay too much tax, with a built in Tax Planning Meeting every year, with your accountant and one of our Business Improvement Specialists, who will give advice on aspects of your business you may want to implement.

All new clients will receive a Review Report before we start the job, to ensure that we quote you the correct pricing, and to make sure there are no surprises. There may be an upfront fee for this, which may be used to offset some of the annual fees.

We want to make it easy for you to do business. Our accountants are regularly trained, to ensure that you are getting the most current advice that we have at hand. We support you to become a better business, by providing numbers that you can rely on to make business decisions.

We use MYOB and Xero for our bookkeeping clients. If you currently use a different program, then we may not be able to service your requirements as we are not experts in other programs.

Below we have listed the package options for you to choose.

Full Service Weekly Bookkeeping Package includes:

- ✓ Weekly Bookkeeping:
 - Data entry
 - Bank reconciliations
 - Pay your bills – check bank details, load into internet banking, provide creditor reports if applicable
 - Invoicing support (you are to invoice where possible) and reconciliation to your point of sales system (if applicable)
 - Keep copies of your receipts in your bookkeeping file
- ✓ Payroll
 - As per your standard day for processing – weekly / fortnightly / monthly
 - Single Touch Payroll submissions
 - Payslips emailed to staff on pay day
 - Calculate and pay super monthly or quarterly
 - Year end reconciliations
- ✓ Bank Signatory access
 - Access to log in and load up and pay bills & payroll (2 signatories required)
- ✓ Profit First methodology of running your bank accounts
 - Multiple accounts held for a purpose
 - Calculate and make transfers each week
- ✓ Financial Statements prepared August – November
- ✓ Monthly Reviews & reports
- ✓ BAS lodgements (quarterly) including checking GST coding
- ✓ IAS lodgements (monthly)
- ✓ Business tax return
- ✓ Personal Tax returns – up to 4 returns for your family group included
- ✓ Annual Tax Planning Meeting (Feb - May)
- ✓ Support & More Package Gold Level
 - Emails attended to in 1 working days
 - unlimited free support calls – phone or Zoom (15min)
 - 12 x complimentary meetings (45min) for accounting/ tax / bookkeeping support
 - 5 x \$200 training vouchers
 - ATO phone calls included (eg payment plans)
 - Urgent letter for financing companies included

Per week package starting from \$590

Billed weekly or monthly – depending on your preference

Full Service Fortnightly Bookkeeping Package includes:

- ✓ Fortnightly Bookkeeping:
 - Data entry
 - Bank reconciliations
 - Pay your bills – check bank details, load into internet banking, provide creditor reports if applicable
 - Invoicing support (you are to invoice where possible) and reconciliation to your point of sales system (if applicable)
 - Keep copies of your receipts in your bookkeeping file
- ✓ Payroll
 - As per your standard day for processing – weekly / fortnightly / monthly
 - Single Touch Payroll submissions
 - Payslips emailed to staff on pay day

- Calculate and pay super monthly or quarterly
- Year end reconciliations
- ✓ Bank access (non-signatory)
 - Access to log in and load up bills & payroll
- ✓ Profit First methodology of running your bank accounts
 - Multiple accounts held for a purpose
 - Calculate and make transfers each fortnight
- ✓ Financial Statements prepared October – February
- ✓ Monthly reviews and reports
- ✓ BAS lodgements (quarterly) including checking your GST coding
- ✓ Business tax return
- ✓ Personal Tax returns – up to 4 returns for your family group included
- ✓ Annual Tax Planning Meeting (Feb - May)
- ✓ Support & More Package Silver Level
 - Emails attended to in 1 working days
 - unlimited free support calls – phone or Zoom (15min)
 - 4 x complimentary meetings (45min) for accounting/ tax / bookkeeping support
 - 2 x \$200 training vouchers
 - 2 x ATO phone calls included (eg payment plans)
 - Urgent letter for financing companies included

Per week package starting from \$467

Billed fortnightly or monthly – depending on your preference

Monthly Data Entry Monthly Bookkeeping Package includes:

- ✓ Monthly Bookkeeping:
 - Data entry
 - Bank reconciliations
 - Invoicing support (you are to invoice where possible) and reconciliation to your point of sales system (if applicable)
 - Keep copies of your receipts in your bookkeeping file
- ✓ NOTE THAT WITH THIS SERVICE – YOU PAY YOUR BILLS AND PROCESS YOUR OWN PAYROLL
 - We check your payroll before you process end of year reconciliations
- ✓ Financial Statements prepared October – February
- ✓ Quarterly reviews and reports
- ✓ BAS lodgements (quarterly) including checking your GST coding
- ✓ Business tax return
- ✓ Personal Tax returns – up to 4 returns for your family group included
- ✓ Annual Tax Planning Meeting (Feb - May)
- ✓ Support & More Package Bronze Level
 - Emails attended to in 2 working days
 - 5 x free support calls – phone or Zoom (15min)
 - 2 x complimentary meetings (45min) for accounting/ tax / bookkeeping support
 - \$200 training voucher
 - 2 x ATO phone calls included (eg payment plans)
 - 1 x urgent letter for financing companies

Per week package starting from \$340

Billed weekly or monthly – depending on your preference

Quarterly Data Entry Monthly (Basic) Bookkeeping Package includes:

- ✓ Quarterly Bookkeeping:
 - Data entry
 - Bank reconciliations
 - Invoicing support (you are to invoice where possible) and reconciliation to your point of sales system (if applicable)
- ✓ NOTE THAT WITH THIS SERVICE – YOU PAY YOUR BILLS AND PROCESS YOUR OWN PAYROLL & YOU ARE REQUIRED TO KEEP ALL YOUR RECEIPTS
 - We check your payroll before you process end of year reconciliations
- ✓ Financial Statements prepared October – February
- ✓ Quarterly reviews and reports
- ✓ BAS lodgements (quarterly) including checking your GST coding
- ✓ Business tax return
- ✓ Personal Tax returns – up to 4 returns for your family group included
- ✓ Annual Tax Planning Meeting (Feb - May)
- ✓ Support & More *Package Bronze Level?*
 - Emails attended to in 2 working days
 - 5 x free support calls – phone or Zoom (15min)
 - 2 x complimentary meetings (45min) for accounting/ tax / bookkeeping support
 - \$200 training voucher
 - 2 x ATO phone calls included (eg payment plans)
 - 1 x urgent letter for financing companies

Per month package starting from \$500

Billed weekly or monthly – depending on your preference

Pricing is based on the turnover of your business, number of transactions & regularity of your payroll. Weekly payroll is more expensive than monthly payroll. Larger businesses generally have more transactions and are generally more complex record keeping systems.

Note that there is no price to correct any major issues in your file, this will be quoted separately.

Prices include GST.

Extras can be added to each level, please request an additional quote.

Services may include:

- ASIC and corporate registered office services
- Fringe Benefits Tax return preparation
- Bank Signatory
- Profit First Implementation

What we need from you as a customer:

- To provide information asked in a timely manner
- To make the first initial payment of our invoice before we start work on your file
- To ask questions when you have them – we are here to support your business

We will be in touch with you shortly to run through any questions you have and to ask if you would like to sign up to any of these packages.

Thanks

Kind Regards

A handwritten signature in cursive script that reads "Jodi P.". The signature is written in black ink and is positioned below the "Kind Regards" text.

Jodi Porteous

And the Team at Northwest Accountancy

Extras – definitions and what we mean:

1. DATA ENTRY
 - a. Data entry is using the supplied receipts or invoices that you have supplied to correctly code and enter into your bookkeeping system, with the correct GST coding.
2. BANK RECONCILIATIONS
 - a. At the end of every month, we check that your bank account balances match with the balances within your bookkeeping program.
3. PAY YOUR BILLS
 - a. With this service, we enter all unpaid bills in to the Bills / Purchases section of your bookkeeping file. We will advise which bills to pay, then follow the procedure to get approval, load them into internet banking via ABA files, and ask for bank signatory signoff.
 - b. We may have 1 bank signatory at Northwest Accountancy, however prefer to have at least 2 signatories from your business that signs off all payments.
 - c. We verbally check bank details with suppliers if they are new or if they are different to the bank details that are within the bookkeeping system.
4. INVOICING SUPPORT
 - a. We will support you to do your own invoices to send out to clients. If you wish us to prepare invoices, then we will provide a clear template that must be used consistently.
 - b. If you use a point of sales system, then we will enter the data into your program (if not automated) and check that the numbers match with your POS reports monthly.
 - c. You may wish us to turn on Automatic Invoice reminders, to have your invoices sent automatically to your customers.
 - d. It is your responsibility to chase up outstanding debtors, however we can provide support where required, but it will not be part of our normal duties.
5. PAYROLL
 - a. Payroll is to be processed on a set schedule.
 - b. Please ensure that bank signatories are aware of pay day so that pays are paid on time every pay day.
 - c. All paperwork is to be supplied by the employer in relation to pay rates, employment forms, superannuation details at least 2 days before pay date.
 - d. Any unsubmitted timesheets will not be paid (where timesheets are being used to calculate pays). If timesheets are not submitted on time, then that pay will be made on the next pay date. If an unscheduled pay run is to be made, then you will be charged for that pay run at \$132 for the pay.
 - e. Your staff will receive payslips each pay.
 - f. We will comply with Single Touch Payroll requirements. If you sign up for payroll services, you agree that we have the authority to lodge the STP reports with the Australian Taxation Office each pay.
 - g. We will pay superannuation monthly.
 - h. Year end reconciliations will be finalised as soon as practicable.
6. BANK SIGNATORY ACCESS
 - a. Where we have access to your internet banking as a signatory, there is a requirement by CPA Australia that our work is audited. That we are following procedures and all payments are authorised correctly.
 - b. If you agree to Bank Signatory access, then you also agree to have our work audited to ensure we are performing our work to the CPA Australia standards.
7. PROFIT FIRST METHODOLOGY

- a. Profit First is a system of managing your money which allocates a percentage of your income each week into different purpose bank accounts. This system allows you to see what money you have set aside for tax and expenses.
 - b. We will recommend set up of this system and will calculate and transfer percentages every week.
 - c. We may require you to set up additional bank accounts at your bank or a secondary bank.
8. FINANCIAL STATEMENTS
- a. We will process your financial statements within the monthly timeframes. If you have any specific dates that you require your financial statements then you are requested to let us know as soon as you know so that we can factor it in to our scheduling.
 - b. See all our other terms and conditions.
9. REVIEWS AND REPORTS
- a. As a part of our quality control, an accountant will oversee the work that your bookkeeper is undertaking.
 - b. You will be provided reports for you to review how your business is running.
 - c. We expect that all interested parties are provided these reports and that they are read and questions asked if you do not understand. We factor in some time for questions from you.
10. ACTIVITY STATEMENT LODGEMENT
- a. We are required to have authority from you to lodge each Activity Statement. We will send these through on email for electronic authorisation, before the due date.
 - b. Once you have signed the authority to lodge, then we will lodge.
 - c. If you are paying your own bills, we will enter the amount to pay into your bookkeeping file for you.
 - d. Any payment plans required under \$25,000 we will be able to facilitate for you electronically.
 - e. Any payment plans required over \$25,000 you will need to negotiate with the ATO OR we will charge an additional fee.
11. BUSINESS TAX RETURN
- a. Completed at the same time as the financial statements
 - b. See other terms and conditions...
12. PERSONAL TAX RETURNS
- a. We understand that your business may be a family affair. So we include up to 4 personal tax returns within your fees. These may be done earlier than the business tax return if you request (and is applicable). In most cases, they will be completed at the same time as the business tax return.
 - b. We reserve the right to charge additional fees if your tax returns are complex (multiple rental properties, capital gains tax calculations, foreign income calculations)
13. TAX PLANNING MEETING
- a. We plan for this meeting by reviewing the current year financial reports to see how the business is doing and extending the numbers to show a full year profit forecast. We will create some recommendations if applicable.
 - b. We meet with you to discuss any issues coming up and how they may impact on the tax position of the business.
 - c. We use the meeting to also discuss any improvements that could be made and get to know you and your business better.