

## Starter Plan

Sole Trader/Start Up

No Employees | Up to 3 Bank/Credit Card Accounts | Very Basic Business

### ***DIY Bookkeeping for Business Owners on a budget and who want to do it themselves***

#### **From \$30.00 per week + GST**

- Reconcile Bank Accounts/Credit Card Statements
- Maintain data feeds into your accounting file
- Enter up to 5 Journals per month for client
- Unlimited email and phone Support

### ***Done for you Bookkeeping with the entire Bookkeeping function taken***

#### **From \$60.00 per week + GST**

- Reconcile Bank Accounts/Credit Card Statements
- Maintain data feeds into your accounting file
- Enter up to 5 Journals per month for client
- Liaise with client on any issues
- Maintain accounts payable and accounts receivable
- Set up and Maintain Fixed Assets
- Unlimited email and phone Support

#### **2 monthly GST \$125.00 + GST**

- Reconcile Sales and Purchases
- Reconcile GST Accounts
- General Advice and correspondence
- Lodge GST with IRD
- Arrange payments plan with IRD if required

#### **Credit Management \$60.00 per hour**

- Contact overdue Debtors by sending emails and phone calls.
- Keep Client updated on Overdue Debtors including any queries they may have.
- For complex or difficult Debtors, refer client to a specialist Debt Collector

#### **Administration Services \$60.00 per Hour + GST**

- Processing Documents including Word and Excel Spreadsheets.
- Liaise with Professional Services on behalf of the client
- Additional Admin services as requested by Client

## Standard Plan

Sole Trader/Established Business

3 - 5 Employees

Up to 4 Bank/Credit Card Accounts

### ***DIY Bookkeeping for Business Owners on a budget and who want to do it themselves***

#### **\$45.00 per week + GST**

- Reconcile Bank Accounts/Credit Card Statements
- Maintain data feeds into your accounting file
- Enter up to 5 Journals per month for client
- Unlimited email and phone Support

### ***Done for you Bookkeeping with the entire Bookkeeping function taken***

#### **\$70.00 per week + GST**

- Reconcile Bank Accounts/Credit Card Statements
- Maintain data feeds into your accounting file
- Enter up to 5 Journals per month for client
- Liaise with client on any issues
- Maintain accounts payable and accounts receivable
- Set up and Maintain Fixed Assets
- Unlimited email and phone Support

#### **2 monthly GST \$135.00 + GST**

- Reconcile Sales and Purchases
- Reconcile GST Accounts
- General Advice and correspondence
- Lodge GST with IRD
- Arrange payments plan with IRD if required

#### **Payroll Service \$11.00 per Payslip + GST**

- Processing of wages using payroll software
- Calculate accrued holiday and sick leave or other benefits
- Online emailing of employee payslips
- Lodge required reports with IRD

#### **Credit Management \$65.00 per hour**

- Contact overdue Debtors by sending emails and phone calls.
- Keep Client updated on Overdue Debtors including any queries they may have.
- For complex or difficult Debtors, refer client to a specialist Debt Collector.

#### **Administration Services \$70.00 per Hour + GST**

- Processing Documents including Word and Excel Spreadsheets.
- Liaise with Professional Services on behalf of the client
- Additional Admin services as requested by Client

## Premium Plan

Established Business

5 - 10 Employees | Up to 5 Bank/Credit Card Accounts

### ***DIY Bookkeeping for Business Owners on a budget and who want to do it themselves***

**\$65.00 + GST per week**

- Reconcile Bank Accounts/Credit Card Statements
- Maintain data feeds into your accounting file
- Enter up to 5 Journals per month for client
- Unlimited email and phone Support

### ***Done for you Bookkeeping with the entire Bookkeeping function taken***

**\$80.00 per week + GST**

- Reconcile Bank Accounts/Credit Card Statements
- Maintain data feeds into your accounting file
- Enter up to 5 Journals per month for client
- Liaise with client on any issues
- Maintain accounts payable and accounts receivable
- Set up and Maintain Fixed Assets
- Unlimited email Support

### **2 monthly GST \$145.00+ GST (one off)**

- Reconcile Sales and Purchases
- Reconcile GST Accounts
- General Advice and correspondence
- Lodge GST with IRD
- Arrange payments plan with IRD if required

### **Payroll Service \$11.00 per Payslip + GST**

- Processing of wages using payroll software
- Calculate accrued holiday and sick leave or other benefits
- Online emailing of employee payslips
- Lodge required reports with IRD

### **Credit Management \$70.00 per hour**

- Contact overdue Debtors by sending emails and phone calls.
- Keep Client updated on Overdue Debtors including any queries they may have.
- For complex or difficult Debtors, refer client to a specialist Debt Collector.

### **Administration Services \$80.00 per Hour + GST**

- Processing Documents including Word and Excel Spreadsheets.
- Liaise with Professional Services on behalf of the client
- Additional Admin services as requested by Client

## Additional Services

<b>End of Year Tax Preparation Package \$480.00 + GST</b>	(additional
hours maybe included at the standard rate of \$60.00 per hour if time to complete is more than 8 hours)	
<ul style="list-style-type: none"> <li>• Sales Tax Reconciliation</li> <li>• Balance Sheet account reconciliations</li> <li>• IRD Reconciliation</li> <li>• Consult with accountant/tax agent instructions, queries and link E.O.Y reports</li> <li>• Enter aligning journals into Bookkeeping Software to ensure books match tax returns</li> </ul>	
<b>Management Report Packs \$12.50 monthly or \$10.00 Quarterly</b>	(Based on
information gathered in accounting software package)	
<ul style="list-style-type: none"> <li>• Income Statements (P &amp; L)</li> <li>• Balance Sheet</li> <li>• Cash flow Management Report</li> <li>• Accounts Payable</li> <li>• Accounts Receivable</li> </ul>	
<b><i>Rescue/Clean Up Work/Health Check/Set Up Xero</i></b>	
<b>Scoping Fees (One Off) \$240.00 + GST</b>	(based on 4 hours
work - any additional hours needed to complete job will be added at \$60.00 per hour)	
<ul style="list-style-type: none"> <li>• Audit current bookkeeping file to determine scope of what needs to be repaired</li> <li>• Compile a report of findings and recommendations to present to client</li> <li>• Set up accounts to Xero</li> </ul>	
<b>Travel Costs (As per IRD Rates \$0.79 cents per Kilometre + GST</b>	
<b>Payroll Audit /Set Up(One Off) \$120.00 + GST</b>	(Based on 2
hours work - any additional hours needed to complete job will be added at \$60.00 per hour)	
<ul style="list-style-type: none"> <li>• Audit current bookkeeping file to determine scope of what needs to be repaired</li> <li>• Compile a report of findings and recommendations to present to client</li> </ul>	
<b>Printing of Documents Fee \$0.15 cents per sheet</b>	
<ul style="list-style-type: none"> <li>• Printing of Bank Statements and other documents if necessary</li> </ul>	
<b><i>Software Subscriptions (if you do not have one set up yourself)</i></b>	
Xero Software plans priced separately as it depends on client requirements from simple to the complex multi currency.	
Please contact me for a breakdown on which plan will be suitable for you including the smaller and cheaper plans only available to Bookkeepers and Accountants, or feel free to visit Xero at:	
<a href="https://www.xero.com/nz/pricing/">https://www.xero.com/nz/pricing/</a>	