

Starter Plan

Sole Trader/Start Up
No Employees
Up to 3 Bank/Credit Card Accounts

<i>DIY Bookkeeping for Business Owners on a budget and who want to do it themselves</i>
\$30.00 per week + GST
<ul style="list-style-type: none"> • 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
<i>Done for you Bookkeeping with the entire Bookkeeping function taken</i>
\$60.00 per week + GST
<ul style="list-style-type: none"> • 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 (one off) or \$15 per week
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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
Full Accounts Receivable Service \$30 per week
<ul style="list-style-type: none"> • Create, Code and issue Customer Invoices • Produce Weekly and Monthly Debtor Reports to show who still owes money • Reconcile Accounts Receivable • Up to 20 invoices per month
Full Accounts Payable (Basic) \$30 per week
<ul style="list-style-type: none"> • Subscription (with client access) to Receipt Bank and store supplier invoices • Upload and attach supplier invoices and receipts to expense transactions in Bookkeeping Software • Reconcile Accounts Payable • Up to 50 Supplier invoices a month

Standard Plan

Sole Trader/Small 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 \$140.00 + GST (one off) or \$16.00 per week

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

Payroll Service Weekly Pay Run \$60.00 + 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.

Full Accounts Receivable Service \$40 per week

- Create, Code and issue Customer Invoices
- Produce Weekly and Monthly Debtor Reports to show who still owes money
- Reconcile Accounts Receivable
- Up to 50 invoices per month

Full Accounts Payable (Standard) \$40 per week

- Subscription (with client access) to Receipt Bank and store supplier invoices
- Upload and attach supplier invoices and receipts to expense transactions in Bookkeeping Software
- Reconcile Accounts Payable
- Up to 70 Supplier invoices a month

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 \$150.00+ GST (one off) or \$17.00 per week

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

Payroll Service Weekly Pay Run \$70.00 + 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
- Note: fortnightly and Monthly Rates are customised to suit client

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.

Full Accounts Receivable Service \$50 per week

- Create, Code and issue Customer Invoices
- Produce Weekly and Monthly Debtor Reports to show who still owes money
- Reconcile Accounts Receivable
- Up to 100 invoices per month

Full Accounts Payable (Premium) \$50 per week

- Subscription (with client access) to Receipt Bank and store supplier invoices
- Upload and attach supplier invoices and receipts to expense transactions in Bookkeeping Software
- Reconcile Accounts Payable
- Up to 100 Supplier invoices a month

Additional Services

End of Year Tax Preparation Package \$480.00 + GST

(additional hours maybe included at the standard rate of \$60.00 per hour if time to complete is more than 8 hours)

- Sales Tax Reconciliation
- Balance Sheet account reconciliations
- IRD Reconciliation
- Consult with accountant/tax agent instructions, queries and link E.O.Y reports
- Enter aligning journals into Bookkeeping Software to ensure books match tax returns

Management Report Packs \$12.50 monthly or \$10.00 Quarterly

(Based on information gathered in accounting software package)

- Income Statements (P & L)
- Balance Sheet
- Cash flow Management Report
- Accounts Payable
- Accounts Receivable

Rescue/Clean Up Work/Health Check/Set Up Xero

Scoping Fees (One Off) \$240.00 + GST

(based on 4 hours work - any additional hours needed to complete job will be added at \$60.00 per hour)

- Audit current bookkeeping file to determine scope of what needs to be repaired
- Compile a report of findings and recommendations to present to client
- Set up accounts to Xero

Payroll Audit (One Off) \$120.00 + GST

(Based on 2 hours work - any additional hours needed to complete job will be added at \$60.00 per hour)

- Audit current bookkeeping file to determine scope of what needs to be repaired
- Compile a report of findings and recommendations to present to client

Printing of Documents Fee \$0.15 cents per sheet

- Printing of Bank Statements and other documents if necessary

Software Subscriptions (if you do not have one set up yourself)

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:

<https://www.xero.com/nz/pricing/>