

## 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

#### **Creating A Cash Flow Budget \$60 per hour + GST**

A Monthly Cash Flow Budget is a great way to save for future purchases.

You can see how much cash is going in and out. You will be able to make informed decisions confidently knowing your cashflow is safe. A monthly or quarterly Budget can be emailed to you.

## Standard Plan

Sole Trader/Established Business

1 - 5 Employees

Up to 5 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 7 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 7 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 \$60.00 per hour + GST plus \$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

#### **Creating A Cash Flow Budget \$70 per hour + GST**

A Monthly Cash Flow Budget is a great way to save for future purchases.

You can see how much cash is going in and out. You will be able to make informed decisions confidently knowing your cashflow is safe. A monthly or quarterly Budget can be emailed to you.

## Premium Plan

Established Business

5 - 10 Employees | Up to 7 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 10 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 10 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**

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

### **Payroll Service \$60.00 per hour + GST plus \$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

### **Creating A Cash Flow Budget \$80 per hour + GST**

A Monthly Cash Flow Budget is a great way to save for future purchases.

You can see how much cash is going in and out. You will be able to make informed decisions confidently knowing your cashflow is safe. A monthly or quarterly Budget can be emailed to you.

## Additional Services

<p><b>End of Year Tax Preparation Package \$480.00 + GST</b> (For Small Business and Sole Traders)          (additional hours maybe included at the standard rate of \$60.00 per hour if time to complete is more than 8 hours)</p> <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>
<p><b>Management Report Packs \$12.50 monthly or \$10.00 Quarterly</b> (Based on information gathered in accounting software package)</p> <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>
<p><b>Rescue/Clean Up Work/Health Check/Set Up Xero</b></p> <p><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)</p> <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>
<p><b>Travel Costs (As per IRD Rates \$0.82 cents per Kilometre + GST)</b></p> <p><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)</p> <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>
<p><b>Printing of Documents Fee \$0.15 cents per sheet</b></p> <ul style="list-style-type: none"> <li>• Printing of Bank Statements and other documents if necessary</li> </ul>
<p><b>Software Subscriptions (if you do not have one set up yourself)</b></p> <p>Xero Software plans priced separately as it depends on client requirements from simple to the complex multi currency.</p> <p>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 who are Xero Certified Partners, or feel free to visit Xero at:</p> <p style="text-align: center;"><a href="https://www.xero.com/nz/pricing/">https://www.xero.com/nz/pricing/</a></p>