

Starter Plan

Sole Trader/Start Up

No Employees | Revenue up to \$500k p.a.

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

\$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

\$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 (one off) or \$15 per week

- 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

Full Accounts Receivable Service \$30 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 20 invoices per month

Full Accounts Payable (Basic) \$30 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 50 Supplier invoices a month

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 | Revenue up between \$500k - \$1m p.a.

Up to 4 Bank/Credit Card Accounts

<i>DIY Bookkeeping for Business Owners on a budget and who want to do it themselves</i>
\$45.00 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>
\$70.00 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 \$140.00 + GST (one off) or \$16.00 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
Payroll Service Weekly Pay Run \$60.00 + GST
<ul style="list-style-type: none"> • 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
<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 \$40 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 50 invoices per month
Full Accounts Payable (Standard) \$40 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 70 Supplier invoices a month
Administration Services \$70.00 per Hour + GST
<ul style="list-style-type: none"> • 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 | Revenue up between \$500 - \$1m p.a.

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

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

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

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)	
<ul style="list-style-type: none"> • 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)	
<ul style="list-style-type: none"> • Income Statements (P & L) • Balance Sheet • Cash flow Management Report • Accounts Payable • Accounts Receivable 	
<i>Rescue/Clean Up Work/Health Check/Set Up Xero</i>	
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)	
<ul style="list-style-type: none"> • 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 	
Travel Costs (As per IRD Rates \$0.79 cents per Kilometre + GST	
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)	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • Printing of Bank Statements and other documents if necessary 	
<i>Software Subscriptions (if you do not have one set up yourself)</i>	
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/	