

Fixed Price Package	Business Compliance	Business Basics	Business Basics Plus	Business Growth
Monthly Fee (GST Exclusive)	\$180.00	\$250.00	\$375.00	\$550.00
Xero Subscription Included:	Xero Partner Edition GST Cashbook	Xero Business Edition Standard	Xero Business Edition Standard	Xero Business Edition Standard
Xero Features Included**:				
Xero App on smart phone	✓	✓	✓	✓
Auto Bank Account/Credit Card Feed	✓	✓	✓	✓
Real Time Dashboard	✓	✓	✓	✓
Quote/Invoice on the go		✓	✓	✓
Payroll		✓	✓	✓
Services Included:				
Assisted Bookkeeping & Bank Reconciliation *	✓	✓	✓	✓
Payroll Assistance **			✓	✓
Quarterly BAS Preparation and Lodgement	✓	✓		✓
Monthly BAS Preparation and Lodgement			✓	
Annual Financial Statements Preparation and Review	✓	✓	✓	✓
Annual Tax Return Preparation and Lodgement	✓	✓	✓	✓
Annual PAYG Payment Summaries, Group Certificates, Preparation and Lodgement		✓	✓	✓
Annual Tax Planning		✓	✓	✓
Quarterly Management Reports & Discussion			✓	✓
KPI Dashboard, Analysis and Benchmarking ***				✓
Cashflow Forecast				✓
Tax Query Assistance		✓	✓	✓
Ongoing Xero Support	✓	✓	✓	✓

Terms & Conditions:

1. Business must use separate business bank account and business credit card, even if you are a sole trader, to separate personal and business transactions.
2. All business Bank Account/Credit Card must auto feed into Xero. (Major banks and credit cards support auto feed to Xero.)
3. It is recommended that cash income is deposited into business bank account. In case there are cash income and expense, which must be summarized and provided to us for manual journal entry.
4. Our service to summarize cash expenses and income is subject to extra charges based on time spent.
5. Business owner is obliged to retain all written evidences.

Note:

1. Xero Partner Edition GST Cashbook does not include invoicing, billing and payroll function. Xero GST Cashbook Edition and Business Edition features are subject to Xero's policy change.
2. * Assisted bookkeeping reconciliation is limited to auto bank feed transactions and abnormal transactions, and client will be doing normal daily bank reconciliation.
3. ** Payroll assistance is limited to client's query on payroll. Client is responsible for routine payroll process.
4. *** Dashboard analysis is based on third party addon for business intelligence analysis.
5. Please feel free to contact us for customized package to suit your business.