



Fixed price packages



ALPAS ACCOUNTING
& BUSINESS SERVICES

Alpas Accounting & Business Services offer a 'Fixed price' accounting and taxation.

It suits small to medium sized business owners who are looking for proactive advice to grow and manage their business.

Our Fixed Price service starts from as little as \$229 plus GST per month. Once set up, the monthly fee removes the need for a large end of year accounting bill. Our clients find this very useful for managing their cash flow and giving them peace of mind to know that their accounting obligations are taken care of. You can select from 3 accounting packages, or you can tailor make your own depending on the services you require. If you subscribe to one of our fixed price accounting packages we will include two free individual tax returns as well. And don't worry if you have multiple entities and more than two individuals as part of your group, we can offer discounted rates for these too.

Alpas Accounting and Business Services can also take care of your bookkeeping. Free yourself from the day to day managing of the books and focus on what you do best and driving sales for your business. Avoid doubling up on unnecessary fees from relaying information between your accountant and bookkeeper and have peace of mind knowing that all entries are done by an experienced accountant for the price of a bookkeeper.

We believe that bookkeeping and accounting go hand in hand, so why not keep it simple and have one of our experienced accountants manage your books from start to finish. The only thing we require from you is a 12 month commitment, that way you will be able to get the most value out of us. We will review your package annually to ensure both parties are happy to continue and that you are getting all that you need from our services.

Your package includes:

- Proactive business advice meetings;
- Peace of mind that all your annual compliance and GST requirements are taken care of;
- We will complete your:
 - Annual Financial Statements
 - Income Tax Returns
 - Business Activity Statements (BAS)
 - Tax Administration (Tax Assessments and reminders)
- Annual Business & Personal Needs Review, Annual Tax Planning Review;
- Regular Management Reports to assist with managing your tax payments, budget, and cash flow;
- Regular updates with advice to keep you informed of relevant tax and business issues.

We know every business is unique and therefore your needs are not the same, so all our packages are fully customisable.

What you get

Why is it important?

Regular PROACTIVE advice and reporting

- Current data on what is happening in your business
- You can view current trends as they occur
- You are able to take any necessary corrective action sooner rather than later
- Supply financial institutions with up to date information to support loan applications
- You get a regular update on your financial position rather than waiting until the end of the financial year

Accounting Fees paid monthly

- Easier cash flow management

An accounting system that is SIMPLE to operate - Xero

- No specialist knowledge required. We provide you with all training.

GST is taken care of

- BAS are prepared and lodged by professionals.

Timely preparation of year-end Financial Statements and Tax Returns

- Peace of mind that your Tax Returns are lodged on time and prepared by professionals.

Enhanced Tax Planning

- We know how your business is going and can recommend tax strategies and forecast your tax.

You choose our services.

Simply select the level of service you would like, and we can begin helping you!

| | GROWTH PACKAGE | BREAK FREE PACKAGE | VIRTUAL CFO PACKAGE |
|---|-------------------|----------------------------|----------------------------|
| PRICE | | MOST POPULAR | |
| Monthly Fixed Price (excl GST) | from \$229 | from \$499 | from \$799 |
| SERVICES INCLUDED | | Includes basic bookkeeping | Includes basic bookkeeping |
| Annual Financial Statements Preparation | ✓ | ✓ | ✓ |
| Tax Return Preparation & Lodgement | ✓ | ✓ | ✓ |
| Annual review of tax return including preparation of any minutes/dividend statements etc | ✓ | ✓ | ✓ |
| Tax Planning Review (in April/May) | ✓ | ✓ | ✓ |
| Unlimited e-mail and Phone support (brief phone calls only) | ✓ | ✓ | ✓ |
| Preparation & Lodgement of BAS | | ✓ | ✓ |
| Online view of cash position | | ✓ | ✓ |
| Monthly Review of your data entry | | ✓ | ✓ |
| Maintain Fixed Assets Register and calculate Depreciation | | ✓ | ✓ |
| Coding and reconciliation of bank accounts in Xero | | ✓ | ✓ |
| Budgets prepared and reviewed quarterly | | ✓ | |
| Quarterly Management Reports | | ✓ | |
| Quarterly 1 Hour Business Strategy Meeting | | ✓ | |
| Annual Strategic Planning Meeting | | | ✓ |
| Annual 12 Month Cash Flow Forecast & Profit Plan | | | ✓ |
| Monthly Profit & Cash Flow Actual -v- Budget Report | | | ✓ |
| Monthly Management Reports | | | ✓ |
| Monthly 1 Hour Business Strategy Meeting | | | ✓ |
| If requiring more involved bookkeeping than coding and reconciliation of Bank Accounts, this can be provided at \$65/hr for first 3 months and fixed fee can be negotiated there-after | | | |
| Payroll add \$12/employee/payslip; includes tracking leave entitlements, payslips, end of year payment summaries and reconciliations | | | |
| BONUSES INCLUDED | | | |
| Annual Business and Personal Needs Review | FREE | FREE | FREE |
| Loan Comparison Review | FREE | FREE | FREE |
| Regular e-mail Newsletter | FREE | FREE | FREE |