

How can we help you?

We support business owners to take care of all their accounting, bookkeeping and tax needs. Essentially giving you peace of mind so that you can focus on doing what you love in your business.

MYOB & Xero Training

Tailored MYOB or Xero training to get you up and running with 7 business days of helpdesk support following your training.

Our Place

2 hours of training customised to your business.
\$ 264 incl. GST

Or Yours (limited availability)

3 hours of training customised to your business.
\$ 440 incl. GST

Bookkeeping Services

Choose the level of service you need:

Done for You

Bookkeeping is out of my league or something I don't enjoy or have the time for. I just want it done for me.

Peace of Mind

I'm confident with my bookkeeping ability and just want the support of an expert for peace of mind or to help me troubleshoot when stuck.

Do It Yourself

I know what I am doing and just want someone to review and submit my BAS and IAS for compliance purposes.

How we help you:

Full service whatever it takes including payroll, data entry, etc.

Helpdesk - MYOB and Xero Support via phone and email.

BAS and/or IAS review and lodgement with the ATO.

How we charge:

\$ 80 +GST per hour
(minimum 4 hours per month)

\$ 120 +GST per hour
(charged in 6-minute increments)

\$ 185 +GST per hour
(minimum 1 hour)

Small Business Advice Session

If you thinking of starting a business or growing your existing micro business, and would like some advice before you go any further, we offer an hour and a half "Small Business Advice Session" with one of our experienced Business Advisors for \$396 incl. GST. The session will take you through business aspects such as, the best business structure to use, eligible deductible expenses, GST requirements, how best to move forward and general business information. This session is designed to give you the basic information you need to get started on the right track.

End of Year Tax Returns

As you can imagine no two businesses are alike and the complexity of their tax issues vary. Therefore, our Company and Trust Returns generally range from \$1500 - \$4000 +GST.

If you have a concern about where you might fit on this scale, please speak to one of our team.

Company Secretarial Services

When you have a company, there are certain expectations the government has around annual reporting and keeping your information current. This service is designed to support you to meet all your ASIC obligations. We charge an annual fee of \$203.50 incl. GST for this service (which covers simple address and officeholder changes). Appointments of officeholders and share transfers will be charged at \$203.50 incl. GST per hour.

Ad hoc Services

Not everything in business is straightforward and sometimes you need specialist help with cash flow, growth plans, forecasting, buying or selling, business structures, documents for finance or special letters. Fortunately, our team can take care of all these needs. Our rates vary depending upon the expertise you need.

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| • Specialist tax advice | \$ 400 per hour +GST | • Senior accountants | \$ 240 per hour +GST |
| • Directors | \$ 280 per hour +GST | • Other accountants | \$ 185 per hour +GST |
| • Superannuation specialist | \$280 per hour +GST | • Business Advisor | \$250 per hour +GST |

Business Health Check

Can you remember the last time you reviewed the overall health of your business? Are you struggling to determine where to start when it comes to addressing key business issues to achieve your vision / goals? Don't wait for the 'right time' to review your performance. Too often we spend months getting ready, only to have opportunities pass us by while growth and profit continue to stagnate.

Take advantage of the opportunity to work on your business in a highly productive 90 minute 'Business Health Check' workshop with one of our experienced Business Advisors. Prior to the meeting our team will have you complete a number of online diagnostic tools to provide insight for that meeting on your business performance and potentially other relevant areas such as change readiness, sales performance, resilience or leadership for example.

As a result of your investment of time in this process you walk away with clarity to your key business challenges, the available opportunities and a clear set of strategies and actions to take your business forward in the year ahead.

Best of all, as we want you to succeed we are offering this for only \$99 incl. GST

Profit Improvement Consulting

WE CAN HELP YOU TO DRAMATICALLY IMPROVE PROFIT BY CUTTING UP TO 30% OF OVERHEADS

Profit is the lifeblood of any business, could yours need a transfusion? We specialise in identifying the underlying causes of poor profit performance and peeling back the inefficiencies undermining your profitability. Did you know that waste can account for up to 30% of the operating costs in your business? We help you identify wasteful practises and missed opportunities in your business and equip you with minimisation strategies to optimise your profitability.

In this workshop, delivered by one of our specialist business advisors, we use a unique set of tools to drive the profit improvement process and ensure that it simply becomes a blueprint for 'the way you do business'.

This is a customised process, tailored to your business, so please speak with one of our advisors to discuss the cost.

Improve cashflow management and develop a KPI scorecard for improved performance

Key Performance Indicators (KPI's) are quantifiable measurements, agreed to beforehand, that reflect the critical success factors of an organization. They need to be specific and measurable. These KPI's create the score and rules of the game so you know if you are winning in your business. Without a scoreboard, how could you know if you are succeeding?

Starting with a session of up to 4-hours, with a specialist business advisor, we will develop a unique scoreboard of your KPI's to keep you on track for your profit improvement process.

Additionally, as "Cash is king" in any business, we have you understand the key drivers, helping you to know when to pull certain levers that will maximise your cash reserves. The session will demystify the relationship between your balance sheet and the profit and loss, and why it is that sometimes you may have profit but no money.

This is a customised process, tailored to your business, so please speak with one of our advisors to discuss the cost.