|  |  |
| --- | --- |
|  | Bookkeeping Packages |
|  | Small Business Basic |
| $110  Monthly | |  |  | | --- | --- | |  | Accounting program data file prepared for EFY to your accountant | |  | 1 reconciled bank account | |  | Preparation and lodgment of BAS | |  | Profit & Loss Qtly | |  | Add an ccounting program mthly fee $22 if required | |  | This package does not include ‘sales tracking’ Ask us how you can do this easily yourself. | |
|  | business Standard |
| $170  Monthly | |  |  | | --- | --- | |  | 1 hour Free Setup and Training, Included training notes and instructions to complete. | |  | Payroll Setup instructions and support to owner or Employee at place of business | |  | Purchases Setup instructions and support to owner or Employee at place of business | |  | Accounting program data file prepared and checked for EFY to your accountant | |  | 2 reconciled bank account’s | |  | Preparation and lodgment of BAS & PAYG & Installment Tax if applicable | |  | Profit & Loss Qtly | |  | Qtly superannuation payments processed | |  | EFY Payroll Reconciliation and Payroll Employee payment summaries lodged with ATO | |  | Add an accounting program mthly charge of $60 if required. | |
|  | business with weekly payroll done for you |
| $250  Weekly | |  |  | | --- | --- | |  | Setup Accounting program ALL done for YOU  Chart of Accounts, Setup Payroll, Setup Superfund payment | |  | Full Payroll Setup and Superannuation payments ALL done for YOU including entitlements | |  | All of Standard Package features included above | |  | Weekly / fortnightly pay (.aba) bank file emailed to you to upload and pay employees. | |  | Add an accounting program monthly fee of $60 if required | |
|  | weekly business bookkeeping – full service |
| FULL WEEKLY PACKAGE  $400  WEEKLY | |  |  | | --- | --- | |  | A full weekly service including Payroll, Purchases, Sales receipting and all ATO compliance. | |  | Customize this package if you wish to deduct a service above, thus reducing our weekly price. | |  | Includes a total accounting package login and annual membership | |
|  | Things to note |
| FOR YOU | |  |  | | --- | --- | |  | If required; Extra hourly training rate is $80 per hour. | |  | Although all notes and instructions sent will be FREE! | |  | Maximum Transactions per bank reconciliation is 400 | |  | Add an extra reconciled bank / Credit account for only $33 per month. | |  | Already have an Accounting program you use? Your monthly payment will be reduced by this. | |  | Other than the FULL SERVICE package – all we need you to do is pay your bills. | |  | Oh… and process your sales invoices. Notes are included FREE for you to do this. | |  | All package prices PLUS GST. | |  | Customise any package to your business. You don’t have to fit into any of these models. | |

Typically we work for very thankful business owner’s, bookkeepers and accountants who have the challenge of either requiring further knowledge from an expert of bookkeeping processes or require some or all of their bookkeeping done for them.

This provides them with solutions for their business and saves them valuable time to work on other aspects to improve their business and remain compliant with the ATO.

What Set Boookwork is NOT…

* A franchise opportunity

Set Bookwork set ourselves apart by (keeping) ALL our business in one office, NOT outsourced to other bookkeeping businesses that do not have the relevant training.

Training and attention to detail is our stand out Priority.

Our in office bookkeepers are all professionally trained by an accredited Trainer

ALL work is checked thoroughly before lodgments and the client will always be dealing with the owner of Set bookwork. Shelly Trotman.

Set Bookwork is most definitely NOT

* Inexperienced bookkeepers making a mess…

We troubleshoot and streamline accounting files to ‘suit’ each business model and have many years of experience doing this..