|  |  |
| --- | --- |
|  | 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. | |

FAQ’s

**I am not sure what package I need to purchase?**

Contact Rochelle directly via email [shelly@gcbtraining.com](mailto:shelly@gcbtraining.com) or phone 0414 588 451 and she will guide you through choosing the right package.

**I DO or DO NOT have an accounting program?**

If you DO have an accounting program, we will need access.  We prefer to work remotely and can discuss with you how to update your software.

Otherwise a remote access program is used to login to your location and complete the bookwork with a password and approval.

If you DO NOT; We will set you up on a program that is catered to your business and will provide you with login details.

We will install onto your computer and do so remotely.

This charge can be billed directly to your credit card or included in the monthly package charge.

The price varies depending on the structure; as an example, on average it will cost $60 per month for a medium-sized business, including payroll.

**An hour training may not be enough?**

You will receive a free hour remote training session with your package and included is a full list of instructions and notes.

If you require yourself or your staff to have more guidance, extra training and support can be purchased as an additional charge of $66 per hour.

Alternatively you may choose an annual package for phone/remote support of $550 per annum.

To do so you will need to  (amber to fill in here how to buy this)

**I have a third bank account to be reconciled but would like to stay on the ‘Standard Package’**

If you need an additional bank account reconciled this can be purchased for an additional cost of $33 per month on any package.

**Will my Business Activity Statement be lodged ?**

Set Bookwork will lodge your business activity statement for you through our BAS agent business portal.

We require your ABN to set this up. With each lodgement you will be sent a copy of your BAS and a payment slip.

You will need to provide all information to enable us to lodge on time.

If you do not provide us with the required information, a late lodgement may incur a penalty from the ATO that Set Bookwork will not be responsible for.

**Things to note/ the fine print.**

Monthly packages are ‘Set’ price to enable budgeting and cost control for small businesses.

If there are more than 400 transactions in a monthly bank account reconciliation; an additional fee of $33 per month may be applicable.

You will be notified and can choose to accept this additional cost, it will not be automatically added without approval.