

# My Business Bookkeeping Service



## Bookkeeping & Payroll Support Services

Have you been managing your business and find it difficult to find the time to update everything and make sure it's, correct? Or are you a business that is struggling to find a time to do your books, mainly due to the fear factor or lack of time to do your accounts!

We are a WA based not for profit and we are here to help.

Whatever the reason, we can support your business to achieve what you need.

*NO more boring bookkeeping, NO more managing payroll, NO more stress managing your accounting package, and NO more data entry on the weekends!*

**My Bookkeeping & Payroll Services** offers a professional and personalised approach to managing the affairs of your business with Xero. We are happy to do all the hard work for you, leaving you with more time for other things such as family, fundraising, work or leisure.

There are options...

<p><b>BASIC SUPPORT PLAN</b></p> <p>Billed Monthly \$660 Incl GST (10hrs/mth)</p> <p>Then \$66/hour (incl GST) for other work requested if required during the year, billed separately.</p> <p><i>Suits small business with no staff.</i></p>	<ul style="list-style-type: none"> <li>✓ Xero MYOB, QuickBooks setup + add on programs</li> <li>✓ Set up Templated Reports for meeting presentation to Treasurer/ President</li> <li>✓ Process payments as required/approved</li> <li>✓ Enter Bills/Invoices as required/provided</li> <li>✓ Phone and email support during the year</li> </ul>
<p><b>BASIC SUPPORT PLAN PLUS PAYROLL</b></p> <p>Billed Monthly \$1,550 Incl GST (25hrs/mth)</p> <p>Then \$66/hour (incl GST) for other work requested if required during the year, billed separately.</p> <p><i>Suits business with a small staff &amp; turnover</i></p>	<p>(all the above PLUS)</p> <ul style="list-style-type: none"> <li>✓ Process payroll</li> <li>✓ Manage superannuation contributions</li> <li>✓ File pay runs under single touch payroll</li> <li>✓ Process termination and redundancies</li> <li>✓ Add new employees</li> <li>✓ Payroll reports</li> <li>✓ Observe ATO obligations</li> </ul>
<p><b>GENERAL BOOKKEEPING PLAN</b></p> <p>(SUPPORT, BASIC AND PAYROLL)</p> <p>Billed Monthly \$2,850 Incl GST (45hrs/mth)</p> <p>Then \$66/hour (incl GST) for other work requested if required during the year, billed separately.</p> <p><i>Suits business with a larger staff list &amp; turnover</i></p>	<p>(all the above PLUS)</p> <ul style="list-style-type: none"> <li>✓ Bank reconciliations</li> <li>✓ enter your bills for payment</li> <li>✓ schedule payments and manage your cashflow</li> <li>✓ monthly management reports</li> <li>✓ prepare Business Activity Statements (BAS) Payroll &amp; superannuation obligations</li> </ul> <p>✓ Includes Audit for Tier 1 Special Purpose Report for AGM presentation/ or assistance with Auditor to produce Annual Report.</p>
<p>EXTRA – \$550 Incl GST</p>	<ul style="list-style-type: none"> <li>✓ Audit for Tier 1 Special Purpose Report for AGM presentation</li> </ul>
<p>EXTRA – \$990 Incl GST</p>	<ul style="list-style-type: none"> <li>✓ Full accounts and GL clean up, Reconciliation &amp; Investigation to Resolution</li> </ul>

If you would like to learn more about what we can do for you, please contact us at our head office in Cannington on 08 9325 7425 or email us at [apimail@apiwa.com.au](mailto:apimail@apiwa.com.au)

\*Terms & Conditions Apply.



## Terms & Conditions

Our terms of service describe how we work together and includes the disclosures and conditions around us being engaged for your business. Note that our Fee Terms relating to our hourly rates are reviewed annually on 1 July and changes notified via email or published on our website. Any ad-hoc work requested will be invoiced prepaid based on the agreed scope, and payment of that invoice is net 7-days and must be paid prior to commencing. The cost of the provision of Xero software will be charged separately if applicable.

**Scope & Fees** - Ongoing work will be invoiced (monthly or annually depending on your plan) in advance and must be paid prior to work commencing. We reserve the right to stop work if you fail to make payment when and as it falls due. Any debts beyond 30 days (*unless a prior payment arrangement has been entered into*) will be referred to a debt collection agency and any costs associated in recovering such debts will be passed onto you. If you ask us to complete work that falls outside of the scope our agreements, we will confirm in writing a quote that you authorise us to complete the work and that it will be billed at an hourly rate or project rate, outside of our fixed fee agreements.

**Subscription for the Use of Accounting Software (includes Xero, MYOB and QuickBooks)** - We may take out the subscription for the use of accounting software on your behalf. If you choose to discontinue our services including the provision of software through us, we will facilitate the transfer of the software subscription to any nominated email address providing all accounts are paid up. If you choose not to continue with the accounting software subscription, then we will discontinue the subscription. Please be aware that many software companies include in their terms and conditions the right to access your data file for their use and information.

**Legal Matters** - We are engaged to establish the payroll systems based on the payroll information provided to us. We will implement and maintain the payroll based on this information. You agree that we are not engaged to interpret and apply the FairWork provisions to this business. Please note that we do not do BAS lodgement but can check calculations. The legal registered business owner is legally responsible for the documents lodged to the ATO. The responsibility for reviewing final reports and/or work rests with you. You will not be charged to correct errors which are clearly our fault, but revisions performed at your request may require discussion on any time incurred. Responsibility for the maintenance of business records rests with you, (the client/business owner); this includes security of those records and prevention against fraud. It is important to remember that you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate the transactions. Business records including primary source documents, are to be retained by you. It is the business owner's responsibility to maintain and verify that such records are accurate. Upon our request either during our engagement or following its termination, you must collect your property without delay which will be released to you once our accounts are paid. Should any of your property remain in our possession following our request to collect it, we will hold the property for three months before destroying it in accordance with the Australian Consumer Law and Fair Trading Act 2012. You agree to indemnify us for any loss, damage, liability and legal costs that may result from any claims arising from the provisions of the services. If there is a claim against us for loss, the loss will be proportionately reduced by the extent of your contribution to the loss. Further to this, we have a right of lien on records and business data, that is, we reserve the right to hold records and data against any outstanding debts. Note this will only apply to records and data that has been worked on but for which payment is outstanding.

**Confidentiality & Privacy** - Any information and all matters connected with and relating to your business and its performance are confidential and we shall not disclose them to any other person/entity unless authorised to do so in writing. Likewise, your privacy is very important to us. Accordingly, we have developed a Policy so you to understand how we collect, use, communicate and make use of personal information. APIWA is committed to providing quality services and this policy outlines our obligations to you in respect of how we manage your personal information. We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your personal information. Sensitive information – Sensitive information is defined in the Privacy Act is not collected by APIWA. Personal Information - Personal information is information or an opinion that identifies an individual, personal information we collect includes - names, addresses, email addresses and phone numbers. This personal information is obtained in many ways including but not limited to interviews, correspondence, by telephone, by email, via our websites, from third party websites, from media and publications, from other publicly available sources, from cookies, your membership application, holiday home bookings and from third parties. We collect your personal information for the primary purpose of providing our services to you and marketing. We may also use your information for purposes closely related to the primary purpose, where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time. Third Parties - Where reasonable and practicable to do so, we will collect your personal information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us. Your personal information may be disclosed in a number of circumstances including the following: 1) Third parties where you consent to the use or disclosure; and or 2) Where required or authorised by law. Security of Personal Information - Your Personal information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification, or disclosure. When your personal information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your personal information. However, most of the personal information is or will be stored in client files which will be kept by us for a minimum of 7 years. *Updates to this policy may change from time to time and is available on our website, [www.MyRewardClub.com.au/privacy-policy](http://www.MyRewardClub.com.au/privacy-policy)*

I agree to the T&C's & the following services: \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Plan/Services: \_\_\_\_\_