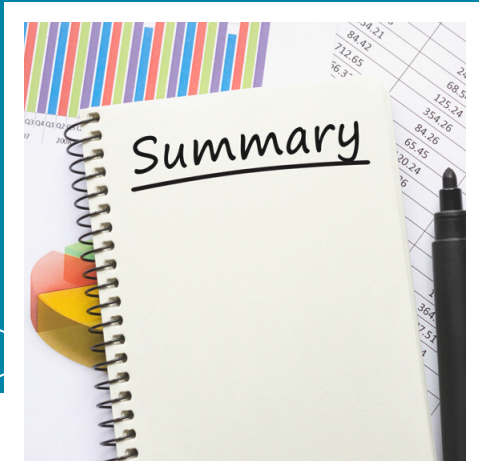


PACKAGE OVERVIEW

HASSLE-FREE BUSINESS BOOKKEEPING



Essentials Support

Unlimited phone and email support for small Xero and bookkeeping queries for your peace of mind
Quarterly balance sheet reconciliations and file review as a safety net to ensure all is correct

BAS returns prepared and lodged to ensure you remain compliant
IAS returns prepared and lodged to ensure you remain compliant

Prepare year end file and working papers for submission to your tax agent for an easy year end process
Year end adjusting entries into Xero for a clean start for the next financial year
Discuss BAS-related matters with your tax agent and ATO as needed so you don't need to understand the jargon

TPAR annual reports prepared and lodged with the tax office so you remain compliant
Annual workcover reconciliation and lodgement so you can avoid the hassle

Payroll

Super Guarantee calculations to double check the payroll and maintain compliance
Annual payroll reconciliations and reporting to the ATO, ensuring everything reconciles to reduce audit risk
Payroll processing for happy employees

Expenses

Receipt Bank software to ease your collection of invoices and receipts
Posting purchase invoices, expenses and cash transactions to get you out of the office
Completing bank and credit card reconciliations to take the pressure off you
Creation of ABA Account Payable file for easy payment of your suppliers

Reporting

Receivables report so you can track and follow up your bad payers
Monthly Profit & Loss report so you can make informed financial decisions about your business

	The Ultimate from \$667	Time Saver from \$475	Peace of Mind from \$220
Essentials Support	✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓
Payroll	✓ ✓ ✓	✓ ✓ ✓	✓ ✓
Expenses	✓ ✓ ✓ ✓	✓ ✓	
Reporting	✓ ✓		

CONTACT

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Please note that pricing is per month and excludes GST. Read more at:
<https://notchabove.com.au/packages/>

