



BUSINESS

BUSINESS START UP ADVICE

BUILDING STRONG FOUNDATIONS



ADVICE



About Us

ITP Business Advisory was founded to offer small businesses with a relevant and affordable accounting support and advice.

We offer support and expertise to all business sizes from micro 'side hustles' to large scale multi-location corporations. We've grown significantly from our humble beginnings and have a dedicated network of staff to assist with your every business need.

GREAT SUPPORT

We aim to offer flexibility for our clients with a variety of support options offered via face-to-face, phone, email and skype.

FLEXIBLE SERVICES

We scale our services - as no two businesses are the same we understand that no two service plans will be the same so we are here for what ever you need help with.

FIXED FEES

We quote all works upfront so there are no nasty surprises about our fees or our expected performance objectives.

CONTINUOUS IMPROVEMENT

We value learning and support feedback - we appreciate all our clients' continued support of our local business.





STARTING OUT

STARTING A BUSINESS | OVERVIEW

BUSINESS CORE QUESTIONS

WHY AM I STARTING MY BUSINESS?
WHAT PRODUCTS OR SERVICES WILL I PROVIDE?
IS THERE A MARKET FOR MY PRODUCTS OR SERVICES ?
WHAT COMPETITION EXISTS IN THE MARKET ?
WHAT STRUCTURE IS BEST SUITED TO MY BUSINESS?
WHERE WILL MY BUSINESS BE LOCATED?
HOW MUCH MONEY DO I NEED TO GET STARTED?
HOW DO I MANAGE MY BUSINESS FINANCES ONCE I BEGIN?
WHAT ARE MY TAX AND COMPLIANCE OBLIGATIONS?

IMMEDIATE FINANCIAL CONSIDERATIONS

AM I PREPARED TO GO WITHOUT A STEADY PAY CHEQUE WHILE THE BUSINESS GROWS?
CAN I AFFORD TO BANK ROLL THE BUSINESS UNTIL IT CAN GENERATE ITS OWN INCOME?





STARTING OUT

STARTING A BUSINESS | PLANNING FOR SUCCESS

UNCOVERING THE VISION

- WHAT HAS MADE YOU WANT TO START A BUSINESS?
- WHAT KIND OF BUSINESS DO YOU WANT TO OWN?
- WHAT ARE THE CORE VALUES YOU WANT THE BUSINESS TO UPHOLD?
- WHAT IS YOUR VISION FOR THE FUTURE OF THE BUSINESS

DISCOVERING THE GOALS

- WHAT DO YOU SET OUT TO ACHIEVE IN 3/6/12 MONTHS FROM NOW?
- WILL YOU NEED STAFF TO REACH YOUR DESIRED CAPACITY?
- HOW LONG WILL IT TAKE?

THE "I" IN BUSINESS

- WHAT SKILLS DO YOU POSSESS TO RUN THE BUSINESS?
- WHAT FINANCES DO YOU HAVE TO SUPPORT THE BUSINESS GROWTH?
- WHAT OTHER RESOURCES DO YOU HAVE ACCESS TO FOR SUPPORTING THE BUSINESS?
- WHAT EXPERIENCE DO YOU HAVE RUNNING A SMALL BUSINESS IN THE INDUSTRY?
- WHAT MAKES YOU BETTER SUITED THAN OTHERS TO SUCCESSFULLY RUN THE BUSINESS?
- WHAT MOTIVATES YOU?





STARTING OUT

STARTING A BUSINESS | PRODUCTS & SERVICES

PRODUCTS

A PRODUCT IS SOMETHING MADE FOR CONSUMER USE TO SATISFY THE DESIRE OR NEED OF A CUSTOMER
PRODUCTS CAN BE CREATED FROM RAW MATERIALS AND SOLD AT ANY STAGE OF PRODUCTION TOWARD THE FINISHED GOOD.

CORE PRODUCT

THE BENEFIT OF THE PRODUCT THAT MAKES IT VALUABLE TO THE CONSUMER

ACTUAL PRODUCT

THE TANGIBLE, PHYSICAL PRODUCT

- . QUALITY
- . COLOUR
- . STYLE & SHAPE
- . BRANDING

AUGMENTED PRODUCT

THE ADDED VALUE OF THE PRODUCT

- . WARRANTY
- . DELIVERY & INSTAL SERVICES
- . FINANCE
- . CUSTOMER CARE

A SUCCESSFUL PRODUCT WILL NOT ONLY SERVICE CURRENT CONSUMER NEEDS - IT WILL NEED TO BE ADAPTABLE TO SERVICE FUTURE NEEDS

KEY PRODUCT CONSIDERATIONS

- MARKET POSITION
- SELLING POSITION
- ANTICIPATED DEMAND
- PRICING STRATEGY
- VALUE TO CUSTOMERS
- GROWTH POTENTIAL





STARTING OUT

STARTING A BUSINESS | PRODUCTS & SERVICES

MARKET POSITION

WHERE DO YOUR PRODUCTS/SERVICES FIT IN THE MARKET?
ARE THEY HIGH-END, COMPETITIVE OR BUDGET?
HOW DOES THIS COMPARE TO YOUR COMPETITORS?

SELLING POSITION

HOW WILL YOUR PRODUCTS/SERVICES SUCCEED IN THE MARKET WHERE OTHERS MAY HAVE FAILED?
WHAT GIVES YOUR PRODUCTS/SERVICES THE EDGE?
WHAT MAKES YOUR PRODUCT/SERVICES SUPERIOR?

ANTICIPATED DEMAND

WHAT IS THE ANTICIPATED QUANTITY OF PRODUCTS/SERVICES YOUR CUSTOMERS ARE LIKELY TO PURCHASE?
HOW MUCH WILL AN INDIVIDUAL CUSTOMER BUY IN 6 MONTHS OR 12 MONTHS?
WILL CUSTOMERS NEED TO RE-BUY/UPGRADE OR ARE THE PRODUCT/SERVICES SINGLE USE?

PRICING STRATEGY

DO YOU HAVE A PARTICULAR PRICING STRATEGY?

- . COST PLUS MARK UP
- . HOURLY LABOUR CHARGES
- . COMPETITION BASED PRICING

WHY HAVE YOU CHOSEN THIS STRATEGY?
IS THE PRICING STRATEGY SUSTAINABLE IN THE LONG-TERM?

VALUE TO CUSTOMERS

HOW DO YOUR CUSTOMERS VIEW YOUR PRODUCTS/SERVICES? ARE THEY A NECESSITY, LUXURY OR SOMETHING IN BETWEEN?

GROWTH POTENTIAL

WHAT IS THE ANTICIPATED GROWTH IN THE FUTURE?
WHAT WILL DRIVE THIS GROWTH ?





STARTING OUT

STARTING A BUSINESS | PRODUCTS & SERVICES

SERVICES

A VALUABLE ACTION, DEED, OR EFFORT PERFORMED TO SATISFY A NEED OR TO FULFILL A DEMAND.

PERISHABLE

ONCE IT HAS OCCURRED IT CANNOT BE REPEATED IN EXACTLY THE SAME WAY.

THE CONSUMER IS ACTUALLY INVOLVED IN THE PRODUCTION PROCESS THAT THEY ARE BUYING AT THE SAME TIME AS IT IS BEING PRODUCED

VARIABLE

HUMAN INVOLVEMENT IN SERVICE PROVISION MEANS THAT NO TWO SERVICES WILL BE COMPLETELY IDENTICAL

SERVICES TEND TO VARY FROM ONE USER EXPERIENCE TO ANOTHER

INTANGIBLE

AN EXPERIENCE THAT IS CONSUMED AT THE POINT WHERE IT IS PURCHASED AND CANNOT BE OWNED SINCE IT QUICKLY PERISHES.

RIGHT OF OWNERSHIP IS NOT TAKEN TO THE SERVICE, SINCE YOU MERELY EXPERIENCE IT.

A SERVICE IS DOMINATED BY APPEARANCES AND MANAGING PERFORMANCE TO FULFILL AND EXCEED CUSTOMER EXPECTATIONS.

KEY SERVICE CONSIDERATIONS

- PRICING OF SERVICES
- PRODUCTS FOR SERVICES
- PLACE FOR SERVICES
- PROMOTION FOR SERVICES





STARTING OUT

STARTING A BUSINESS | PRODUCTS & SERVICES

PRICING OF SERVICES

WHAT UNIT WILL WE CONSIDER FOR PRICING WHEN DELIVERING OUR SERVICE?
WHAT ARE THE COSTS OF ANY SUB-SERVICES FOR THE PRIMARY SERVICE?
IS OUR SERVICE INTRINSIC TO A PRODUCT OR STANDALONE?

PRODUCTS FOR SERVICES

CAN YOU BUNDLE YOUR SERVICE AS A PRODUCT AND A PROCESS ?
WHAT PROCEDURES ARE REQUIRED TO STANDARDISE YOUR PROCESSES?

PLACE FOR SERVICES

WHERE WILL YOU DELIVER THE SERVICES?

- CONVENIENCE
- LOCATION (PHYSICAL & DIGITAL)
- OUTLETS VS ONLINE

PROMOTION FOR SERVICES

HOW WILL YOU CREATE YOUR UNIQUE BRAND ?
WHAT TOOLS WILL YOU USE TO PROMOTE YOUR BRAND TO YOUR TARGET MARKET?
WHAT WILL THE PHYSICAL ENVIRONMENT THAT YOU DELIVER SERVICES IN BE LIKE?
HOW WILL THE 'PEOPLE' ELEMENT BE MANAGED IN YOUR SERVICE DELIVERY?

PEOPLE ARE THE MOST IMPORTANT ELEMENT OF ANY SERVICE OR EXPERIENCE. SERVICES TEND TO BE PRODUCED AND CONSUMED AT THE SAME MOMENT, AND ASPECTS OF THE CUSTOMER EXPERIENCE ARE ALTERED TO MEET THE INDIVIDUAL NEEDS OF THE PERSON CONSUMING IT.





STARTING OUT

STARTING A BUSINESS | SWOT ANALYSIS

STRENGTHS

- DESCRIBE THE CORE COMPETENCIES OF A BUSINESS,
- STRATEGIC FACTORS THAT MAY MAKE A CERTAIN ACTION MORE LIKELY TO SUCCEED.
- HIGHLIGHT AREAS WHERE THE BUSINESS MAY HAVE ADVANTAGES OVER OTHER SIMILAR BUSINESSES.
- WHAT WE DO WELL

WEAKNESSES

- THE COMPETENCIES YET TO BE PRODUCED THAT LEAVE THE BUSINESS VULNERABLE
- STRATEGIC FACTORS THAT MAY MAKE A CERTAIN ACTION MORE LIKELY TO FAIL
- HIGHLIGHT AREAS WHERE THE BUSINESS CAPABILITIES MAY BE LIMITED COMPARED TO OTHER SIMILAR BUSINESSES
- WHAT LIMITS US

OPPORTUNITIES

- THE BUSINESSES ABILITY TO TAKE ADVANTAGE OF FAVORABLE CHANGES IN :
 - MARKET TRENDS
 - ECONOMIC & DEMOGRAPHIC TRENDS
 - FUNDING
 - POLITICAL, ENVIRONMENTAL
 - ECONOMIC REGULATIONS
- WHAT WE CAN TAKE ADVANTAGE OF

THREATS

- THE OUTCOMES THAT HAVE THE POTENTIAL TO HARM THE BUSINESS
- THE INABILITY TO TAKE FAVOURABLE ACTIONS IN REGARDS TO CHANGES IN:
 - MARKET TRENDS
 - ECONOMIC & DEMOGRAPHIC TRENDS
 - FUNDING
 - POLITICAL, ENVIRONMENTAL
 - ECONOMIC REGULATIONS
- WHAT CAN HARM US





STARTING OUT

STARTING A BUSINESS | CHOOSING YOUR STRUCTURE

THE COSTS OF STRUCTURE

- THE INITIAL OUTLAY FOR THE SET UP OF THE STRUCTURE
- ONGOING COSTS ASSOCIATED WITH THE STRUCTURE
- WIND UP COSTS FOR DISSOLVING THE STRUCTURE
- LEGAL COSTS FOR COMPLEX SET UPS AND BUY OUT OPTIONS
- ACCOUNTANT FEES FOR COMPLIANCE OBLIGATIONS

STRUCTURES SUITABILITY FOR YOUR BUSINESS NEEDS

- STRUCTURE COMPLEXITY VS. BUSINESS COMPLEXITY & RISKS
- DO THE BENEFITS WARRANT THE COST ASSOCIATED WITH THE STRUCTURE
- IS THE LIFE SPAN OF THE STRUCTURE MIRRORED TO THE BUSINESS?
- ARE THE BUSINESS RISKS SUITABLY MITIGATED?

LICENCING & LEGAL REQUIREMENTS FOR STRUCTURE

- WHAT ARE THE LEGAL OBLIGATIONS OF THE STRUCTURE?
- WHAT LEGAL BENEFITS ARE GAINED FROM THE STRUCTURE?
- ARE ADDITIONAL LICENCING OBLIGATIONS IMPOSED ON THE STRUCTURE?
- ARE CERTAIN ACTIVITIES PROHIBITED BY THE STRUCTURE IN MY INDUSTRY?

COMPLIANCE OBLIGATIONS AND COSTS FOR EACH STRUCTURE

- WHAT ARE THE MINIMUM COMPLIANCE OBLIGATIONS OF THE STRUCTURE?
- WHAT ARE THE LIKELY COSTS ASSOCIATED WITH THE COMPLIANCE?
- WHAT ARE THE OTHER REQUIREMENTS OF MY STRUCTURE?





STARTING OUT

STARTING A BUSINESS | LOCATION CONSIDERATIONS

PHYSICAL | ADVANTAGES

- CAPITALIZE ON THE INSTANT NEED OR DESIRE
- ABILITY TO OFFER MORE HOLISTIC CUSTOMER EXPERIENCE.
- ABILITY TO ENGAGE SALES TACTICS TO UP-SELL PRODUCTS & SERVICE AND BUILD LONG-TERM RELATIONSHIPS

PHYSICAL | DISADVANTAGES

- HIGH UPFRONT COSTS & ONGOING OCCUPANCY EXPENSES
- STOCK CAN BE DAMAGED OR STOLEN
- GREAT CONSIDERATION IS REQUIRED FOR LOCATION AND PROXIMITY TO CUSTOMERS VS. COSTS ASSOCIATED WITH LOCATION & SECURITY

DIGITAL | ADVANTAGES

- LOWER UPFRONT COST TO SET UP
- EASE OF ACCESS - CUSTOMERS CAN ACCESS YOUR SERVICES
- EASE OF POST-SERVICE
- INVENTORY MANAGEMENT SOLUTIONS DIGITALLY
- PAYMENT SERVICES INTEGRATED INTO SALES EXPERIENCE
- CUSTOMER DRIVEN
- TECHNOLOGY IS RAPIDLY ADAPTING TO MITIGATE DISADVANTAGES

DIGITAL | DISADVANTAGES

- EXTENSIVE COMPETITION IN SOME INDUSTRIES AS LOWER BARRIERS TO ENTER ONLINE
- CUSTOMERS CAN MORE EASILY FORFEIT A SALE THAN IN PERSON
- IMPERSONAL EXPERIENCE OR LESS GENUINE EXPERIENCE THAN THAT OF A PHYSICAL ONE
- SOME CONSUMERS FEAR TECHNOLOGY OR CANNOT UNDERSTAND THE VALUE OF CERTAIN ASPECTS OF TECHNOLOGY

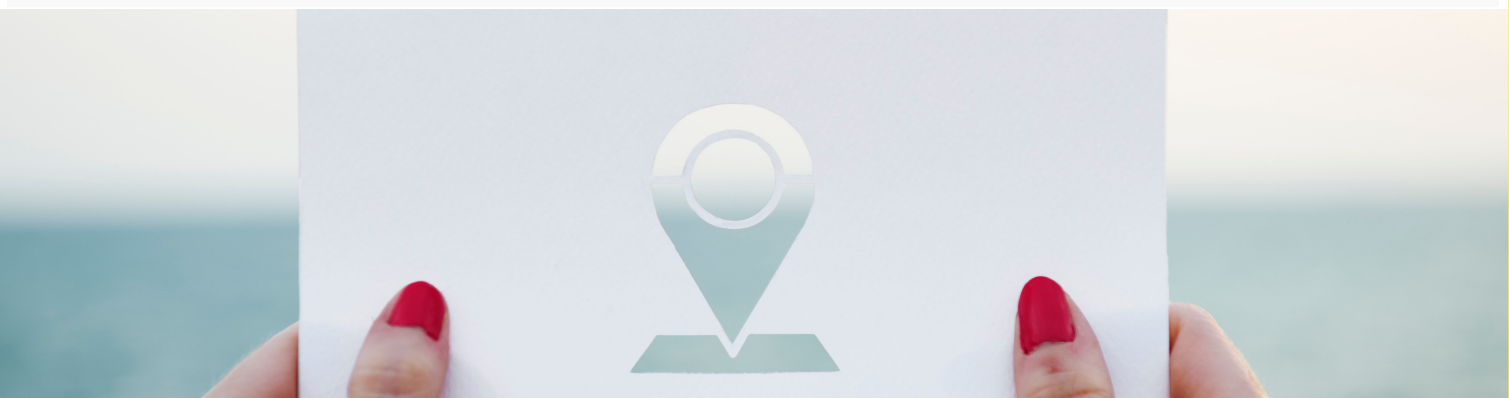
IN PRACTICE MOST BUSINESSES USE A MIXTURE OF PHYSICAL AND DIGITAL LOCATIONS TO OVERCOME THE SHORTFALLS OF EACH MARKET.

SERVICE BASED BUSINESSES

- LANDING PAGE OR WEBSITE
- SOCIAL MEDIA PAGE FOR PROFILING
- DIGITAL "OFFICE" ENVIRONMENT

PRODUCT BASED BUSINESS

- PHYSICAL STORE LOCATIONS
- E-COMMERCE MATCHES PHYSICAL BRANDS
- CREATES BRAND LOYALTY





STARTING OUT

STARTING A BUSINESS | TECHNOLOGY CONSIDERATIONS

WHEN STARTING A BUSINESS THE KEY ASPECTS TO BUSINESS FINANCES ARE:

1. SET UP CORRECT BANK ACCOUNTS

2. CHOOSE A SUITABLE RECORD KEEPING SYSTEM TO MANAGE:
 - . INCOME & EXPENSES
 - . BANKING
 - . GST
 - . STOCK, INVENTORY & ASSETS
 - . EMPLOYEE RECORDS

ACCOUNTING SOFTWARE ADVANTAGES

- UNDERSTAND YOUR REAL-TIME CASH POSITION
- RUN YOUR BUSINESS ON THE GO - CLOUD BASED ON ANY DEVICE
- RECONCILE WITH ACCURACY TO YOUR DAILY BANK DATA
- SYNC WITH THIRD-PARTY APPS
- EASILY TRACK INVENTORY AND STOCK
- STREAMLINE PAYING YOUR STAFF WITH SEAMLESS ONLINE PAYROLL.

SOFTWARE INTEGRATIONS WE LOVE :

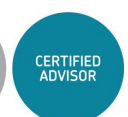
- PAYMENT SERVICES
 - STRIPE
 - SQUARE

- WORKFLOW MANAGEMENT
 - SERVICE M8 | JOBBER
 - SHOPIFY

- RECORD KEEPING SOLUTIONS
 - ONE DRIVE | DROPBOX
 - RECEIPTBANK



BOOK ONLINE





STARTING OUT

STARTING A BUSINESS | BUSINESS DEDUCTIONS OVERVIEW

ALLOWABLE BUSINESS DEDUCTIONS

- COST OF SALES | STOCK | INVENTORY
- MOTOR VEHICLE EXPENSES
- OCCUPANCY COSTS | RENT | UTILITIES
- INSURANCES & WORKCOVER COSTS
- HOME OFFICE EXPENSES
- SUBSCRIPTIONS, LICENCES & DUES
- STATIONARY & PRINTING
- ADVERTISING & MARKETING
- BOOKKEEPING & ACCOUNTANT FEES
- TRADE TOOLS
- CONSUMABLES & MATERIALS COSTS
- TRAVEL & MEALS
- INTEREST ON BUSINESS LOANS
- *STAFF WAGES & SUPERANNUATION

COMMON DEDUCTION ERRORS

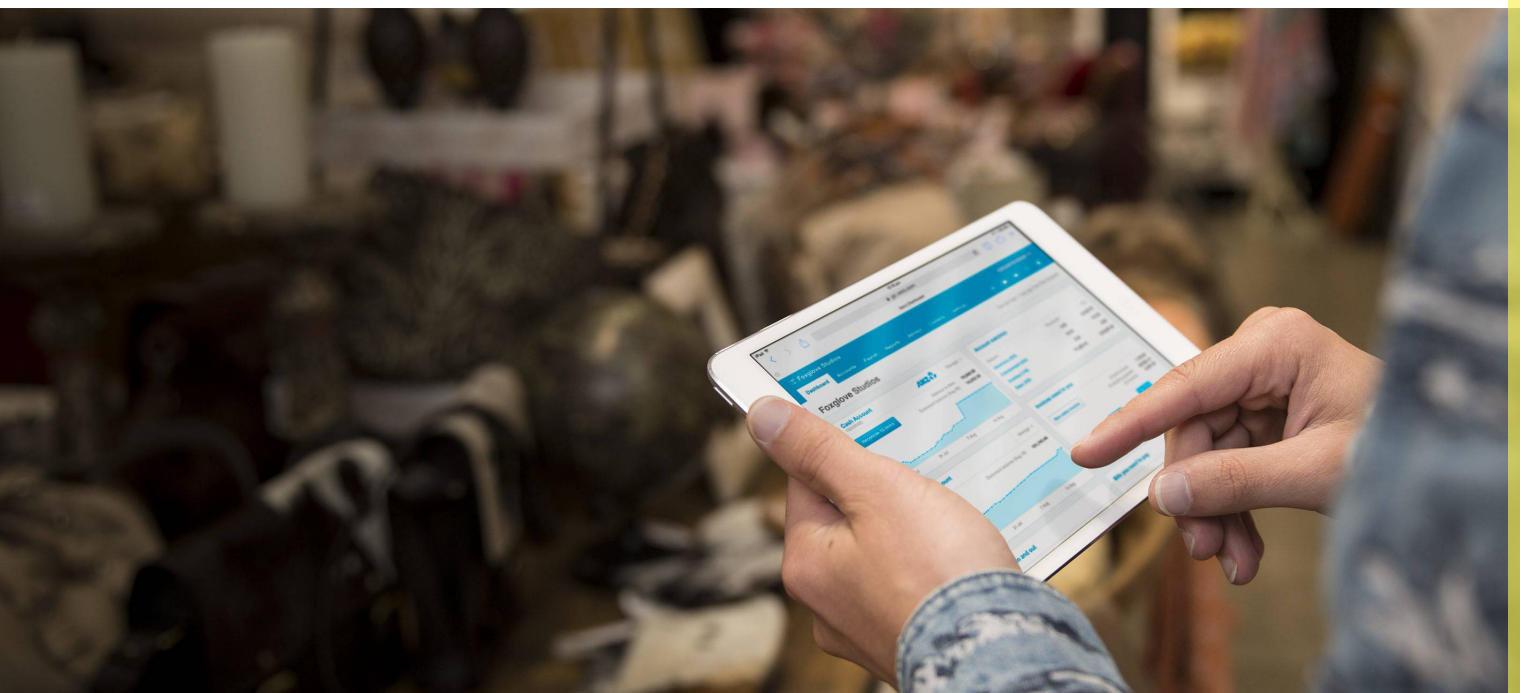
- CLAIMING 100% FOR NON-BUSINESS USE ITEMS - PHONE, MOTOR VEHICLES & OCCUPANCY COSTS
- CLAIMING DEDUCTIONS & GST CREDITS WITHOUT A TAX INVOICE
- CLAIMING MOTOR VEHICLE EXPENSES WITHOUT KEEPING A LOGBOOK FOR REQUIRED TIME

DEDUCTIONS YOU MIGHT HAVE MISSED...

- BUSINESS ITEMS PAID FOR ON PERSONAL ACCOUNTS
- MEMBERSHIPS & ASSOCIATION FEES

THREE SIMPLE STEPS TO CLAIM A DEDUCTION:

1. YOU MUST HAVE SPENT THE MONEY
2. IT MUST BE DIRECTLY RELATED TO EARNING YOUR INCOME
3. YOU MUST HAVE A RECORD TO PROVE YOU PAID FOR IT





STARTING OUT

REGISTRATIONS | COMPLIANCE

BUSINESS REGISTRATIONS

- ABN
- BUSINESS NAME
- GST
- PAYG WITHHOLDING (WAGE TAXES)
- STATE LICENCING | LOCAL GOV. ADVICE

COMPLIANCE OBLIGATIONS

- ANNUAL TAX RETURNS
- ANNUAL TAXABLE PAYMENT REPORTS
- QUARTERLY PAYG WITHHOLDING
- QUARTERLY BAS | GST REPORTS
- ATO PAYROLL REPORTING (NEW)

SUPERANNUATION OBLIGATIONS

- SUPER DEFAULT FUND SETUP
- BEST PRACTICE SUPER REPORTING
- PAYING BUSINESS OWNERS SUPER

GST

- GST REGISTRATION IS A REQUIREMENT ONCE TURNOVER EXCEEDS \$75,000
- YOU COLLECT 10% GST WHEN YOU MAKE SALES
- YOU GET CREDITS WHEN YOU SPEND MONEY ON ITEMS (PURCHASES)
- NOT ALL PURCHASES HAVE GST
- YOU MUST PAY THE ATO THE GST YOU COLLECT LESS THE CREDITS FOR THE GST YOU HAVE SPENT
- STREAMLINED GST REPORTING OPTIONS

ATO COMMUNICATIONS

- WE TALK TO THE ATO FOR YOU!
- PAYMENT PLANS
- ADVICE & QUERIES





BUSINESS ADVICE PRICING



SMALL BUSINESS SET UP & REGISTRATIONS

ABN APPLICATION	\$ 100
BUSINESS NAME REGISTRATION (3 YR)	\$ 150
COMPANY SET UP	\$ 1650
DISCRETIONARY TRUST SET UP	\$ 650
TRUST WITH CORPORATE TRUSTEE	\$ 2000

INITIAL SMALL BUSINESS ADVICE | START UP ADVICE 30 MINS **\$ FREE**

- DISCUSS GOOD BUSINESS PRACTICE STRATEGIES VITAL TO SMALL BUSINESS
- EVALUATE PROS & CONS OF A VARIETY OF BUSINESS STRUCTURES
- REVIEW START-UP PROCESS WITH PBS
- DISCUSS COMPLIANCE (ATO REPORTING, INSURANCES & GST)

GENERAL BUSINESS ADVICE SESSION **\$ 130**

- REVIEW CURRENT & FUTURE BUSINESS OPERATION
- ASSESS TRADING CONDITIONS & CLIENT OBJECTIVES
- INFORMAL REVIEW OF FINANCIAL PERFORMANCE & GOALS
- DISCUSS OPERATIONAL OBJECTIVES & OUTSTANDING ATO COMPLIANCE

BOOKKEEPING SUPPORT PRICING



EXPENSE / CREDITORS SUPPORT **\$ 70 P/HOUR**

- RECEIPTS COLLATION & DIGITAL STORAGE
- DATA ENTRY & ADVANCED TAX EFFECTIVE CODING OF BUSINESS ITEMS
- END TO END ACCOUNTS PAYMENT SUPPORT - INVOICE TO PAYMENT - ABA FILE UPLOAD
- TREASURY ACCOUNTING SUPPORT - BANK RECONCILIATION AND DATA ENTRY REVIEW

INCOME / DEBTORS SUPPORT **\$ 70 P/HOUR**

- INVOICING SUPPORT & ADVANCED INVOICING - ON-CHARGES AND PO'S
- INCOME MANAGEMENT SUPPORT FOR SOFTWARE INTEGRATIONS
- END TO END DEBTOR MANAGEMENT - QUOTE - INVOICE - STATEMENTS - DEBT COLLECTION
- TREASURY ACCOUNTING SUPPORT - BANK RECONCILIATION AND DATA ENTRY REVIEW

PAYROLL SUPPORT **\$ 70 P/HOUR**

- END TO END PAYROLL - TIME SHEETS - PAYROLL PROCESSING - PAYMENT- ABA FILE UPLOAD
- SUPERANNUATION ACCRUALS PROCESSING & PAYMENT (DIRECT DEBIT OR ABA FILE UPLOAD)
- ATO COMPLIANCE - PERIODICAL PAYROLL REPORTING & PAYMENT - ABA FILE UPLOAD
- TREASURY ACCOUNTING SUPPORT - BANK RECONCILIATION AND DATA ENTRY REVIEW



SOFTWARE MANAGEMENT SUPPORT



SMALL BUSINESS SOFTWARE SET UPS *

XERO SET UP	\$ 199
PAYROLL SET UP (PER 10 EMPLOYEES)	\$ 50
CUSTOMIZATION OF INVOICES, QUOTES & STATEMENTS	\$ 70 P/hour
SERVICE M8 JOBBER SET UP	\$ 650
SQUARE STRIPE SET UP	\$ 55

SUBSCRIPTION BASED PRICES | EXTERNAL CHARGES LESS 15% DISCOUNT

XERO STARTER - BASIC MICRO SOFTWARE	\$ 22 P/M
XERO WITH PAYROLL (INCREASES EVERY 5 EMPLOYEES)	\$ 43 P/M
RECEIPT BANK FOR DIGITAL RECEIPT COLLECTION	FREE
SQUARE STRIPE SET UP	P/TRANS

ADVANCE SOFTWARE FEATURE SUPPORTS \$ POA

- CUSTOMISED REPORTING SET UP
- EXCEL & THIRD PARTY APPLICATION INTEGRATION
- POLICIES AND PROCEDURES - BUSINESS SPECIFIC CREATED & SUPPLIED IN PDF

ADHOC TECHNOLOGY SUPPORT \$ POA

- DOMAIN & WEBSITE SET UP
- BUSINESS EMAIL CONFIGURATION - G-SUITE OR MICROSOFT 365

SOFTWARE TRAINING SOLUTIONS



XERO TRAINING \$ 90 P/hour

- ESSENTIAL BUSINESS BOOKKEEPING - PROCESSING (1 HR)
- INTERMEDIATE BUSINESS BOOKKEEPING - CONCEPTS AND PROCESSING (3 HR)
- ADVANCED SPECIFIC XERO TRAINING (1 HR)

PAYROLL PROCESSING TRAINING \$ 90 P/hour

- ESSENTIAL PAYROLL - PROCESSING (1 HR)
- ADVANCED PAYROLL HR - CONCEPTS AND PROCESSING (3 HR)
- SPECIFIC PAYROLL SUPPORT TRAINING - EOFY | PAYROLL SETTINGS AND DESIGN (1 HR)



BOOKKEEPING COMPLIANCE PRICING

SMALL BUSINESS COMPLIANCE

FROM:



BUSINESS ACTIVITY STATEMENT (BAS / GST)

\$ 250

- REVIEW DATA ENTRY & GST CODING FROM ELECTRONIC BOOKKEEPING SOFTWARE
- EVALUATE DEDUCTABILITY OF EXPENSE CODING FROM TRANSACTIONS
- LODGE BAS DIGITALLY WITH THE ATO
- UPLOAD ATO BILLS FOR PAYMENT - ABA FILE OR ARRANGE ATO PAYMENT PLAN

MONTHLY PAYROLL REPORTING (IAS / SUPER)

\$ 95

- REVIEW MONTHLY PAYROLL JOURNALS & ALLOCATE ACCORDINGLY
- LODGE PAYROLL REPORTS DIGITALLY WITH THE ATO
- PROCESS SUPER ACCRUALS FOR PAYMENT MONTHLY /QUARTERLY PAYMENT OPTIONS
- UPLOAD ATO BILLS FOR PAYMENT - ABA FILE OR ARRANGE ATO PAYMENT PLAN

MONTHLY MANAGEMENT REPORTS

INCLUDED FOR MANAGED CLIENTS

- REVIEW MONTHLY PERFORMANCE COMPARED TO PREVIOUS PERIOD
- PERIOD TO DATE COMPLIANCE SCHEDULE
- PERIOD TO DATE ESTIMATED GST PROJECTIONS & EOFY TAX POSITION
- LIST OF AGED RECEIVABLE (WHO OWES YOU MONEY) & PAYABLES (WHO YOU OWE)

TAXATION COMPLIANCE PRICING

SMALL BUSINESS TAX RETURNS

FROM:



SOLE TRADER	\$ 260
PARTNERSHIP TRUST	\$ 600
COMPANY	\$ 600
BUSINESS OWNER STANDARD TAX RETURN	\$ 205
RENTAL SCHEDULE - PER PROPERTY	\$ 85
CAPITAL GAINS TAX - SHARES	\$ POA
CAPITAL GAINS TAX - PROPERTY	\$85
CAPITAL GAINS TAX - BUSINESS SALES	\$POA

TAXATION PROCESS

- TAX RETURNS FOR YOUR BUSINESS MUST BE PROCESSED PRIOR TO INDIVIDUAL RETURNS
- OPTION FOR IN PERSON CONSULTATION OR DIGITAL CONSULTATION
- ALL COMPLIANCE WORK IS SCHEDULED SO BOOKINGS ARE ESSENTIAL