



BUSINESS

EMPLOYING STAFF 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.



BUSINESS



ADVICE



COMPLIANCE



PAYROLL



BOOKKEEPING



TECHNOLOGY



STAFF

PAYROLL ONBOARDING

EMPLOYEE DETAILS

WHEN AN EMPLOYEE STARTS YOU NEED TO ENSURE YOU HAVE ALL THE APPROPRIATE INFORMATION TO CORRECTLY PAY THEM AND PAY ALL THEIR ENTITLEMENTS.

PAYROLL REQUIREMENTS

WHEN PAYING STAFF YOU MUST HAVE A SYSTEM THAT CAN APPROPRIATELY PROCESS ALL OF THE REQUIRED PAYROLL INFORMATION

- TAX
- SUPER

UNDERSTANDING THE ROLE OF AWARDS

AWARDS EXPLAINED

WHEN A BUSINESS HAS A REGISTERED AGREEMENT IN PLACE AND IT COVERS THE WORK THAT THE EMPLOYEE DOES, THEN THE MINIMUM PAY AND CONDITIONS IN THE AGREEMENT WILL APPLY.

IF THERE'S NO REGISTERED AGREEMENT THAT APPLIES AND AN AWARD COVERS THE EMPLOYER AND THE WORK THE EMPLOYEE DOES, THEN THE MINIMUM PAY AND CONDITIONS IN THE AWARD WILL APPLY.

THERE ARE MORE THAN 100 INDUSTRY AND OCCUPATION AWARDS THAT COVER MOST PEOPLE WORKING IN AUSTRALIA. THIS MEANS MANY EMPLOYEES WHO AREN'T COVERED BY AN AGREEMENT WILL MOST LIKELY BE COVERED BY AN AWARD.





STAFF

PAYROLL ONBOARDING CONSIDERATIONS

EMPLOYEE INFORMATION

- TAX FILE NUMBER
- EMPLOYMENT CLASSIFICATION
- SUPER FUND NOMINATION
- BANK DETAILS
- DETAILS OF ANY DEDUCTIONS - CHILD SUPPORT / HECS REPAYMENTS

SYSTEM INFORMATION

- PAYROLL FREQUENCY
 - TO ENSURE CORRECT TAX TABLE IS USED
- SUPER PAYMENT METHOD
 - CLEARING HOUSE NOMINATION
- PAY DATE & METHOD

LEGAL REQUIREMENTS FOR PAYROLL

- AWARD PAY RATES
- TAX WITHHOLDING OBLIGATIONS
 - REQUIRED TO WITHHOLD EXTRA IF NO TFN SUPPLIED
- SUPERANNUATION PAYMENT REQUIREMENT OF 9.5% OF ORDINARY EARNINGS
- PAYMENT TIMEFRAME OBLIGATIONS

COMPLIANCE OBLIGATIONS TO CONSIDER

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





STAFF

PAYROLL COMPLIANCE & PROCESSING

PAYROLL SYSTEM BENEFITS

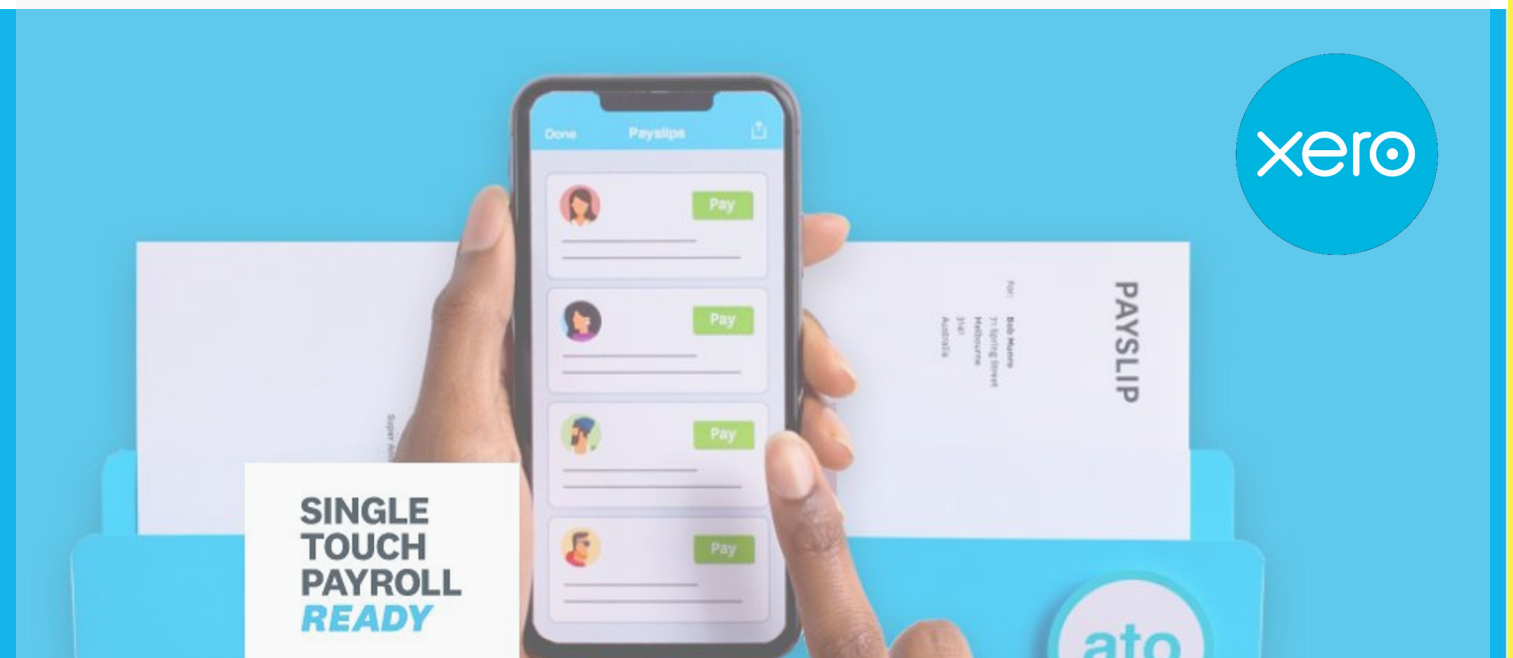
- SIMPLIFIES PAYROLL PROCESSING AND COMPLIANCE BURDENS
- EASE OF ACCESS TO AND AUTOMATION OF:
 - SOURCE DATA - TIMESHEETS
 - REPORTS - PAYSLEIPS
 - BANKING - ABA FILES LINK TO BANK
 - COMPLIANCE - STP LINKS PAYROLL TO ATO

POST PAYROLL COMPLIANCE ACTIVITIES

- REPORT PAYROLL DATA TO THE ATO VIA SINGLE TOUCH PAYROLL (STP)
- PAY WITHHOLDING TAX TO THE ATO VIA INSTALLMENT ACTIVITY STATEMENT (IAS)
- PAY SUPER CONTRIBUTIONS TO NOMINATED FUNDS
 - XERO SOFTWARE CAN AUTOMATE THIS WITH SUPERSTREAM DIRECT DEBITS

OUR SOFTWARE RECCOMENDATION

- WE RECCOMEND XERO BOOKKEEPING SOFTWARE FOR PAYROLL PROCESSING
- FLEXIBLE PAY CALENDARS
- MULTIPLE PAY RATES
- BUILT IN TIMESHEETS
- MANAGE LEAVE VIA APP
- DETAILED PAYROLL REPORTS
- EMPLOYEE REIMBURSEMENTS
- CONNECTS TO OTHER APPS
- SUPERSTREAM COMPLIANCE





PAYROLL SUPPORT SERVICES

BUSINESS SUPPORT SERVICES OFFERED FOR PAYROLL

PAYROLL PROCESSING

- PERIODICAL PAYROLL SUPPORT
 - PROCESS TIMESHEETS
 - PROCESS AND CALCULATE PAYROLL
 - TAXES
 - SUPER
 - SALARY SACRIFICE
 - BATCH / PREPARE PAYROLL PAYMENT
 - EMAIL TIMESHEETS
 - PROCESS PAYROLL BILLS

COMPLIANCE REPORTING SUPPORTS

- PERIODICAL ATO REPORTING
 - SINGLE TOUCH PAYROLL REPORTS
 - REPORTED EACH PAY RUN
 - PAYG WITHHOLDING REPORT (IAS)
 - MONTHLY OR QUARTERLY
 - SUPERANNUATION REPORTS
 - SUPER PAYMENTS
- ATO COMMUNICATIONS
 - PAYMENT ARRANGEMENTS
 - ADHOC COMMUNICATIONS

SOFTWARE SET UPS & TRAINING

- PAYROLL SOFTWARE SET UP
 - XERO SOFTWARE SETUP INC. PAYROLL
 - DATA MIGRATION FROM OTHER SYSTEMS
 - READY TO USE SET UP WITH CONVERSION OPTIONS
- PAYROLL TRAINING
 - ONE - ON -ONE TRAINING
 - TRAINING SUPPORT ADHOC
 - TRAINING FACTSHEETS

AWARD & CONTRACT ADVICE

- NAVIGATION OF COMPLEX AWARDS
 - MINIMUM WAGES AND CONDITIONS
 - PAY VARIATIONS
- CONTRACT SUPPORT
 - ESTABLISH CONTRACTS
 - CONTRACT TEMPLATES & WORDING
- HR SUPPORT
 - CONTRACT ROLL OUT AND IMPLEMENTATIONS





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

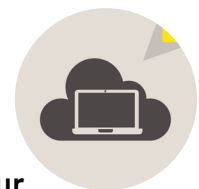
ADVANCE SOFTWARE FEATURE SUPPORTS \$ POA

- 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