

Fee Structure

Our fees are calculated on a tiered structure, with hourly rates between \$110 and \$330 GST Inclusive. Tiers are selected based on the value generated by, and the complexity of, any given task. The following table shows examples of various tasks and the rate that we apply.

Tier	Fee per Hour (GST Incl)	Example Tasks
Tier 1	\$55	<ul style="list-style-type: none">• Regular bookkeeping services, including raising accounts payable, and reconciling transactions.• Regular payroll services, including processing employee time sheets and pay runs.
Tier 2	\$110	<ul style="list-style-type: none">• Administration, including quoting, job provisioning, receipt and presentation of documents, lodgment.
Tier 3	\$165	<ul style="list-style-type: none">• Transactional work, including coding, entry, or reconciliation of bank statement data.
Tier 4	\$220	<ul style="list-style-type: none">• Preparation of simple Individual Tax Returns, including client interviews, calculation of deductions, and calculation of offsets.
Tier 5	\$275	<ul style="list-style-type: none">• Preparation of Activity Statements, including review of transactional data and consistency checks.• Preparation of Special Purpose Financial Reports, including journal entries, configuration of reports, notes to the financials, accounting and tax depreciation, relevant schedules, and consistency checks.
Tier 6	\$330	<ul style="list-style-type: none">• Preparation of Trust, Company, and Partnership and complex Individual Tax Returns.• Preparation of Rental Property Schedules.• Preparation of Capital Gains Tax Schedules.

Quoted Fees

Quoted fees include all tasks reasonably ascertainable and quantifiable at the time of providing the engagement.

Additional tasks arising in the course of completing the engagement will be charged in addition to the quoted fee.

Terms of Payment

Unless other terms have been agreed to, our terms are strictly 14 days from the date of invoice. We will provide an itemised account of professional fees, costs and disbursements upon request. If you do not pay your account by that date, we reserve the right to use a debt collection agency or any other legal means to recover any outstanding fees.

Inclusions

The annual reports will include a Profit and Loss Statement, Balance Sheet, Statement of Cash Flows, and Taxation Reconciliation.

It is also agreed that:

- a) the financial accounts will be compiled in accordance with APES 315 - Compilation of Financial Information;
- b) the preparation of the financial reports does not include an audit or review; meaning the work completed cannot be relied upon to locate errors or irregularities including fraud or other illegal practices which may exist in the data provided by the client;
- c) the engagement will be limited to procedures involving the collection, classification and summarisation of financial information and does not include verification or validation of any of the data;
- d) the statement to be prepared will be a Special Purpose Financial Report (SPFR) and not a General Purpose Financial Report subject to the Corporations Act; and
- e) this service includes maintenance of the charts of accounts for the general ledgers of your business entities.

I am obliged to review the completed SPFR and will make a determination that it is free from any 'misstatement'. A 'misstatement' will include the incorrect application of the agreed financial reporting framework, non-disclosure of the agreed financial reporting framework and non-disclosure of material matters of which the person is aware.

Lodgement

Before any necessary documentation is lodged on your behalf, I will forward draft documentation for approval. I shall endeavour to ensure that documentation is lodged with the relevant departments by due dates, provided all information and documentation is received promptly after the Financial Year End or other statutory date.

Penalties

I am unable to accept responsibility for any penalties or liabilities the Australian Taxation Office, Centrelink, or any other organisation may apply to you, under any circumstances. Such penalties may include late lodgement penalties, other administrative penalties, or reduced eligibility for Centrelink benefits such as the Family Tax Benefit.

In all cases I will assist you in avoiding these penalties and liabilities. In many cases, I may be able to ask the issuing authority for special consideration to waive any penalties or liabilities. However, diligent and timely administration of your tax and financial affairs remains your responsibility.

ATO Online Services Access

In order to access up to date information regarding lodgements, income, and tax accounts, I will need to access your records via the ATO Portal. In accepting this engagement, you are authorising me to access the records for any entities related to this engagement. This authorisation will continue until revoked, by you, in writing.

Ownership of Documents

The final documents which I am specifically engaged to prepare, together with any other original documents given to me, shall remain your property. Documents brought into existence by me including general journals, working papers, the general ledger, and draft financial statements, always remain my property. However, I will always provide you with copies of any documents you require from time to time.

Responsibility for Accounting and Internal Control Systems

The responsibility for the maintenance of a business accounting system and internal control systems rest with you, the client, including the protection of and prevention against fraud. You will be responsible for keeping books of account. This includes any work produced by a third party not engaged by this firm that is sought to be relied upon. If any material weakness in the accounting systems or internal control systems comes to my notice, I will advise accordingly.

It is important to remember that clients are fully personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate your transactions. I do not take responsibility for any client failure to maintain adequate records or to provide all relevant information.

Quality Review

As a member of the Institute of Public Accountants, as Principal I am subject to periodic Professional Practice Quality Assurance reviews. Unless otherwise advised, you are consenting to your files being part of such a quality review. This review is of our client records and not of you as a client and you have full assurances that complete confidentiality will be maintained throughout.

Limited Liability

Liability Limited by a scheme approved under Professional Standards Legislation.

Standards

You will be provided the highest standard of professional service. If for any reason you feel you have not received the service expected, please in the first instance, contact me to discuss.

Furthermore, as a member of the Institute of Public Accountants in Professional Practice, I am subject to the ethical and professional requirements of the Institute of Public Accountants and its Investigations and Disciplinary processes. These requirements cover issues such as a Code of Ethics, adherence to Accounting and Auditing Standards, requirements to undertake Continued Professional Education and to hold trust money in a Trust Account. Should there be an issue regarding my ethical or business practices, such matters may be referred to the Institute of Public Accountants for investigation. As a member of the Institute of Public Accountants I am also obliged to hold current Professional Indemnity insurance, and I warrant to you that my insurance cover is in accordance with the Institute of Public Accountants requirements.

Privacy Statements

I am bound by the provisions of the Privacy Act to maintain all records securely and in accordance with the provisions of that Act. Any breach of these requirements should be notified to the Privacy Commissioner. However, as noted above under "Quality Review", your file, unless you specifically forbid it, may be subject to Quality Review.

Commonwealth and State Taxes and Duties

Commonwealth and State Taxes and Duties including the Goods and Services Tax (GST) imposed by legislation of either Commonwealth or State governments will be due and payable together with any fees as required by such regulation and/or legislation.