



General Terms of Engagement

Overview

This document outlines our General Terms of Engagement, under which all of our services are provided. These include our fee structure, and our responsibilities to you as a valued client. Please review these terms carefully and sign as appropriate.

Fee Structure

For simple tax returns and rental schedules, we generally charge a quoted fee of \$198 GST Inclusive per tax return or schedule.

More complex jobs will be charged on the basis of hourly rates outlined in the table below, however in some cases we may provide a quoted price in order to ensure our fees are predictable.

In all cases you will be provided with an engagement agreement outlining the expected fees.

Hourly Rates

Our fees are calculated on a tiered structure, with hourly rates between \$66 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	\$66	<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	\$132	<ul style="list-style-type: none">Administration, including quoting, job provisioning, receipt and presentation of documents, lodgement.
Tier 3	\$198	<ul style="list-style-type: none">Transactional work, including coding, entry, or reconciliation of bank statement data.
Tier 4	\$288	<ul style="list-style-type: none">Preparation of simple Individual Tax Returns, including client interviews, calculation of deductions, and calculation of offsets.
Tier 5	\$330	<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.Preparation of Trust, Company, and Partnership and complex Individual Tax Returns.Preparation of Rental Property Schedules.Preparation of Capital Gains Tax Schedules.

Lodgement

Before any necessary documentation is lodged on your behalf, we will forward draft documentation for approval. We 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

We are 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 we will assist you in avoiding these penalties and liabilities. In many cases, we 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, we 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 & Data

The final documents which we are specifically engaged to prepare, together with any other original documents given to the us, shall remain our property until all outstanding fees are settled, at which time these documents will become your property.

Xero ledgers for which we are the subscriber will always remain our property, including in cases where you make regular subscription payments.

Documents brought into existence by us including manual journal entries, working papers, and notes always remain our property.

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, we 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. We 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, we are 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 us to discuss.

Furthermore, as a member of the Institute of Public Accountants in Professional Practice, we are 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 our 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 we are also obliged to hold current Professional Indemnity insurance, and we warrant to you that our insurance cover is in accordance with the Institute of Public Accountants requirements.

Privacy Statements

We are 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.

Acknowledgement and Confirmation

I hereby acknowledge and accept the terms of this engagement. I also undertake that I have the capacity to accept this engagement, and that I agree and shall be personally liable for all fees for services performed in accordance with such agreement.

Signature: