



**Seamless**  
Bookkeeping Solutions  
**FEE SCHEDULE**

<b>BOOKKEEPING</b>		
<b>SERVICE</b>	<b>DESCRIPTION</b>	<b>COST \$</b>
Initial consultation	Meeting to discuss requirements	No charge
Handover meeting	Initial handover of software files and relevant documentation	\$80 per hour
Data entry, bank feed and reconciliations	Using the bank feed functionality in your program to record the transactions (based on number of bank statement lines per month)	Minimum charge \$200 per month Over 50 lines quote required
Standard Bookkeeping	Hours required based on size of Business	\$60 per hour
Standard Administration	Hours required based on size of Business	\$50 per hour

<b>PAYROLL</b>		
<b>SERVICE</b>	<b>DESCRIPTION</b>	<b>COST \$</b>
Set up new employees in Payroll Software	Entering into payroll software, including superannuation, bank and tax information	\$40 per employee
Payroll Small Employers (5 or less employees)	Process payroll and supply reports as required.	\$80 per payroll period
Payroll Larger Employers (6 or more employees)	Process payroll and supply reports as required.	\$150 per payroll period
Superannuation Payments (5 or less employees)	Process superannuation payments at your desired frequency.	\$50
Superannuation Payments (6 or more employees)	Process superannuation payments at your desired frequency.	\$80
Annual PAYG Payment Summaries (5 or less employees)	Payroll reconciliation. Preparation and lodgement of PAYG Payment Summaries	\$150
Annual PAYG Payment Summaries (6 or more employees)	Payroll reconciliation. Preparation and lodgement of PAYG Payment Summaries	\$250

<b>BAS AGENT</b>		
<b>SERVICE</b>	<b>DESCRIPTION</b>	<b>COST \$</b>
BAS Lodgement	Quarterly BAS review, preparation & lodgement - up to 3 hrs of data entry and coding corrections (additional costs will apply for extensive auditing)	\$200
IAS Lodgement	Monthly IAS review, preparation & lodgement.	\$50

*Please note all charges are exclusive of GST.*

If you prefer, after 3 months, I can set up a standard monthly fee based on the volume of work involved and tailor a package to suit your business.