



## **BLATCH CONSULTING**

**Accounting, Tax & Business Services**

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# **TERMS OF ENGAGEMENT**

## **BLATCH CONSULTING**

**Accounting, Taxation & Business Services**

This document sets out the terms and conditions of engaging the services of Blatch Consulting

*The information contained in this document is ONLY for the use of clients and prospective clients of Blatch Consulting.*

**Effective 1<sup>st</sup> January 2023**



Liability limited by a scheme approved under Professional Standards Legislation.

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### **Interpretation applying to this document**

- (a) words importing the singular include the plural and vice versa;
- (b) words importing a gender include any gender;
- (c) other parts of speech and grammatical forms of a word or phrase defined in this document have a corresponding meaning;
- (d) any expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Government Agency;
- (e) a reference to anything (including any right) includes a part of that thing;
- (f) the name of Blatch Consulting is the Trading Name of the business whose full legal name is: Urimbirra Pty Limited ATF T & J Blatch Family Trust – ABN: 25 155 092 446;
- (g) a reference to the firm is a reference to Blatch Consulting;
- (h) a reference to the client includes current clients and prospective clients of Blatch Consulting and may also be referred to as you;
- (i) a reference to a Part, clause, Party, or Schedule is a reference to a part and clause of, and a party, or schedule to this Blatch Consulting Terms of Engagement document and a reference to this Blatch Consulting Terms & Conditions document includes any Schedule;
- (j) a reference to a statute, regulation, proclamation, ordinance or by-law includes all statutes, regulations, proclamations, ordinances or by-laws amending, consolidating or replacing it, and a reference to a statute includes all regulations, proclamations, ordinances and by-laws issued under that statute;
- (k) a reference to a document includes all amendments or supplements to, or replacements or novation's of, that document;
- (l) a reference to a party to a document includes that party's successors and permitted assigns;
- (m) no provision of this Blatch Consulting Terms of Engagement document will be construed adversely to a party solely on the ground that the party was responsible for the preparation of this Blatch Consulting Terms of Engagement document or that provision;
- (n) a reference to an agreement other than this Blatch Consulting Terms of Engagement document includes an undertaking, deed, Agreement or legally enforceable arrangement or understanding whether or not in writing;
- (o) a reference to an asset includes all property of any nature, including, a business, and all rights, revenues and benefits;
- (p) a reference to time is a reference to Sydney time;
- (q) headings, underlining and bolding are for convenience only and do not affect the interpretation of this document;
- (r) if an act prescribed under this Blatch Consulting Terms of Engagement document to be done by a Party on or by a given day is done after 5.00 pm on that day, it is taken to be done on the next day; and
- (s) if an event must occur on or by a stipulated day which is not a Business Day then the stipulated day will be taken to be the next Business Day.

### **Inclusive expressions**

Specifying anything in this BLATCH Consulting Terms of Engagement document after the words include or for example or similar expressions does not limit what else is included unless there is express wording to the contrary.

**Blatch Consulting** is a husband-and-wife team of professional and qualified Accountants. We have between us over 35 years Accounting industry experience and since 2010 have been Partners/Directors of our Accounting Practice. We are members of a Professional Accounting Body and are Certified to be in Public Practice. We are also Registered Tax Agents, Registered ASIC Agents, Tax Advisers, Business Advisers, Business Strategists, Management Consultants, Auditor/Reviewers of Associations, accredited Accounting Software Trainers (MYOB & Xero), Bookkeepers, Company Secretariat Managers and Administrators.

Our **Compliance and Advisory services** are provided to Individuals Taxpayers, Business Owners, Boards of Directors and Community Groups who report (including but not limited to) Assessable Income, Reportable Income, Goods & Services Tax (GST), Income Tax Withholding (PAYGW), Income Tax by Instalments (PAYGI), Fringe Benefits Tax (FBT), Capital Gains Tax (CGT), Payroll Tax, Superannuation Guarantee Contributions (SGC) and Single Touch Payroll (STP)

**ATO compliance** reporting is undertaken for Individual taxpayers, Partners in a Partnership or Joint Venture, Directors/Shareholders of an Australian Private Company, Trustees/Beneficiaries of a Trust, Trustees/Members of a Self-Managed Superannuation Fund (SMSF) and community members of Incorporated and unincorporated Australian Associations.

Blatch Consulting also provides **value-add advisory services** to assist business owners to grow their businesses, be strategic in their thinking and planning, be successful managers, incorporate best practice industry standards, and embrace a culture of good governance. We **add value** to your business through Strategic Planning, Application of Business & Industry Best Practice, Risk Analysis, Budgeting, Cash Flow Forecasting, Financial Planning, Tax Planning and being a part of your business development team.

For Financial Advice, Equipment Finance, Business Insurances, Mortgage and Business loans, which is advice outside our professional expertise, we refer clients to professionals who are licensed, qualified have expertise in their field, and all of whom we have referred to and worked with over the past 15 years. For further information regarding referrals in our industry, please see section below on Page 6 - **Disclosure of other fees and commissions**.

We act in the client's best interest and provide the highest level of professional service. We are also human beings, caring for our fellow human beings with integrity and respect.

## Standards

Clients are provided with the highest standard of professional service. If a client feels they have not received the service expected, in the first instance, please contact the Directors to discuss. As a member of the Institute of Public Accountants (IPA) and authorised to hold a Professional Practice Certificate, we are subject to the ethical and professional requirements of the IPA and its Investigations and Disciplinary processes. Blatch Consulting also adhere to the APESB Standards. These standards cover adherence to the Code of Ethics, Accounting and Auditing Standards, Continued Professional Education requirements and to hold trust money in a Trust Account.

Should there be an issue regarding our ethical or business practices, and are not sufficiently settled between the parties, such matters may be referred to the Institute of Public Accountants for investigation. As a member of the IPA we are also obliged to hold current Professional Indemnity insurance, and we warrant to clients that our insurance cover is in accordance with the IPA's requirements. As a member of the Institute we are also subject to a Professional Standards Scheme under which liability is capped under a scheme approved by the Professional Standards Act, 1994.

## Privacy Statement

We are bound by the provisions of the Privacy Act to maintain all the client's records securely and in accordance with the provisions of that Act. Any breach of these requirements should be notified to the Privacy Commissioner. As noted under "Quality Review" below, the client's file, unless you specifically forbid it, may be subject to a Quality Review by the IPA.

As a Tax Agent we are also subject to the code of professional conduct established by the *Tax Agent Services Act 2009* (TASA), this code requires that unless legally required to, we cannot disclose information to a third party without the client's permission.

## Accounting and Record Keeping

In undertaking Client's Accounting/Bookkeeping work it is understood that you will ensure that:

- a) the bookkeeping for all business entities is maintained on a regular basis. It is our recommended that all bookkeeping and record-keeping tasks be attended to weekly;
- b) reconciliations of bank accounts, debtors and creditors are performed at the end of each month for each of the business entities;
- c) a stocktake will be performed during the last week in June for each entity holding inventory/trading stock.

- d) In respect of the personal Tax Returns for the client and their family, it is expected that all relevant information will be collated and forwarded to our office in a timely manner.

## Compliance Documents

Before documentation is lodged on the client's behalf, a draft will be forwarded for the client's approval and signature. Documentation will be lodged, with the relevant department, by the due dates, provided all information and documentation is received in a timely manner, and all terms and conditions of engagement are met.

If you are late in providing information, best efforts will be made to meet deadlines. No responsibility will be accepted for any late lodgement penalties incurred.

## Responsibility for Accounting and Internal Control Systems

The responsibility for the maintenance of a business's accounting system and internal control systems, including protection against and prevention of fraud, rest with you the client. Where Blatch Consulting is engaged by you for Accounting and Tax Services, you will be responsible for the bookkeeping file (Computerised or Manual). This may include software subscription, regular data entry, reconciliations, and on-going maintenance of the books of account. This particularly includes any work produced by a third party engaged by you (i.e. your bookkeeper/admin assistant), which is to be relied upon by us. If any material weakness in the accounting/bookkeeping systems or internal control systems comes to our notice, the accounting/tax work will be dis-continued, the client will be advised and any additional bookkeeping analysis and/or input to correct/reconcile will be charged at the appropriate rate.

It is important also to remember that although we take professional responsibility for the work we undertake, you are personally responsible for the information contained in any statutory return and that you must retain all necessary supporting documentation to substantiate income & expense transactions claimed.

## 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 Practice's documentation and record-keeping, and not of you as a client and you have full assurances that complete confidentiality will be maintained throughout.

## Professional Fees

The professional fees are based on the service being provided and the skill required to complete the agreed tasks. The fee may include any additional item, such as any costs to be passed on and statutory charges incurred on the client's behalf. The invoice will also indicate any 'Out of Scope' work, which is work requested by the client during the engagement period but not previously agreed to as part of the engagement and accepted and completed by Blatch Consulting.

In the first instance, our estimated fees will be discussed with the client and indicated as being within the

**Range of Fees**, which are based on:

- a) the structure the business operates under,
- b) the estimated turnover of the business in the current year and
- c) how the books of account are kept (Bookkeeping Software, Excel/Manual Spreadsheet or Manual Cashbook)

An extract from the 'Range of Fees' is at *Appendix 1*.

For a more defined fee, based on an identified service or group of services, we can provide a **Fee Estimate**.

An example of a Fee Estimate has been provided at *Appendix 2*.

The Range of Fees and a Fee Estimate are a reasonable estimate. However, costs may vary from time to time due to unforeseeable issues or delays, the level of cooperation of third persons or not previously declared deficiencies in documentation. If these issues arise and costs are likely to be significantly higher than originally estimated, we will inform you of the issues/reason requiring our further attention before continuing with the work.

The standard professional fees are based on the following hourly rates; however many services are at a declared rate. All fees shown are inclusive of GST:

|                             |          |
|-----------------------------|----------|
| Director: Advice/Consulting | \$220.00 |
| Director: Accounting/Tax    | \$176.00 |
| Accountant – Senior         | \$165.00 |
| Accountant – Intermediate   | \$132.00 |
| Accountant – Junior         | \$110.00 |
| Bookkeeping                 | \$ 77.00 |

For work undertaken for a period of less than an hour, the rate is pro rata'd.

## Terms of Payment

In line with Industry standards and accepted business practices, payment terms for the following Accounting and Taxation Professional Services, are as follows:

- **Individual - Annual Tax Return**

Individual taxpayer including income from employment, investments, pension, trust distributions but NOT including an ABN business,

Payment is required under **one** of the following options:

1. **At completion** of initial meeting or face to face interview (and before lodgment of tax return)
2. **At completion** of Tax Return (and before lodgment of tax return)
3. **Deducted from Tax refund** as authorised by client on signing of tax return (Electronically or in person). (If insufficient funds result from the Tax refund, you will be invoiced for the fee and no funds released until payment is finalized).
4. **Invoiced at completion** (only at Blatch Consulting's discretion) and strictly payable within 14 days from Invoice date. NB: The tax return will not be lodged until full payment is received.

- **Business - Annual Tax Compliance**

Tax Return + Financial Statements for the client's Business (Sole Trader, Partnership, Company, or Trust), and Personal Tax Return(s) – as required,

Payment is required under **one** of the following options:

1. **Up-front retainer fee of 50%** (Fee calculated on the Fee Estimate or mid-point of the Range-of-Fees) Required to be paid on receipt of Retainer Invoice, issued before commencement of the annual work. **The remaining 50%** + any **Out-of-Scope** work will be invoiced at completion, or near completion, and payable within 14 days of the invoice date.
2. **Invoiced at completion** (at Blatch Consulting's discretion) and strictly payable within 14 days from Invoice date.
3. **Payment plan** may be negotiated in limited situations and at the discretion of Blatch Consulting. Arrangement must be in place prior to the commencement of the annual compliance work.

- **Business - Fixed Fee Arrangement** for Client Services

A Fixed Fee Arrangement is for agreed ongoing (weekly/monthly/quarterly) services provided by Blatch Consulting, during a financial year, paid in smaller monthly amounts rather than annually. Fixed Fee Arrangement may include, but is not limited to: Annual Tax Compliance, BAS preparation and reporting, Bookkeeping Services, Payroll, Annual Taxable Payment Reporting (TPAR), or Annual Tax Planning. The Scope of Services included in the Fixed Fee Arrangement is agreed by the client and Blatch Consulting.

- **Payment is by 10 fixed monthly payments.**

To be eligible for fixed price services, fees must be paid in monthly instalments and received by 7<sup>th</sup> of each month. Fees will be invoiced on 1<sup>st</sup> July of the new financial year. A renewal for this service will be renegotiated prior to the commencement of the next financial year.

Fees for any 'Out of Scope' work requested by the client and undertaken by Blatch Consulting, will be invoiced at the completion of the specified work. Terms are strictly 14 days from the invoice date for this work.

- **Ceasing Fixed Price Arrangement:** If at any time the client wishes to cease the Fixed Price arrangement, advice is required in writing to the Directors of Blatch Consulting. A final date for concluding this arrangement will be mutually agreed.

- **Consulting and Advice Services**

Consulting: Business Growth, HR Management, Business Development, Business Culture, Business Governance

Business Advice: Initial Start-ups, Business Structures, Strategic Planning, Forecasting, Budgeting, Risk Management, Exit Planning, Succession Planning, Sale/Purchase of Business

Tax Advice (incl. CGT calculations, Interim Reports, Tax Planning & Strategies),

Bookkeeping Services, Software Advice and Training.

1. **Initial retainer of \$220** with remainder, if any, invoiced at completion, and paid within 14 days of invoice.
2. **Invoiced at completion** (at Blatch Consulting discretion) and strictly payable within 14 days of Invoice.

**Payment terms** for all services, unless otherwise stated or agreed, are 14 days from Invoice Date.

**Please note:** Should the invoice or agreed payment arrangement be unpaid by the due date, Blatch Consulting reserves the right to use a debt collection agency or other legal means to recover outstanding fees.

## **Additional Services after fulfilment of Engaged Compliance Services**

Our fee for the agreed compliance services relates to the preparation and lodgement of compliance documentation and taxation matters relating to the service. The fee includes the checking and forwarding of the Notice of Assessment received from the Australian Taxation Office (ATO).

Please note that any additional services or advice requested during, or after the completion of the engaged services, will be regarded as '**Out of Scope**' work and is in addition to the fee estimate. These services will be charged on the basis of the time and skill required to complete the tasks, including any out-of-pocket expenses.

Please note, that any correspondence or representation from the ATO received by Blatch Consulting on your behalf after lodgement of compliance returns, other than dealing with the original Notice of Assessment, will be referred back to you for your attention. If Blatch Consulting are requested by you to query, answer, discuss or represent you to the ATO or other government agency, this service will be treated as an additional service and charged at the *Director: Accounting/Tax* hourly rate.

## **Disclosure of other fees and commissions**

Under the Accountants code of conduct, APES 110, Section 240.5, states that "A Member in Public Practice may receive a referral fee or commission relating to a Client. For example, where the Member in Public Practice does not provide the specific service required, a fee may be received for referring a continuing Client to another Member in Public Practice or other expert. The section further states "Accepting such a referral fee or commission may give rise to self-interest threats to objectivity and professional competence and due care", and therefore must be disclosed to the client.

Blatch Consulting do not accept referral fees, commissions or remuneration for referrals to licenced professional, therefore there is NO threat to our objectivity, professional competence, or our duty of care to our clients.

If a referral fee, commission or remuneration arrangement was put in place for referrals, we would disclose this to clients and fully comply with statutory requirements in relation to the disclosure of this information.

## **Client's disclosure and record keeping obligations**

The client is required by law to keep full and accurate records relating of their tax affairs. It is their obligation to provide us with all information that would be reasonably expected necessary to allow us to perform work contemplated under the engagement within a timely manner or as requested. This includes providing accurate and complete responses to questions asked of the client by the practitioner. Inaccurate, incomplete or late information could have a material effect on services and/or conclusions.

We need not verify the underlying accuracy or completeness of information from the client if it appears reasonable. However, if we believe information is missing, incorrect or misleading, we will need to seek further assurance from the client.

The *Taxation Administration Act 1953* now contains specific provisions that may provide you with "safe harbour" from administrative penalties for incorrect or late lodgement of returns. These safe harbour provisions will only be available to you if, amongst other things, you provide "all relevant taxation information" to us in a timely manner (the safe harbour provisions apply from 1 March 2010). Accordingly, it is to the client's advantage that all relevant information is disclosed to us, as any failure to provide this information may affect the client's ability to rely on the "safe harbour" provisions and will be taken into account in determining the extent to which tax practitioners have discharged their obligations to clients. It is the client's responsibility to show that you have brought all matters to our attention if you want to take advantage of the safe harbours created under this provision.

## **Ownership of Documents**

The final documents to be prepared under this engagement, together with any other original documents, shall remain the client's property. Other documents prepared under this engagement, including general journals, working papers, the general ledger, and draft financial statements, remain Blatch Consulting's property at all times. However, the firm will always provide you with copies of any documents you require.

## **Lien over Documents**

In the event of the termination of our engagement, you are advised that a lien *may* be invoked over certain documents held until outstanding fees have been paid or other satisfactory arrangements made. A lien is a right to hold certain documents or property until the debt incurred in respect of that property/document has been satisfied. The lien however may not be held over property that belongs to another, including if held jointly, and does not cover statutory documents (e.g. Tax Returns, Company Financial Accounts or BAS Returns). Should a lien be invoked, you will be provided with a copy of all documents subject to a claim of lien.





**RANGE-OF-FEES (Estimate):**
**APPENDIX 1**


| Ref  | TAX RETURN PREPARATION & CORPORATE CONVENANCE  | Range of Fees: (GST incl)      |                     |
|------|--|--------------------------------|---------------------|
| A1   | Individual Tax Return - Salary & Wages – Basic tax return  | ATO Portal + Client Docs       | \$165               |
| A2   | Individual Tax Return - Salary & Wages - (+Rental/Investment/CGT etc. Schedules)                                   | Added schedules/tasks          | \$225 to \$550      |
| A3   | Individual Tax Return – with Company, Partnership or beneficiary of Trust Distribution Income Only                 | per Business Partner           | \$132               |
| B1   | Business Tax Return ONLY - Sole Trader (Client <u>Reconciled</u> Xero/MYOB file)                                   | Turnover < \$75,000            | \$495 to \$800      |
| B2   | Business Tax Return P&L - Sole Trader (Client <u>Reconciled</u> Xero/MYOB file)                                    | Turnover \$75,001 - \$250,000  | \$550 to \$1,200    |
| B3   | Business Tax Return - Sole Trader (Client <u>Reconciled</u> Xero/MYOB file) + Financial Statements                 | Turnover \$250,001 - \$500,000 | \$900 to \$2,000    |
| Note | Unreconciled or inaccurate Computer file may require analysis/bookkeeping <u>to correct</u>                        | Client to Authorise            | @ \$77 per hr       |
| B4   | Business Tax Return - Sole Trader (Client <u>Reconciled</u> Excel/Manual cashbook) + P&L                           | Turnover < \$75,000            | \$440 to \$1,000    |
| B5   | Business Tax Return - Sole Trader (Client <u>Reconciled</u> Excel/Manual cashbook) + P&L                           | Turnover \$75,001 - \$500,000  | \$550 to \$2,500    |
| B6   | Business Tax Return - Sole Trader (Client <u>Reconciled</u> Excel/Manual cashbook)+ Financial Statements           | Balance Sheet = Extra          | \$330               |
| Note | Unreconciled or inaccurate Cashbook may require analysis/bookkeeping <u>to correct</u>                             | Client to Authorise            | @ \$77 per hr       |
| C1   | Business Tax Return - Partnership (Client <u>Reconciled</u> Xero/MYOB file) + P&L                                  | Turnover < \$75,000            | \$660 to \$1,200    |
| C2   | Business Tax Return - Partnership (Client <u>Reconciled</u> Xero/MYOB file) + Financial Statements                 | Turnover \$ 75,001 - \$250,000 | \$760 to \$1,800    |
| C3   | Business Tax Return - Partnership (Client <u>Reconciled</u> Xero/MYOB file) + Financial Statements                 | Turnover \$250,001 - \$500,000 | \$1,300 to \$3,800  |
| C4   | Business Tax Return - Partnership (Client <u>Reconciled</u> Xero/MYOB file) + Financial Statements                 | Turnover \$500,001 - \$999,999 | \$1,800 to \$8,800  |
| C5   | Business Tax Return - Partnership (Client <u>Reconciled</u> Xero/MYOB file) + Financial Statements                 | Turnover > \$1,000,000         | From: \$2,200       |
| Note | Unreconciled or inaccurate Computer file may require analysis/bookkeeping <u>to correct</u>                        | Client to Authorise            | @ \$77 per hr       |
| C6   | Business Tax Return - Partnership (Client <u>Reconciled</u> Excel/Manual cashbook) + P&L                           | Turnover < \$75,000:           | \$880 to \$1,900    |
| C7   | Business Tax Return - Partnership (Client <u>Reconciled</u> Excel/Manual cashbook) + P&L                           | Turnover \$ 75,001 - \$500,000 | \$990 to \$4,400    |
| C8   | Business Tax Return - Partnership (Client <u>Reconciled</u> Excel/Manual cashbook) + Financial Statements          | Balance Sheet = Extra          | \$380               |
| Note | Unreconciled or inaccurate Cashbook may require analysis/bookkeeping <u>to correct</u>                             | Client to Authorise            | @ \$77 per hr       |
| D1   | Company Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                             | Turnover < \$75,000:           | \$880 to \$1,200    |
| D2   | Company Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                             | Turnover \$ 75,001 - \$250,000 | \$880 to \$2,500    |
| D3   | Company Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                             | Turnover \$250,001 - \$500,000 | \$1,500 to \$4,000  |
| D4   | Company Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                             | Turnover \$500,001 - \$999,999 | \$2,000 to \$9,000  |
| D5   | Company Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                             | Turnover > \$1,000,000         | From: \$4,400       |
| Note | Unreconciled or inaccurate Computer file may require analysis/bookkeeping <u>to correct</u>                        | Client to Authorise            | @ \$77 per hr       |
| D6   | Company Tax Return - (Client <u>Reconciled</u> Excel/Manual cashbook) incl. Fin Reports                            | Turnover < \$75,000:           | \$880 to \$2,500    |
| D7   | Company Tax Return - (Client <u>Reconciled</u> Excel/Manual cashbook) incl. Fin Reports                            | Turnover \$ 75,001 - \$250,000 | \$1,200 to \$4,000  |
| D8   | Company Tax Return - (Client <u>Reconciled</u> Excel/Manual cashbook) incl. Fin Reports                            | Turnover \$250,001 - \$500,000 | \$2,200 to \$5,500  |
| Note | Unreconciled or inaccurate Cashbook may require analysis/bookkeeping <u>to correct</u>                             | Client to Authorise            | @ \$77 per hr       |
| E1   | Trust Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                               | Turnover < \$75,000:           | \$880 to \$1,500    |
| E2   | Trust Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                               | Turnover \$ 75,001 - \$250,000 | \$1,200 to \$2,800  |
| E3   | Trust Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                               | Turnover \$250,001 - \$500,000 | \$2,000 to \$4,800  |
| E4   | Trust Tax Return - (Client <u>Reconciled</u> Xero/MYOB file) Incl. Financial Reports                               | Turnover \$500,001 - \$999,999 | \$2,800 to \$10,000 |
| Note | Unreconciled or inaccurate Computer file may require analysis/bookkeeping <u>to correct</u>                        | Client to Authorise            | @ \$77 per hr       |
| E5   | Trust Tax Return - (Client <u>Reconciled</u> Excel/Manual cashbook) Incl. Financial Reports                        | Turnover < \$75,000:           | \$1,200 to \$2,500  |
| E6   | Trust Tax Return - (Client <u>Reconciled</u> Excel/Manual cashbook) Incl. Financial Reports                        | Turnover \$ 75,001 - \$250,000 | \$1,200 to \$4,000  |
| Note | Unreconciled or inaccurate Cashbook may require analysis/bookkeeping <u>to correct</u>                             | Client to Authorise            | @ \$77 per hr       |
| F1   | Self-Managed Super Fund (SMSF) - Accumulation mode – Annual Administration (Incls. Independent Audit)              | From:                          | \$2,695             |
| F2   | Self-Managed Super Fund (SMSF) - Pension mode – Annual Administration (Incls. Independent Audit & Actuarial Cert.) | From:                          | \$3,625             |
|      | (If Audit includes 'Auditor Contravention Report' - additional Fee of \$220.00 will apply)                         |                                |                     |



| G TAX PLANNING Services: (Annually in March/April)                                   |  | APPENDIX 1 cont...  |  |
|--|--|---|--|
| G1   | <b>Phase 1:</b> Analysis of Business transactions for the current Financial Year to Minimise (legally) Income Tax by estimating Net Taxable Income of the business for the FY and providing initial advice of tax minimisation and tax saving Strategies and Actions to be determined/implemented before 30th June.  |   | \$660.00                                       |
| G2   | <b>Phase 2:</b> Any additional advice provided, as requested by client, to explore further Strategies and/or Scenarios that demonstrate the outcomes of differing actions, will be at the consulting rate of \$220 ph  |   | @ \$220 per hr                                 |
| <b>H NOT-FOR-PROFIT ACCOUNTING/AUDIT:</b>  |  | Range of Fees: (GST incl)   |  |
| H1   | Not-for-Profit Organisation – Financials Statements (Inc. Assoc) (Client Reconciled Xero/MYOB/Cashbook)  |   | \$330 to \$2,200                               |
| H2   | Not-for-Profit Organisation – Financials Statements (Coy Ltd by Guarantee) (Client <u>Reconciled</u> Xero/MYOB/Cashbook)   |   | \$1,200 to \$3,200                             |
| H3   | Not-for-Profit Organisation – Audit/Review & Report (Client prepared Fin Statements + Evidence of Reconciled Bookkeeping)  |   | \$440 to \$2,500                               |
| Note   | Unreconciled or inaccurate Bookkeeping may require analysis/bookkeeping <u>to correct</u>  | Client to Authorise   | @ \$77 per hr                                  |
| <b>I BUSINESS STRUCTURE Set-Up Fees:</b>   |  |   |  |
| I1   | <b>Company</b> (Limited Liability) - All Statutory documents + ABN, GST, PAYGW & ASIC Registration (Includes: \$538 ASIC Fee)  |   | \$1,540  |
| I2   | <b>Trust</b> - All Trust documents + Trustee Company + ABN, GST, PAYGW & ASIC Registration (Includes: \$538 ASIC Fee)  |   | \$2,240  |
|  | <b>NOTE:</b> Stamp Duty on Trust Deeds (approx \$550) <b>NOT INCLUDED</b>  |   |  |
| I3   | <b>Self-Managed Super Fund</b> with Trustee Company + ABN, GST (if applicable) & ASIC Registration (Includes: \$538 ASIC Fee) From:  |   | \$2,890  |
|  | <b>NOTE:</b> Stamp Duty on SMSF Trust Deed (approx \$550) <b>NOT INCLUDED</b>  |   |  |
| <b>J BUSINESS ACTIVITY STATEMENT (BAS) &amp; INSTALMENT ACTIVITY STATEMENT (IAS)</b> |  | Per Activity Statement  |  |
| J1   | BAS Preparation - From client's <u>Reconciled</u> Xero/MYOB online file.<br><u>Includes</u> Accountant's analysis of Client's Business Activity and extraction of relevant data + BAS Preparation, Client Review/Sign & Lodgement with ATO.<br><u>If further bookkeeping required</u> to Reconcile/Correct the Xero/MYOB Online file <u>prior to BAS Prep</u> , Client will notified. Any further Bookkeeping @ \$77 ph.   | Includes<br>GST, PAYGW & PAYGI<br>calculations  | From: \$200                                    |
| J2   | BAS Preparation - From client's <u>UN-reconciled</u> Xero/MYOB online file<br><u>Includes</u> Accountant's analysis of Client's Business Activity, reconciliation of file and extraction of relevant data/reports + BAS Prep, Client Review/Sign & Lodgement with ATO.<br>Estimate Fee <u>includes</u> : 30 mins to 2 hrs Bookkeeping to Reconcile/Correct client B/K.<br><u>If more than 2 hrs bookkeeping is required prior to BAS Prep</u> , Client will be notified.<br>Any Extra Bookkeeping @ \$77 ph.   | Includes<br>GST, PAYGW & PAYGI<br>calculations  | \$240 to \$420                                 |
| J3   | BAS Preparation - From client's <u>Reconciled &amp; Dissected</u> Spreadsheet/Cashbook.<br><u>Includes</u> Accountant's analysis of Client's Business Activity and extraction of relevant data/reports + BAS Preparation, Client Review/Sign & Lodgement with ATO.<br><u>If further bookkeeping required</u> to Reconcile/Correct Client Bookkeeping <u>prior to BAS Preparation</u> , Client will notified. Any further Bookkeeping @ \$77 ph.  | Includes<br>GST, PAYGW & PAYGI<br>calculations  | From: \$220                                    |
| J4   | BAS Preparation - From client's <u>UN-Reconciled</u> Spreadsheet/Manual Cashbook.<br><u>Includes</u> Accountant's analysis of Client's Business Activity, reconciliation of Bookkeeping and extraction of relevant data/reports + BAS Prep, Client Review/Sign & Lodgement with ATO.<br>Estimate Fee <u>includes</u> 30 mins to 2 hrs Bookkeeping to Reconcile/Correct client B/K.<br><u>If more than 2 hrs bookkeeping is required prior to BAS Prep</u> , Client will be notified.<br>Any Extra Bookkeeping @ \$77 ph.   | Includes<br>GST, PAYGW & PAYGI<br>calculations  | \$300 to \$476                                 |
| J5   | IAS Preparation - From client's Reconciled Xero/MYOB online file OR Reconciled and Dissected Excel Spreadsheet/Manual Cashbook.<br><u>Includes</u> Accountant's analysis of Client's Business Activity, Comparison of ATO Options with calculated Personal Instalment Income, reporting of Wages and PAYGW, if required. Plus Reconciliation of file and Extraction of relevant data/reports + BAS Prep, Client Review/Sign & Lodgement. No GST involved.<br><u>If more than 2 hrs bookkeeping is required prior to BAS Prep</u> , Client will be notified.<br>Any Extra Bookkeeping @ \$77 ph.  | Includes<br>PAYGW & PAYGI calculations  | From: \$110                                    |
| J6   | IAS Preparation - From client's <u>UN-Reconciled</u> Xero/MYOB online file OR <u>UN-Reconciled</u> Cashbook.<br><u>Includes</u> Accountant's analysis of Client's Business Activity, Comparison of ATO Options with calculated Personal Instalment Income, reporting of Wages and PAYGW, if required. Plus Reconciliation of file and Extraction of relevant data/reports + BAS Prep, Client Review/Sign & Lodgement. No GST involved.<br>Fee includes: 30 mins to 2 hrs Bookkeeping to Reconcile/Correct client's bookkeeping.<br><u>If further bookkeeping required</u> to Reconcile or correct the Bookkeeping <u>prior to BAS Preparation</u> , Client will notified. Any Extra Bookkeeping @ \$77 ph. | Includes<br>PAYGW & PAYGI calculations  | \$170 to \$346                                 |
| J7   | Accountant's Review of Client's BAS or IAS calculations. (BAS completed and lodged by Client)  | Review of Client's calculations   | From: \$65                                     |
| <b>K BOOKKEEPING - Weekly, Monthly, Quarterly &amp; Ad-hoc Services</b>              |  |   | Per Month – From:                              |
| K1   | BOOKKEEPING – Regular input & reconciliation of business transactions by Blatch Consulting (utilising DEXT Prepare software where applicable). Attend to coding, creating rules and reconciling Debtors & Creditors in Client Xero/MYOB online file. Discussion of issues with client. <u>Estimate Fee range indicates 30 min to 2 hrs bookkeeping service per month</u> . <u>Estimate Fee DOES NOT</u> include BAS or IAS Preparation, however these and other services can be included at the hourly rate of \$77.00.  | <u>Including Accounting for:</u><br>Revenue, COGS,<br>Expenses, Assets,<br>Liabilities & Equity | <u>30mins to 2hrs /mth</u><br>\$38.50 to \$154 |

## APPENDIX 2

### Example of Fee Estimate: Test Pty Ltd


**BLATCH CONSULTING**  
 Accounting, Tax & Business Services  
 ABN: 25 155 092 446


|  |   |
|--|---|
| Test Pty Ltd<br>11 Brim St<br>NEWTOWN QLD 4350<br><br>Attention: Joseph Test | <b>Estimate</b><br>E000088<br><br>15 April 2023 |
|--|---|

**2023 – Business Annual Tax Compliance**


Attend to the provision of Annual Accounting and Tax Compliance for the year ended **30th June 2023**.

| Tasks  | Amount          |
|--|-----------------|
| Annual Financial Statements - Test Pty Limited<br>Attendance to the preparation of statutory financial statements, including the following as required: <ul style="list-style-type: none"> <li>• Revise and adjustments to your financial information</li> <li>• Review and reconciliation of GST and PAYG Withholding</li> <li>• Maintenance of asset register and calculation of depreciation for the year</li> <li>• Other accounting adjustments as necessary</li> <li>• Review of financial statements to ensure compliance with tax legislation</li> <li>• Finalise Annual Financial statements</li> </ul> | 1,200.00        |
| Tax Return Preparation – Test Pty Limited<br>Preparation and electronic lodgement of your income tax return, including review of your financial data, calculation of your tax payable, and advice on your taxable position.  | 250.00          |
| Tax Return Preparation – Joseph Test<br>Preparation and electronic lodgement of your income tax return, including review of your financial data, calculation of your tax payable, and advice on your taxable position.   | 170.00          |
| Tax Return Preparation – Kerry Test<br>Preparation and electronic lodgement of your income tax return, including review of your financial data, calculation of your tax payable, and advice on your taxable position.  | 170.00          |
| Business Activity Statement - EOFY Reconciliation<br>Annual reconciliation of lodged Business Activity Statements, preparation and electronic lodgement of an AMENDED Business Activity Statement to account for correction, addition or deletion of GST/Wages/PAYGW/PAYGI (as required) to reconcile taxes with the Financial outcomes for the year.  | 120.00          |
| Client meeting/correspondence<br>Attendance at a meeting with you, or via phone/email, to discuss the details of your financial records and tax situation and provide general advice thereon.  | 200.00          |
| Out of Scope Work<br>Attendance to provision of additional service, as authorised by you, not included in our estimate.  | TBA             |
| <b>Subtotal</b>  | <b>2,110.00</b> |
| <b>GST</b>   | <b>211.00</b>   |
| <b>Estimate Valid To: 15 May 2023</b>  | <b>Total</b>    |
|  | <b>2,321.00</b> |


*Please see Terms & Acceptance below:*




MY PUBLIC ACCOUNTANT



Member of the  
INSTITUTE OF PUBLIC ACCOUNTANTS



NYC Partners is a Corporate Authorised Representative No. 1241806 of  
**GPS Wealth Ltd.**  
AFSL No. 254541 ACL No. 254541



Liability limited by a scheme approved under Professional Standards Legislation